

# Education Management of Early Childhood Education Programs (Case Study in Ciputra International School)

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**Abstract**—Early childhood is an early stage associated with growth and development, education provided early on can create qualified Human Resources (HR). Early childhood education will be able to restore future community portraits to face the challenges of globalization, most of the early childhood that follows the early childhood program benefit when they have entered adulthood. it can be said that the ability of both children is cognitive and non-cognitive that is able to facilitate to learn at the next level. This research used a qualitative approach with a case study model. The results of this study indicate that: (1) planning starts from formulating the vision and mission and socializing to all stakeholders, the planning consists of several programs namely improving the quality of education, teaching staff and education planning program is packaged in a strategic plan with analysis SWOT, (2) organizing the process of determining various tasks and various programs to be achieved together. The initial steps taken are the recruitment process, organizational structure based on the job that has been determined, (3) the implementation of Ciputra SPK PAUD by holding orientation, competency development and motivation. given by the principal to improve the performance of educators and tenders, and (4) the supervision and evaluation process is carried out every semester, one month or one week.

**Keywords**—education management, early childhood education programs, international school.

## I. INTRODUCTION

Early childhood is an early stage associated with growth and development, education provided early on can make Human Resources (HR) quality. The regulation on preschool education is already implemented in the National Education System Act (Sisdiknas) no. 20 of 2003 and the Law of the Republic of Indonesia Number 23 the Year 2002, Article 9 paragraph 1 "Every child shall have the right to receive education and instruction in the framework of his personal development and his level of intelligence according to his interests and talents". Period of early age can be regarded as the golden age (golden age). At this time, children experience growth and rapid development in developing their potentials. The existence of Early Childhood Education is organized through three channels contained in the National Education System Law article 28 that "Early Childhood Education in formal education is in

kindergarten, Raudatul Athfal, or other similar forms. While early childhood education on the non-formal path in the form of Play Group, Child Care. Early childhood education in the informal education path is in the form of family education or education organized by the environment".

The importance of education provided to children early on is able to prepare superior human resources and ready to compete in the era of globalization. In line opinion on more cost-effective investment, early childhood education will be able to recoup several times more investments than after school age (in school education) and adult age.

The Indonesian nation must be more prepared to face every revolution and answer the challenge in the era of globalization. This depends on the quality of Indonesian human resources. There are still many early childhood education management has not been effective, limited education budget and still many educators found from early childhood have not fulfilled qualification and competence so that its impact on quality of child in the learning process. In addition, there are still many people who think that early childhood education is not important. As a result, very little public participation to send their children to school. Education becomes a determinant of national success factors that are closely determined by Human Resources (HR). However, in reality compared to other countries the quality of education in Indonesia is still very low and concerned. This is in accordance with the report of the United Nations Development Program (2015) on the Human Development Index (HDI) ranking that the State of Indonesia is ranked 113 out of 188 States. It is known that the low quality of human resources in Indonesia is much lower than that of the Philippines, China and the countries in Asia Pacific (Human Development Report, n.d).

The low quality of education in this country has an impact on the quality of human resources in Indonesia. This can be minimized by seeking the best possible education for children from an early age with a model of management of the maximum educational institution. Of the tens of thousands of schools in Indonesia, only 30 schools including the International Standard Baccalaureate (IB) and Ciputra schools are one and the largest in East Java province. With

the following classification: (1) ACG School Jakarta, (2) Al Jabr Islamic School, (3) Bali Island School, (4) Bandung Independent School, (5) Binus School Simprug, (6) Gandhi Memorial Bali, (7) Global Jaya, (8) Jakarta Multicultural School, (9) Medan Independent School, (10) Mentari Intercultural School Jakarta, (11) Mount Zaagkam School, (12) SD Penabur Banda (PIS), (13) Sekolah Bogor Raya, (14) Sekolah Buin Batu, (15) Sekolah Cikal, (16) Sekolah Cikal Jakarta (17) Sekolah Ciputra Surabaya, (18) Sekolah Global Indonesia Asia, (19) Sekolah Madania, (20) Sekolah Mutiara Harapan, (21) Sekolah Pelita Harapan Sentul City, (22) Sekolah Pelita Harapan Lippo Village, (23) Sekolah Pilar Indonesia, (24) Sekolah Tunas Bangsa, (25) Sekolah Victory Plus, (26) Sekolah Yayasan Pendidikan Jayawijaya Kuala Kencana, (27) Surabaya Intercultural School, (28) The Intercultural of Bogor, (29) Tunas Muda School Kedoya, (30) Tunas School Muda Meruya, ("IB Programmes," n.d).

