Final Project 456

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Community Information

When I did my search to find out how many child care based school there was I did it from my hometown, which is Turlock, CA (95380). I found that there are 10 child care center based preschools, 5 family day care home (large), 3 child care infant, and 2 school age centers. After looking over some of the law under Title 22 I found some very interesting licensing requirement. First one being that if the director is away from the school for more than 30 consecutive days the substitute is then allowed the position of the director. The second one I found interesting is if not issued a licensed and still operating a site may be fined $200 per day. My second search shocked me just a little I first started at a 10 mile radius and there was nothing and the same thing was for a 25 mile radius. When I did within a 50 mile radius there was only 7 accredited programs. For this class I would like to work on the ages of 2 to 3. After researching other towns and cities I have decided that I would like my center to be located in Turlock, California.

Program Description

Learn Play Grow preschool is childcare program that serves children between the ages of two and three years old. It is a year-around school with the operating hours between 6:30 A.M. until 5:30 P.M. We are a program that is primarily based on meeting the basic needs of children as well as promoting intellectual growth and autonomy in a safe secure child center.In the Sunflower Room we will always have a morning and an afternoon lead teacher that will be assisted by a teacher aide as well.

Program Philosophy

Learn Play Grow Preschool supports learning by providing an environment that is rich in educational experiences and opportunities for exploration as well as creating a foundation of developmentally appropriate curriculum. As a teacher I believe that if children are provided with a safe and supportive environment, children will express their interests in many ways. Children are unique in their own way and learn in many different ways. Children learn best through meaningful play, which address all areas of children including physical, cognitive, social and emotional. At Learn Grow Preschool we also believe in creating a strong connection between home and the school environment. Both family and school play a significant role in the developmental of the child. For example parents need to spend time with their children and contribute their ideas, as well as abilities to ensure they are providing developmentally appropriate material.

Organizational Structure/Chart

Learn Play Grow Preschool

Lead Teacher in Afternoon

Sunflower Room

Teacher Aide in Morning

Sunflower Room

Lead Teacher in Morning

Sunflower Room

Alternate Director

Director

Site Supervisor

Teacher Aide in Afternoon

Sunflower Room

|  |
| --- |
| **Program Organization**   1. **Type of Program:** We are a program that is primarily based on meeting the basic needs of children as well as promoting intellectual growth and autonomy in a safe secure child center. 2. **Organization Structure:** In the Sunflower Room we will always have a morning and an afternoon lead teacher that will be assisted by a teacher aide as well. 3. **Operational schedule:** We will operate between the hours of 6:30 A.M. until 5:30 P.M. We will be open all year round expect for major holidays. 4. **Funding Base:** Families will be charged monthly according to how many days the child is enrolled in. |

