Child Care Center Proposal

Little Learners Preschool

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16. Community Description:

The targeted community is Chico, CA which is located in Butte County. The Census data for this community discussed important information related to opening a program. This information includes that there are 4,651 children under the age of 5 in this community with the total population in Chico at 84,864, the median family income is $51,710, the average family size is 2.99 or about 3, there are 12,361 people in this community that speak a language other than English at home, and there is 13.4% of families that are below the poverty line. In Butte County the average weekly market rate for a full-time preschool program is $136.93 and the maximum weekly rate for full-time preschool children is $167.82. After calling two preschools here in Chico I found that their rates were even lower than the market rate averages. Enchanted Kingdom, (530) 891-4654, is a preschool program designed for children ages 3-5 and the tuition is $440 per month or about $110 per week. Little Discoveries Preschool, (530) 342-2484, is a preschool program ages 2-5. The tuition for 2-3 year olds for full time is $130 per week and for 4-5 year olds for full time is $120 per week. In this community there are 44 state licensed child care centers and there is only one accredited child care center, which is located at Chico State University and is located in the ASCDL, Associated Students Child Development Laboratory.

1. Program Description:

The child care center is called Little Learners Preschool and it is a for-profit, independently owned center. The targeted age group for this program is children ages 3-5 years old. The program will run year round and we will observe national holidays. This program will operate from 8am-5pm Monday through Friday; children will begin leaving by 4:30pm. The program will serve 18 children ages 3-5 and there will be one classroom for all ages. There is one office assistant, two teacher assistants, a master teacher, and the program director who also serves as a master teacher. This is a state licensed for-profit, independently owned preschool center where the parent tuition is the main source of income. The owner/director will be in charge of everything with help from other staff members.

1. Program Philosophy:

Our mission at Little Learners Preschool is to provide a loving, supportive, educational, and safe environment. We provide structured and non-structured activities to promote individual growth and a love for learning. We value the concept of belongingness and would like to share this with the children through our program. It is our hope that we can foster the appreciation and value of the diversity that exists in each individual as well as celebrate our similarities. Our program provides a wide range of activities that stimulate exploration, learning, and creativity. We provide children with opportunities for hands-on learning and learning through their senses with activities involving music, movement, art, and role playing. We believe having a consistent classroom routine is key to effective learning. As developmentally appropriate teachers we will provide a caring community of learners, aiding to enhance development and learning, plan curriculum to achieve important goals, carefully assess children’s development and learning, and establish reciprocal relationships with families.

1. Organization Structure:

Draft of organizational structure is attached; see “Organizational Chart.”

1. Draft of classroom diagram:

There is a total of 1320 sq. ft. inside based on the capacity of 18 children at the standards of 35 sq. ft. per child. This square footage includes both child and adult spaces. Draft of inside layout is attached; see “Indoor Floor Plan.”

1. Draft of Outside Diagrams:

The total square footage of the outside area is 1400 sq. ft. which is based on the capacity of 18 children at the standards of 75 sq. ft. per child. This square footage includes areas for storage and for children. Draft of outdoor layout is attached; see “Outdoor Floor Plan.”

1. Draft of Equipment Needs:

Draft of program equipment needs is attached; see “Equipment Needs.”

1. Drafts of Financial Plans:

Annual Operational Budget is attached; see “Program Budget.”

Parent Fee Schedule is attached; see “Parent Fee Schedule.”

Salary Schedule is attached; see “Salary Schedule.”

1. Job Descriptions:
2. Teacher: The preschool teacher will be responsible for planning and implementing a program to teach young children. They must ensure the development and safety of these children in accordance with relevant federal, territorial, and municipal legislation and policies. The preschool teacher will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

**Preschool Teacher Evaluation:**

1. The teacher provides a safe environment.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

2. The teacher implements lesson plans that are developmentally appropriate.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

3. The teacher follows all relevant federal, territorial, and municipal legislation and policies.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

4. The teacher is respectful to all children and parents of the program.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

5. The teacher ensures that equipment and facilities are clean, safe and well maintained.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

1. Program Director: The director of the daycare has the responsibility to ensure the safe and caring management of all the children entrusted to the child care facility. This means hiring compassionate, trained and high caliber staff, monitoring the children in the daycare, setting schedules and lesson plans for the center, meeting with parents and keeping all parents informed of policies and procedures at the center. Since children are the most important and most precious aspect of the parent’s lives it is very important for the program director to keep the children’s health and well-being first and foremost in their considerations.