Early childhood education will be able to restore future community portraits to face the challenges of globalization. The existence of an IB education system in Ciputra early childhood school is able to encourage every child to think freely, creatively, characteristically and globally. There are 5113 schools worldwide that use the Baccalaureate-based International education system (IB) based in Geneva Switzerland. Ciputra School is ready to prepare reliable human resources with good early childhood education management, PAUD SPK Ciputra has a strategic plan in the aspect of improvement of education program, educator and education, including educational supporting facilities and infrastructures. Of course, the implementation of this program is expected to encourage the development of learners optimally through a meaningful learning experience and fun so that children achieve the competence of attitudes, knowledge, and skills that support the success of education.

The lessons learned in Ciputra early childhood are designed like 21st-century learning that refers to the international curriculum. As educators, teachers are involved in planning to determine ideas, discuss, and find ways to meet the needs and interests of each student. In order for the implementation of learning to go well, the principal requires teachers to follow the training to apply PYP in accordance with the curriculum that has been made. IB offers a wide range of professional development through training at home and abroad to support teachers in gaining more insight. In addition, teachers are required to have English language qualifications and skills with IELTS 5.50+. Teachers should be ready to experience a dynamic and exciting class called the 21st-century class where the curriculum is international-based with established terms.

In addition to offering holistic learning with an interesting concept in accordance with the interests and talents of students, learning in this school is also done with a fun atmosphere, democratic and humanist. The school is expected to be a place for people to dare to overcome challenges in the future. The Regulation of the Minister of

Education and Culture of Indonesia number 31 of 2014, article 3, paragraph 1, states that "formal and non-formal education is managed on the basis of cooperation between the Indonesian Institute of Education and the Institute of Foreign Education". Cooperation Education Unit Ciputra with education system IB. Early childhood education in the cooperative educational unit program has the concept of IB to bring teachers from outside (foreign countries) able to give positive effects for students, especially early childhood because in this case result early childhood education learned how simple learning process that starts from the talent that is owned and conditions around. School of education unit Ciputra cooperation of its students come from Indonesia and also from various countries in the world. Therefore, the school culture of learning Ciputra is pluralism or religious diversity that provides special religious classes.

Currently serving Christian, Catholic, Buddhist, Hindu and Muslim students who support all students to become global-minded citizens. PAUD SPK Ciputra becomes a basic education institution that appreciates the diversity of learners. They can learn tolerance with their peers despite the different backgrounds of religion, culture, ethnicity, and citizenship. Therefore, in school is more encouraged to innovate or create something, and not just to follow what has been there now.

## II. METHOD

This research uses qualitative research approach or natural setting, that is research done by nature or natural [1] The research procedure that produces descriptive data, in the form of written data, oral and behavior that can be observed as the object of research [2] The qualitative approach used in research to obtain complete and detailed data about the object under study that is the management of early childhood education in education unit cooperation Ciputra Surabaya.

Through this qualitative approach, researchers can combine facts and data to describe early childhood education management in the Cooperation Education Unit (SPK) Ciputra Surabaya. The data may come from manuscripts, interviews, field notes, personal documents, notes or memos and other official documents [3] In this qualitative approach, it can be used by conducting direct observation and multiplying information from informants regarding the application of early childhood education management in SPK in accordance with the research focus that will be studied.

The type of research used is a case study. Stake defines case studies as research strategies in which researchers carefully investigate a program, event, activity, process or group of individuals. Cases are limited by time and activity, researchers collect complete information using various data collection procedures based on predetermined time [4] This case study used the researcher to see the phenomenon of early childhood education management in Ciputra Surabaya cooperation unit. Based on the information presented above,

the reason of this research is case study because with case study method it will be possible for the researcher to understand the subject in depth and view the subject as the research subject in order to obtain the detailed and complete data and information.