Flower Box

Sidewalk

Lobby

Main Entrance Sunflower Room

Sidewalk

Door to the Office

Back Door Exit

Parking Lot

Main Entrance

Sunflower Room Door to the Outside

Sign in

Supply Room

Paint Station

Storage

Kitchen

Office

Sensory

Table

Kitchen







Lunch/Snack Table

Book Shelf

Mirror

Dramatic Play

**Circle Rug**

Building Block Area

Storage

♪♫♪

Music



Cubby

Rug

Bench

Sand Box

Jungle Gym

z







Sensory Table

Sand Area

Garden

Sand Box

Grass Area

Monkey Bars

Sand Box

Climbing Structure

Dress Up

Area

Arts & Crafts Table

Tricycles

Music

Patio

Equipment Needs

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Furniture | Quantity | Building Toys | Quantity | Fine Motor Manipulatives | Quantity | Gross Motor | Quantity | Reading/Quiet  Area | Quantity | Price | Maintenance/  Up keep |
| Tables | 3 | Small Wooden Blocks | 30 | Pags & Peg Board | 30 | Climbing Structure | 1 | Couch | 1 |  |  |
| Chairs | 20 | Large Wooden Blocks | 15 | Pounding board | 4 | Tricycles | 3 | Books | 25 |  |  |
| Trays | 8 | Magnatiles | 50 | Hammers | 4 | Slides | 4 | Puppets | 10 |  |  |
| Shelves | 10 |  |  | Large Puzzle | 10 | Wagons | 2 | Flannel Board | 2 |  |  |
|  |  |  |  |  |  | Tumbling Mats | 4 | Flannel Characters | 25 |  |  |
|  |  |  |  |  |  |  |  | Book Shelf | 2 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Annual Operation Budget  Learn. Play. Grow. Preschool |  |  |
|  |  | Age of Children: 2-3 years of age |  |  |
|  |  |  |  |  |
| **Income** |  |  |  |  |
| TUITION |  |  |  |  |
| Toddlers | (12X120X52 |  |  | 74,880 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Income** |  |  |  |  |
| ApplicationFee | $50X12 |  |  | 600 |
| Fund-Raising |  |  |  | 2000 |
| Late Fees |  |  |  | 240 |
|  |  |  |  |  |
| Total Income |  |  |  | 77720 |
|  |  |  |  |  |
| **Expenses** |  |  |  |  |
| PERSONNEL |  |  |  |  |
| Director |  | ($15/1hr) | 40 hrs/week | $600 |
| Lead Teacher (2) | | ($9.50/1hr) | 40 hrs/week | 380 |
| Assistant Teacher (2) | | ($9/1hr) | 25 hrs/week | 225 |
| Cook |  | ($8.50/1hr) | 20 hrs/week | 170 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Rent |  |  |  | 20,000 |
| Utilities |  |  |  | 15,000 |
| Food |  |  |  | 20,000 |
| Office Supplies |  |  |  | 3,000 |
| Curriculum Supplies | |  |  | 5,000 |
| Insurance |  |  |  | 5,000 |
| Maintence |  |  |  | 4,500 |
|  |  |  |  |  |
| Total Expenses |  |  |  | 62,500 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Hourly Wage Rates |  |  |
|  |  |  |  |  |
| Position |  | Starting Hourly Wage | Step 1 |
|  |  |  |  |
| **Teaching Assistant** | | $9.00 | $9.10-$9.30 |
| NO UNITS to |  |  |  |
| Minimally Qualified | |  |  |  |
|  |  |  |  |  |
| **Teacher\*** |  |  |  |  |
| Core 12 ECE Units | | $9.50 | $9.60-$9.80 |
|  |  |  |  |
| 15–24 ECE Units |  | $10.50 | $10.60-$10.80 |
| (Core + Admin) |  |  |  |
|  |  |  |  |
| CD Permit and/or |  | $11.00 | $11.10-11.40 |
| AA in ECE |  |  |  |
|  |  |  |  |
| **Head Teacher\*** |  |  |  |
| CD Permit + |  | $11.00 | $11.10-11.40 |
| Supervision of Adults | |  |  |
|  |  |  |  |
| BA with CD Permit or | | $14.00 | $14.10-$14.70 |
| Site Supervisor Permit | |  |  |
|  |  |  |  |
| Substitutes |  |  |  |  |
| 0–12 ECE Units |  | $9.00 |  |  |
|  |  |  |  |  |
| Teacher Qualified |  | $10.00 |  |  |

Salary Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Percent** | **Monthly** |  |
| **Age of Child** | **Schedule** | **Capacity** | **Enrollment** | **Tuition rate** |  |
|  |  |  |  |  |  |
| 2-3 yrs. | Full time | 12 | 100% | $30 |  |
|  |  |  |  |  |  |

**Learn Play Grow**

Job Description

Director: The Director is responsible for many different responsibilities. They are in charge of overseeing the program, hiring staff, managing enrollment and overseeing daily activities. As far as hiring staff the director has numerous step in hiring them, including fingerprints, background checks, and a physical. Also, the director is in charge of the overall budget as well as making sure that

|  |  |  |  |
| --- | --- | --- | --- |
|  | Never | Sometimes | Always |
| Does the director work actively with the teacher to maintain high curriculum standards |  |  |  |
| Does the Director visit classrooms and observe teaching methods |  |  |  |
| Does the Director have staff go through the correct background check?  Including fingerprint and Physical. |  |  |  |
| Does the Director keep a steady enrollment? |  |  |  |
| Does the Director pay bills and payroll on time? |  |  |  |

Teacher: The preschool teacher is responsible many different responsibilities for creating a positive and enriching environment as well as implementing curriculum that is not only age appropriate but also meeting the children’s needs. Seconding, the teacher is responsible for providing but social and emotional support to children who need the most help.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Never | Sometimes | Always |
| Teacher interacts with children in a positive way. |  |  |  |
| Teacher implements age appropriate curriculum. |  |  |  |
| Teacher provides a safe and secure environment to feel comfortable |  |  |  |
| Teacher comforts children when necessary. |  |  |  |
| Teacher fosters independence with the older children. |  |  |  |

Staff hiring

Teacher Interview questions

Age group: 2-3

Questions focusing on education:

1. How can you meet the needs to every child within you classroom, including children who are gifted and children who have special needs?
2. If you had to plan out a daily schedule, what would it be?
3. What is your favorite aspect of working with children at this age group?