**Program Directors Evaluation:**

1. The director provides children with a safe and caring environment.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

2. The director ensures appropriate staff and child ratios.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

3. The director maintains good communication with parents by informing them of policies and procedures

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

4. The director keeps accurate and organized records of the children

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

5. The director handles any complaints by staff or parents and works to promptly resolve any issues.

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

1. Assistant Teacher: The assistant teacher is required to have 6-12 units in ECE and will be assisting the master teacher throughout the day by preparing the centers for the children and supervising the children. The assistant teacher needs to ensure the safety of all children in the program and never allow a child to be unattended.
2. Administrative Assistant: The office assistant needs to be prepared to file paperwork and keep all files organized in the office. The assistant will also answer the phone in the office and take messages for the director. They will be in charge of mailing out important letters, memos, fliers to parents and staff as necessary.
3. Substitute: The substitute teacher needs to be fully qualified with a BA in Child Development or a Site Supervisor permit in order to take the place of the master teacher in the classroom and fulfill the duties and responsibilities of the teacher.
4. Staff Hiring:

Here is an example of sample interview questions that will be used.

1. What is your educational background?

2. How much of your education is related to childcare or child development?

3. Have you had any specialized training that would add to your qualifications for this position?

4. What is your experience working with children?

5. Which age group have you worked with?

6. Would you be willing further your training if necessary?

7. What do you consider to be your strengths and weaknesses?

8. What are your best qualities in regards to working with children?

9. Why are you interested in this position?

10. How will you help children learn how to express themselves appropriately and encourage good behavior?

11. How would you handle teasing, bullying, and inappropriate behavior among the children?

12. How would you be a good role model for the children?

The director will be in charge of the interview process for the master teacher and then after the master teacher is hired they will both be involved in the interview process for the rest of the staff members for the program. The interview process will first be to collect resumes and applications for the positions available. After reviewing the applicants information they will select a few qualifying people to have an interview with the director. After the interviews are completed they will select the best candidate for the position.

I chose these questions in order to gain a better understanding about the person being interviewed in order for them to feel more comfortable. It’s important to know the educational background and qualifications they possess because this will reflect their salary and help you understand if they are qualified for the position. It’s also important to hire people that are experienced with children and are comfortable with them. Learning about children in school and actually working directly with children is very different and takes a certain type of person. It’s also important to where the person excels but also where they still need help. As a director you want to be able to help your staff grow professionally to be the best quality teachers for young children. It’s also important to know why someone wants to work in the position. Someone can have all the qualifications to work with children but if they aren’t passionate about children than that teacher won’t be as beneficial to the children. Ultimately, you’re hiring staff in the best interest of the children. It’s also important to know how the person would react in different situations regarding children. The skills they possess need to represent the philosophy of the program.

1. Staff Training:

This is draft of the annual staff development and training programs that will be used to provide professional growth at the program.

Jan.- First Aid Training Course (Red Cross): staff members will participate in the training course to become certified in CPR and First Aid

Feb.- Health and nutrition: A dietician and registered nurse will come and speak about the 2 topics

Mar.- Safety issues in the center: discuss issues with indoor and outdoor safety and field trip safety

Apr.- Children with Special Needs: Educational Specialist as a guest speaker to discuss various disorders and conditions and how to deal with them in the classroom

May.- Curriculum planning: examine teacher resource books for new ideas

Jun.- Dealing with Parents Effectively: discuss appropriate techniques to deal with parents (role play)

Jul.- Visit to other centers in the community: look at other centers to get new ideas

Aug.- Effective Teaching Strategies: discuss different techniques for teaching children

Sept.- Relate theory to practice: examine different theories in child development and discuss relationship to centers philosophy and ideas

Oct.- NAEYC professional meeting: Staff will attend a professional seminar

Nov.- College Course information and availability (credit course): Guest speaker from a child development program from a university

Dec.-Classroom management: discuss techniques used to manage the children in the classroom (role play)

1. Operating Schedule:

I have provided a typical daily schedule for the classroom.