### III. RESULT AND DISCUSSION

#### A. *Early Childhood Education Planning in Education Cooperation Unit Ciputra Surabaya.*

In achieving the goals of Ciputra Surabaya SPK early childhood education starting from planning programs by formulating the vision and mission and goals of the institution. Furthermore, the establishment of institutional planning programs in the aspect of improving the quality of education, teaching and education personnel, including educational supporting facilities and infrastructure these programs involve all stakeholders, namely principals, educators, education personnel by knowing parents, foundations, education offices, including input from the IB institution through its trainers to help each other in achieving goals, as the principal of the school principals must be able to provide trust, support and guidance to the teachers in carrying out their duties in order to achieve goals, this is in accordance with the opinion of [5] who said that planning carried out in activities must be carried out collaboratively, meaning that it involves school personnel in all stages of the planning. This participation will create a feeling of belonging (sense of belonging) that can provide encouragement to the teacher and other school personnel to try to make the plan work. Thus, planning is the starting point of managerial activities, because no matter how perfect management activities still require a plan because planning is the first step for an activity in the form of thinking about matters related to obtain optimal results.

This is also in accordance with the results of research conducted by [6] explaining that the pattern of management of early childhood education includes planning, organizing, and controlling. The main factor in achieving educational goals is the collaboration and trust between fellow educators, there is a role of the community, often open attitudes between educators and parents.

According to observations conducted by researchers in the field, it also proves that Ciputra Early Childhood Education Program has programs that have been created by involving all stakeholders related to the five-year program or called the strategic plan. The program is designed for 3-5 years. Within the next five years, Ciputra early childhood education is expected to develop into an educational institution that provides quality and quality services in order to be attractive to the public and the annual school year end framework to be implemented in the following academic year, the annual program called annual plan. These annual programs involve team leadership and educators, education personnel by knowing the foundations and parents including input from IB institutions through the trainers. As the head

of the planning school involves all parties related to setting goals, resource activities and time. to explain the achievement strategy of Ciputra Surabaya ECD SPK using a SWOT analysis that is a strategy in planning that is used to evaluate strengths (weaknesses), weaknesses, opportunities, and threats (threats) already listed in the five-year program in achieving the goals already set.

The description above is in line with the opinions expressed. Planning or planning is determining the goals to be achieved during a future period and what must be done in order to achieve goals. In line with this, the opinion that [7]states that planning is a process of preparing a series of decisions to take action in the future that is directed to achieving goals with optimal means. This planning involves what is done when it is carried out, by whom, where and how it is carried out. Planning or planning according to [8] consists of five stages, namely as follows: (1) determine what to do, when and how to do it, (2) limit the objectives and determine the implementation of work to achieve maximum effectiveness through the process target setting, (3) collecting and analyzing information, (4) developing alternatives, (5) preparing and communicating plans and joint decision making.

#### B. *Organizing early childhood education in cooperation unit Ciputra Surabaya.*

Organizing the Ciputra SPK early childhood education starts from the recruitment process of educators and education personnel handled by the personnel department for the selection process which takes several stages starting from file selection, various academic and non-academic tests and interviews. After a series of recruitment processes carried out by the personnel department, the process of receiving Ciputra SPK early childhood education applicants according to needs and then selecting their job applications, the personnel department determines who will take the next selection stage regarding English, psychology and academic proficiency tests. After the selection stage with HRD was completed, the final stage was an interview with the school principal regarding the ability to work in Ciputra PAPS SPK.

This is in accordance with the opinion expressed by [9] Organizing is the grouping of people and the determination of various tasks to carry out various programs that will be achieved together Next, that - the stages of organizing are: (1) determining the resources and activities needed to achieve organizational goals, (2) designing and developing an organization or working group that will be able to "bring" these things towards the goal, (3) assigning certain responsibilities and then, (4) delegation of authority needed to individuals to carry out their duties.

