

### Philosophy of Administration

As an administrator of my program, I value building a program that is based on the parts of the early childhood education field that align with how children best learn and develop. While it is important to bring my knowledge and experience to a childcare environment it is also administration's mission to recognize the impact a classroom teacher has on the childcare community. In order to do this, I know that it is important to be a leader. I will be open to listening to new ideas and working along side classroom teachers to be innovative and keeping teachers, staff and myself on a life-long learners' path.

With being a leader, it is important for me to recognize that when my time is not being spent working alongside staff my time will need to be spent keeping the business running smoothly. A business needs systems that are the same work for the entire center to ensure that it runs effectively and in a way that makes it easy for staff to do their jobs. Things that need systems are billing, payroll, ordering, scheduling of staff, tours, keeping children and family's information, and safety checks. Systems for those daily tasks all need universal practices that staff can easily do.

In my role I get to create curriculum, plan menus, build policies, and a program that meets the needs of the immediate community of families and the greater community. With the responsibility to the children, the program, and the community in mind as the administrator I will work to set high quality standards of care and early education, be a resource to the community and be aware of our resources in the community, engage families in decision making processes, and be an advocate for childcare programs.