Rationale: I selected these questions based on education because when working with children you have to be knowledgeable about children and their education, what works for certain children and what doesn’t work in the classroom. In today’s world there are variety of different ways children learn and how to meet each child’s needs is a difficult task. By asking these questions it allows employers to see how the employee can and will handle a difficult situation in regards to educating the classroom.

Questions focusing on experience

1. What were your responsibilities at your last job?
2. In the past, how have you handled a behavioral problem?
3. If you have had the experience of dealing with a parent who is not willing to cooperate, how did you handle it?

Rationale: I selected these questions that are based on experience because each employer should ask the interested applicant what was their previous experience and how did it go. When hiring staff it is important to know their previous work history and if they have made a difference within the program, was it positive or negative experience?

Questions focusing on personal characteristics

1. What are your strengths and weakness throughout the classroom?
2. Why is working as a preschool teacher important to you?
3. List five words that would describe the type of employee you are.

Rationale: When hiring staff it is important to become familiar with the type of person you are interviewing. You want to hire someone who is wiling to grow not only as a team member, but also individually. They know how accept constructive criticism in a positive light.

Questions focusing on required skills

1. How would you promote diversity within the classroom?
2. What do you think are the qualities of a excellent teacher?
3. How do you motivate children into become active learners, while keeping them engaged in the material?

Rationale: Within the workforce you don’t want to hire someone who knows nothing about children, they have to bring something to the table whether that is personal experience or knowledge. I believe that you can learn from others in a classroom setting, but I think that you have to have some previous knowledge or experience to be successful in a classroom full of children who may all learn differently.

Questions focusing on knowledge

1. How important is the first five years of a child’s life and why?
2. If you were only given three things to promote fine motor skills in the classroom what would they be and why?
3. In what type of environment do you think children learn best?

Rationale: Having previous knowledge when it come to working with children is probably one of the most important factors. It allows you to compare your previous knowledge with what you are dealing with in a classroom. For example, you can’t expect a two-year-old child to have mastered fine motor skills, but if you have previous background knowledge of child education you would not that the mastery of fine motor skills comes later in their childhood.

Scenario #1:

How do you handle a child who is constantly biting and further more you send notes home to the child’s parent that says who he bit. How do you explain it to a parent who has said they have never seen their child bite?

Scenario #2:

You have boy who is enrolled in your classroom and they like to play dress up with the dresses and purses. One day the parent comes in and says I notice that my son plays with the dresses a lot so I have brought in some capes. The parent says, “ I would like my son only to play with the capes, no more dresses.” How do you handle the situation?

Staff Training

|  |  |  |
| --- | --- | --- |
| Month | Topic | Overall Ideas |
| January | Advertising the center | Come up with possible flyer ideas to send out to the community regarding what should be put on the flyer and how to make it look inviting. |
| February | Activity Planning | Training sessions regarding having activities ready and available for children and also making sure the activities are developmentally appropriate throughout their day. Once last thing is to be able to provide ideas as to what activities can be implemented and when the best time is to implement. |
| March | Center Procedures | Training procedures at the center are important for all new employees. When old policies change we must make all staff aware of the changes and allow time for questions regarding the changes of the policy. Some important procedures include the policy of lock-downs, pick-ups and drop offs, sanitation and documenting injuries. |
| April | Teacher Appreciation | Come up with possible ideas as to giving out awards to all staff. Also reminding the staff how much their hard work and dedication is appreciated. |
| May | Code of Conduct | Make sure that staff understands how crucial it is to be on time, prepared for the day, be respectful to parents, children, and other staff members. |
| June | Team Bonding | Come up with activities that allow staff to engaged with one another outside of the classroom. Such as a holiday get together, celebration of birthdays, possible hosting movie nights. |
| July | Motivating the Staff | Come up with needs and exciting ideas that the staff are interested in, such as giving out incentives. |
| August | Open House | Be ready to discuss ideas regarding open house and how to allow parents, caregivers, and children to all be present during the open house. |
| September | Fundraising ideas | Come up with different ideas regarding raising money for different such as field trips, new materials, and making minor improvements to the inside and outside. |
| October | Safety | Safety procedures are extremely important not only for the children but also the staff and the overall program. Be ready to discuss some ideas regarding safety and make sure we are providing the highest level of safety. |
| November | Discipline | Be ready to discuss ideas of how to deal with different behaviors throughout the classroom and come up with possible solutions to either stop the overall behavior or lower the chances of the behavior occurring. |
| December | Physical Environment | Come up with possible solutions of keeping children highly engaged in the classroom environment as well as providing new ideas to change the environment, but still keeping the children engaged in secure and welcoming environment. |