The results of the research that have been described if it is associated with the above theory, it can be said that the organization in managing the implementation program by making the organizational structure aims so that the organization's work program can be run well and directed in

accordance with the duties and responsibilities controlled by each person within organization. SPK early childhood education consists of play groups and Ciputra Kindergarten led by a school principal. The school principal in the management of the school is assisted by the vice principal of the curriculum affairs and the deputy headmaster of student affairs and facilities or infrastructure. The task of the vice principal of the curriculum is to support teachers in developing syllabi, teaching planning, teaching, and student assessment. While the vice principal of student affairs and infrastructure has the main task of ensuring students can learn comfortably and safely in school. This is also in accordance with the results of research the recruitment process of educators if it meets the standards that have been determined then early childhood education will be of quality. This is in line with the opinion of [10] organizing is (1) a group of people organized into groups that work together to achieve a common goal, (2) a system of cooperation between two or more people, (3) every form of work the same for the achievement of common goals, (4) the structure of the division of labor and the structure of work relations between a group of people who work together in a certain way to jointly achieve certain goals.

#### C. *Implementation of early childhood education in cooperation unit Ciputra Surabaya.*

After the recruitment process and the division of tasks from the Ciputra early childhood education, personnel department team held an orientation to educators and education personnel related to the task, knowing the place, situation, work tools, friends, and so on. The process, the principal also plays a role in introducing what will be done by educators and education personnel, this is in accordance with [11] opinion. The implementation is also called an "action movement" which includes activities carried out by a manager to initiate and continue the specified activities by planning and organizing elements so that goals can be achieved. This is in accordance with the opinion of Siagian (1992: 128) mobilization is a process to foster enthusiasm for employees to be able to work hard and actively and guide them in implementing plans to achieve the goals effectively and efficiently.

Mobilization can also be understood as a whole effort, method, technique, and method to encourage the members of the organization to be willing and willing to work as well as possible in order to achieve organizational goals efficiently, effectively and economically. It is also in accordance with observations made by researchers when in the field of Ciputra early childhood education SPK provides the opportunity for Ciputra early childhood education SPK teachers to add a more complete insight on how to plan to learn, improve the ability to manage learning activities and conduct assessments. The foundation provides opportunities for educators to develop professional skills as a good teacher through scholarships to pursue higher education, training and workshops both internally and externally, attending international conferences, and comparative studies

to other institutions. Likewise with education staff, they also get support from institutions to continue to improve professionalism in their work through training and mentoring while carrying out their work.

#### D. *Supervision of early childhood education in the education unit of Ciputra Surabaya cooperation.*

Supervision is an activity in an effort to control, assess and develop organizational activities in accordance with the plans and goals that have been set. The Principal knows the suitability of the work process of educators and education personnel with planning that has been prepared with a process of supervision and evaluation both one semester, one month and one week. Terry (2012: 18) suggests that supervision includes the task of seeing whether activities are carried out after the plan. The implementation of activities is evaluated and irregularities that are not desirable to be improved so that the objectives can be achieved properly. There are various ways to make improvements, including changing the plan and even its purpose, rearranging tasks or changing authority. However, all of these changes are made through the human. The person responsible for the unwanted deviation must be sought and take corrective steps towards the things that have been or will be carried out.

As well as the results of research conducted by Bintari (2010) the implementation of all early childhood education activities requires management that is right on target so that it is in line with expectations

#### IV. CONCLUSION

Based on the results of research and discussion of early childhood education management in cooperative education unit Ciputra Surabaya, it can be concluded as follows.

1. Early Childhood Education Planning in Ciputra Surabaya Cooperation Education Unit starts from the five-year program or called strategic plan program is designed for 3 - 5 years while the annual plan is the annual work of the end of the school year to be implemented in the school year.
2. Early childhood aggregation in the educational unit of Ciputra Surabaya cooperation starts from recruitment process after that determination of organizational structure and division to reach the goal.
3. Implementation of early childhood in cooperative education unit Ciputra Surabaya orientation to educators and education personnel-related tasks, knowing places, situations, work tools, friends, and so forth.
4. Early Childhood Supervision in Ciputra Surabaya Cooperation Education Unit to know the suitability of work process of educator and educational staff with the planning that has been prepared by supervision and evaluation process of principal do it every semester, one month or one week.

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