ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: CHILD DEVELOPMENT CENTER

NAME OF PERSON SUBMITTING THIS REVIEW: Shelley Morrison

DATE OF SUBMISSION: 10/14/10

MANAGEMENT AREA (check one):

- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: **Adhere to the California State Department Of Education Title 5 requirements and reports which include the following:** • **DRDP Child Assessments** • **DR Parent Survey** • **ECERS Classroom Assessment** • **CPM Categorical Program Monitoring** • **Mandated child/adult ratios** **Connection to other plans:** Strategic Plan/Direction #1,2	**Summary of Progress:** Requirements are met and on an ongoing basis. Ca. State Dept. Ed. funds were reduced State wide, but required numbers of children remains the same. We will have to adjust our budget. **Resources/Budget Used:** 3310-30710-69200-8621 $127,944

Objective 2: **Adhere to Community Care Licensing Title 22 regulations which include the following:** • **Classroom and yard health and safety** • **Kitchen sanitation, health, safety** • **Documentation for each families' file** • **Documentation for each staff's file** • **Mandated requirements for the Director and teaching staff** • **Mandated child/adult ratios** • **License fee paid each year** • **Fingerprint and TB required**	**Summary of Progress:** Requirements are met on an ongoing basis. We would like to update the emergency plan this year.
Connection to other plans: Strategic Plan/Direction #1	**Resources/Budget Used:** 3310-30710-69200-8980 $72,883 3310-30710-69200-8621 $127,944 3310-30710-69200-5020 $240 3310-30710-69200-5050 $637

Objective 3: **Adhere to the Child Care Food Program regulations which include the following:** • **Provide healthy, well balance meals within the allocated funds provided** • **Ensure kitchen safety and sanitation** • **Provide funds for travel to grocery store to purchase food** • **Provide training opportunities for cook to be in compliance with CCFP regulations**	**Summary of Progress:** Completed on an ongoing basis
Connection to other plans: Strategic Plan/Direction #1	**Resources/Budget Used:** 3310-30710-692000-8191 Federal $10,000 3310-30710-692000-8625 State $700

Objective 4: **Continue to maintain and upgrade the CDC Building and equipment. In addition the classroom, kitchen and office supplies and equipment.**	**Summary of Progress:** Received a very competitive State and Federal Restoration Grant to improve the following: • Kitchen dishwasher and stove/oven • Awning for rain and snow condition with safety issues involved • Re-supply of fall zone materials for climbers • New sand box which can be covered for CDC funds are also used for improvements
Connection to other plans: Strategic Plan/Direction # 3	**Resources/Budget Used:** 3310-30710-692000-4310 $1,000 3310-30710-692000-4325 $1,000

Objective 5: **Supervise staff through staff evaluations, classroom observations, individual meetings, evaluate staff paperwork requirements. Provide opportunities for ongoing professional growth for high quality service to the families of the CDC.**	**Summary of Progress:** Completed on an ongoing basis.
Connection to other plans: Strategic Plan/Direction #1,2,3,4	**Resources/Budget Used:** 3310-30710-692000-2120 $183,561 3310-30710-692000-3000 $60,163

Objective 6: **Recruit families through various methods which include: media, brochures, presentations and events. Membership on various ECE organizations/committees:** • **Children's Council** • **Child Care & Development Planning Council** • **FRC CDC Parent Advisory Committee** • **FRC ECE Advisory Committee** • **FRC Early Childhood Mentor Program** • **Plumas County Hospice Child and Adult Care Provider**	**Summary of Progress:** Completed on an ongoing basis
Connection to other plans: Strategic Plan/Direction #2, 4	**Resources/Budget Used:** Director's Responsibility

Objective 7: Screen, interview, train and evaluate FRC Student Workers to meet the child/adult ratios. The CDC pays for the legal requirements of fingerprints for each Student Worker. Staff and Substitutes pay for their own. **Connection to other plans:** Strategic Plan/Direction #1,2,4	**Summary of Progress:** Completed on an ongoing basis. **Resources/Budget Used:** 3310-30710-692000-5050 $$637

Objective 8: Screen, hire and train substitutes for the CDC teachers and the cook. **Connection to other plans:** Strategic Plan/Directive # 1,2,4	**Summary of Progress:** Completed on an ongoing basis **Resources/Budget Used:** 3310-30710-692000-2125 $3000 (Subs) FRC Student Employment Funds for TA's