* 8:00am- Good Morning Breakfast time
* 8:30am- Free Play (inside, may use all areas of interest in the classroom, different play materials and activities will be brought out to encourage the children to play with a variety of toys)
* 9:15am- Outside Play
* 9:50am- Potty time
* 10:00am- Circle Time (large group time- story time, felt board story, discuss learning centers)
* 10:30am- Learning Centers (3 centers available for children to choose from, animal theme, 1) Animal Dice Game: math activity with counting and classification, 2) Animal Charades: children act out and move like animals called out by the teacher across the grass based on their knowledge of that animal, 3) Animal Habitats: science activity with sensory tubs filled with different materials and animals to represent different habitats
* 11:20am- Lunch time
* 11:45am- Outside Play
* 12:30pm- Naptime
* 1:50pm- Potty time
* 2:00pm-Free Play (inside, may use all areas of interest in the classroom, different play materials and activities will be brought out to encourage the children to play with a variety of toys)
* 2:45pm-Circle Time (large group time, sharing time, 2-3 children are chosen each day to bring something to share with the class and the child will give hints about their sharing and the children try to guess what it is before he or she shows it)
* 3:15pm- Movement/Music in sensory gym (children participate in child’s yoga and then listen to music from all different cultures and dance to them)
* 3:45pm- Snack Time
* 4:00pm- Arts and Crafts
* 4:30pm- Good Bye time to go home

1. Health and Safety Guidelines:

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| --- | --- |
| Little Learners Preschool  Sample Food Menu |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Week # 1 | 29-Nov-10 – to – 3-Dec-10 | |  | | | Day | Breakfast |  | Notes | | Monday | Cereal, peaches |  | * Breakfast drinks include: water milk, orange juice * Alternative breakfast will be available for food allergies | | Tuesday | Scrambled eggs, bacon, grapes |  | | Wednesday | Whole wheat pancakes, pineapple |  | | Thursday | Oatmeal , bananas |  | | Friday | Waffles, strawberries |  | |  |  |  | |  |  |  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Week # 1 | 29-Nov-10 - to - 3-Dec-10 | |  | | | Day | Mid-morning | Mid-afternoon | Notes | | Monday | Ants on a log | Goldfish, apples | * Snack drinks include: water, apple juice * Alternative snacks will be available for food allergies | | Tuesday | Animal crackers, grapes | Pigs in a blanket, carrots | | Wednesday | Apples, nutella | Pretzels, cheese | | Thursday | Yogurt, granola | Oranges, bananas | | Friday | Mini bagels, cream cheese | Fruit filled jello | |  |  |  | |  |  |  | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Week # 1 | 29-Nov-10 - to - 3-Dec-10 | |  | | | Day | Lunch |  | Notes | | Monday | Ham, cheese sandwiches |  | * Lunch drinks include: water, milk, fruit juice * Alternative lunches will be available for food allergies | | Tuesday | Chicken noodle soup, crackers |  | | Wednesday | Grilled cheese sandwiches, tomato soup |  | | Thursday | Spaghetti and meatballs |  | | Friday | Mac n Cheese |  | |  |  |  | |  |  |  | | |

At Little Learners preschool we are very strict with the health policies with regards to sick children. Germs and infections can spread very quickly and we want to ensure a clean and sanitary center for all the children. Parents will be asked to come immediately if their child displays or experiences any of the following, a fever of 100 degrees or higher, vomiting, pink eye, unusual rashes or spots on the skin, and/or severe coughing. These sick policies are strictly enforced for all children. We also believe it’s necessary to have emergency information for every child and this form is attached. Emergency information is attached; see “Emergency Information.”

1. Family Involvement:

Little Learners Preschool wants the families of our children to be very involved in the children’s education and experience here at the center. We believe it’s important to have parents volunteer in the classroom and out on field trips. We will also hold parent nights at the center which will usually be a pasta feed dinner. We want the families and staff members to have a close relationship so we provide many opportunities for them to interact. Parent Newsletters will be mailed out monthly and will contain the monthly curriculum schedule and a menu planned for the children. It also includes community events that are going on that month that will be fun for the kids. There is also a schedule for parent volunteers to sign up for in the classroom and for field trips. Parent Conferences will be held twice a year and are available for parents as they are needed. These meetings will discuss the children’s progress in the program and this will be a time for parents to ask any questions or concerns they may have regarding their child or the center. These items will be used to stay connected with the families. We want them to know what their children will be doing on a daily basis. We want to provide opportunities for them to ask us questions as well.

1. Sample Advertisement and Flyer:

The proposed newspaper ad for the program is; come join us at Little Learners Preschool, we provide full time quality care for all children and we promote the growth of the whole child as an individual. We have highly trained staff that are compassionate and provide a safe, caring, and engaging environment for the children. We offer affordable tuition prices so please come by to discover what our program has to offer! A brochure will also be available to advertise the program. Program Brochure is attached; see “Program Brochure.”