Operating Schedule

Schedule (Regular Day)

Drop off/ Free Choice 6:30-8:30

Breakfast 8:30-9:00

Morning Circle 9:00-9:15

Work Time 9:15-9:30

Wash Hands/Potty 9:30-10:00

Outside 10:00-11:15

Wash Hands/Potty 11:15-11:30

Lunch 11:30-12:00

Nap 12:00-2:00

Wash Hands/Potty 2:00-2:15

Afternoon Snack 2:15-2:30

Free Time 2:30-2:45

Afternoon Work time 2:45-3:00

Afternoon Story 3:00-3:20

Outside 3:25-4:15

Free Time 4:15 -6:00

Closing 6:00

\*Pick up can occur at any part of the day

Health and Safety Guidelines

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Breakfast** | Bagels & Cream Cheese  Pears  Milk | Eggs & Toast  Apple Slices  Milk | Cinnamon Bread  Peaches  Milk | Oatmeal with Strawberries  Milk | French Toast with  Strawberries  Milk |
| **Morning Snack** | Apple Slices with Yogurt Dip  Water | Cheez it’s  Apple Slices  Water | Wheat thins with hummus  Water | Cheerios  Raisins  Grape Juice | Carrots & Celery with Ranch  Water |
| **Lunch** | Spaghetti  Green Beans  Milk | Macaroni & Cheese  Peas  Milk | Bean and Cheese Enchiladas  Corn | Lasagna  Corn  Milk | Turkey & cheese sandwich with Mayo  Carrots  Milk |
| **Afternoon Snack** | Ritz Crackers  2 Slices of cheese  Water | Carrots with Ranch  Water | Cheerios  Raisins  Water | Graham Crackers  Grapes  Water | Animal Crackers  Banana Slices  Water |

**Weekly Menu**

5 Health policies for infection control:

1. Upon entering or exiting hands washing needs to take place.

2. Proper sanitation taken into account both before and after lunch.

3. Proper sanitation and use of gloves during diapering.

4. At the end of the day use proper sanitation wipes for all windows and doors.

5. Food preparation must be done in a clean and sanitized environment.

Family Involvement

Learn Play Grow Preschool we promote both child involvement as well as parent involvement. We believe that involving parents and families allows our program to not have such a broad range of diversity, but also allowing families to offer different values, languages, and traditional customs. By involving families we hope that it will create a positive experience for all children as well as parents will have the opportunity to meet their child’s friends along with observing their child in a classroom setting. We understand that not all can make it to each gathering/meeting so we offer a wide range of meetings for parents to become involved within. For example, we send out monthly newsletters regarding the classroom and the month’s current theme. As well during holidays we provide the opportunity for parents to come in and celebrate the holiday with their children at school. For example during the month of October we set up a field trip to the local pumpkin patch along with hosting a Halloween party, where the children are encourage to come dressed up to school in their costume. In the month of December we host a Christmas performance along with a providing gifts to the parents.

**Preschool**

**Learn**

**Play**

**Grow**



We are a preschool that provides year round care for children between the ages of 2-3. We believe that children benefit mostly from an environment that is rich in education experiences and allows for growth through hands-on experiences.

Now Enrolling for the 2015-2016 School Year

Come check us out!

We are located at 582 Monte Vista Ave.

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