Objective 9: Collect fees from "Community Parents" who do not qualify for the CDD grant. Some income eligible families who do qualify for the grant pay a portion of fees. These fees are returned to the State. **Connection to other plans:** Strategic Plan/Direction #3	**Summary of Progress:** Completed on an ongoing basis **Resources/Budget Used:** 3310-30710-692000-8889 $16,000 Community 3310-30710-692000-8860 $200 Interest

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

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Objective 10: **Staff Development Enhancement. The CDC staff will participate in new and continued avenues of professional growth. Topics areas discussed this year by staff include:** • **Philosophy/Emergent Curriculum** • **Intentional Teaching Techniques** • **DRDP 2010 update/training** • **Behavior Issues** • **Preschool Learning Foundations and Curriculum Framework** • **Fundraising** • **Curriculum Planning and Documentation Ideas** • **Revisit Developmental Ages and Stages of preschool age children** • **Diversity with children and families** **Connection to other plans:** Strategic Plan/Direction # 1,2, 3, 4	**Summary of Progress:** Profession growth opportunities will be offered in these areas throughout the school year **Resources/Budget Used:** No funds available at this time. Director and staff will provide information. Other sources of funding will be explored.

Objective 11: **Upgrade Yard/Nature Area of the CDC. Improve the sustainability/ "Green" Issues.** **Connection to other plans:** Strategic Plan/Direction # 2,3	**Summary of Progress:** Provide creative solutions to upgrade and create a more engaging play yard that includes a natural element to explore. **Resources/Budget Used:** Grants/Fundraising Parent and Staff Volunteers

Objective 12:
Improve parent communication and involvement which includes:

- **Parent workshops and parent meetings**
- **More effective Parent Advisory Committee**
- **Fundraising**
- **Creative Events at the CDC**
- **Engaging Parent Orientation**

Connection to other plans:
Strategic Plan/Direction # 1,2,3

Summary of Progress:
Parent Advisory Committee has been formed. A grant through "Bread For The Journey" has been allocated to assist in expenses for parent workshops. Fundraising ideas will be discussed with the staff and parents. We have already completed one very successful fundraiser. A more engaging Parent Orientation has been presented with a literacy slide show. The parents had a lot of very positive feedback.

Resources/Budget Used:
Funding from a Non-Profit Organization: Bread for the Journey.
Fundraising.

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): Amount	Account Code	**Rationale** (include connection to other plans):
$		
$		
$		

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

The FRC CDC continues to receive funding from the California State Department of Education Child Development Division, although there has been a reduction in funding. State and Federal Child Care Food Program funds remain the same. Enrollment is full at this time with a waiting list. The FRC CDC continues to be the only Nationally Accredited Preschool in Plumas County and the only full day preschool in Quincy. We are one of only two full day programs in Plumas County. High quality early education in Plumas County is still a huge need, and we are helping to meet that important need for the children and parents in our community. This allows parents to attend college, participate in the workforce and also receive high quality care and education for their children

2.Explain significant issues and/or changes that have occurred since the last comprehensive review.

California State Department of Education Child Development Division has reduced funds to statewide contracts. The FRC CDC experienced a cut of $1,365 for 2010/2011.The CDC is attempting to adjust to this challenge by using our shrinking reserve. The rising costs of salaries and fringe continues to be a frustrating challenge. The Director feels her staff deserves the compensation they receive with salaries and fringe/medical. The CDC interest has been reduced from $1,000 to $200. A significant reduction. We have increased Community Parents revenue, but can only enroll up to the legal child/teacher ratios. Our priority is to enroll income eligible students first.

2. Briefly explain significant changes expected during the upcoming year.

See #2

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CFO/DIRECTOR OF BUSINESS SERVICES

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **40230 CHILD CENTER FUND**
PROGRAM CODE: **731000 CHILD CARE MATCH**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request* .)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
7335	Child Center Fund 1100.40230.7335.731000		58,965	58,965.00	58,965	58,965

Strategic Planning Goals & Objectives 2010 - 2013

Strategic Direction I: Institutional Effectiveness

Strategic Direction II: Student Learning

Strategic Direction III: Resources

Strategic Direction IV: Leadership and Governance