



**2017-18 ADMINISTRATIVE UNIT PROGRAM REVIEW UNIT:
CHILD DEVELOPMENT CENTER
Submitted by Stephany Marchena Chavez**

*****Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 1, 2017.*****

STATEMENT OF PURPOSE:

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

INSTRUCTIONS: This program review covers the timeframe fall 2016 and spring 2017, inclusive. The planning is identified for spring 2018 and academic year 2018-2019.

I. MISSION

A. State the current program mission

**The Child Development Center's mission is to develop and enrich each child to his/her fullest potential through meaningful teacher-child relationships and engaging learning experiences. The Center's vision is to nurture the development of inquisitive, creative, well-grounded children and supports families to be the best they can be for their children.
The goals of the Center are to:**

- 1) *Strive toward sustainable levels of enrollment and staffing to maintain quality instruction and learning;*
- 2) *Demonstrate developmental gains for children in all domains;*
- 3) *Establish family-school partnerships in the child's education;*
- 4) *Provide opportunities for observation and participatory laboratory experience to support the college students' learning outcomes;*
and
- 5) *Develop the knowledge, skills, and dispositions of the future early childhood professional workforce.*

B. The mission of Las Positas College is,

Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.

Discuss how the program/service area supports the college mission.

The Child Development Center's goal is to create a model demonstration program that illustrates the teachings of the Early Childhood Development Department (ECD) of Las Positas College. The Center works closely with the ECD Department to determine and implement child development best practices and cutting-edge research in the early childhood field. The Center's programs work hand-in-hand to ensure respectful and responsive service to children and their families as evidence of a high quality child development program.

The Center has four (4) purposes:

- *Serve as an observation and participation laboratory experience for students, and as child development work experience support for LPC Child Development Center staff.*
- *Provide and encourage opportunities for family involvement and parent education to enrolled families of the program.*
- *Establish a model child development program for community members and professional researchers to use as an educational and collaborative resource.*
- *Provide for the care and early education of young children while their families attend school, are employed by Las Positas College, or reside in the Tri-Valley community.*

C. List the major functions/duties of your unit.

1. Serve as an observation and participation laboratory experience for students, and as child development work experience support for LPC Child Development Center staff.
2. Provide and encourage opportunities for family involvement and parent education to enrolled families of the program.
3. Establish a model child development program for community members and professional researchers to use as an educational and collaborative resource
4. Provide for the care and early education of young children while their families attend school, are employed by Las Positas College, or reside in the Tri-Valley community.
5.
6.

II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

<p>2017 January 2017: CDC awards 2GenFund spring 2017 recipients March 2017: Vision screening was done for the children of the CDC April 2017: CDC hired fourth ECD Specialist June 2017: CDC carries out 3rd 6-week summer session July 2017: CDC is granted access to online Ages and Stages Questionnaire. This is a screening questionnaire that ask specific questions about a child's development. By obtaining this questionnaire the center improves in quality rating & improvement system. August 2017: CDC staff received CPR training from ICE Safety Solutions September 2017: CDC awards a 2GenFund Fall 2017 recipients October 2017: CDC raises money for children of ST. Jude CDC staff received a training on inclusion from School of Imagination</p>

November 2017: Fall Festival/ Silent Auction Fundraiser. The CDC raised \$1922 for center materials.
December 2017: CDC hosted Scholastic book fair. The CDC earned \$700 to spend on new books for the center.

B. Major Goals and Objectives for Spring 2018 and AY 2018-19.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	EMP Goals or Planning Priorities linked to this Goal/Objective

1. Continue to work closely with Chabot Children Center (State Contract).	ASAP	Ongoing	Partner with Chabot Children Center.	Community Collaboration
2. Time study needs to be done	ASAP	May 2019	Assistance from LPC	Supportive Organizational Resources
3. Build fall enrollment (increased families of faculty, students and State Preschool)	1/18	May 2018	Assistance from LPC and District Business Services	Organizational Effectiveness
4. Build interest in 2GenFund scholarship	1/18	May 2018	Work with LPC Foundation and 2GenFund committee & sponsors	Community Collaboration
5. Staffing needs to improve in order to be compliant with licensing regulations and to provide quality care.	ASAP	Ongoing	Assistance from LPC and District Business Services	Supportive Organizational Resources
6. Prepare for State Audit	ASAP	December 2018	Partner with Chabot Children Center	Community Collaboration
7. Involve staff and faculty with center decisions	ASAP	ongoing	Collaboration between staff, faculty and director	Organizational Effectiveness
8. Create a Strategic plan for the center	Aug 2018	Jan 2019	Assistance from LPC and District Business Services	Supportive Organizational Resources
9. Receive award for Student Assistants from Community member	Pending	Pending	Community member has decided to donate money to Student Assistants. Criteria for these awards have been made and have been approved by the community member.	Community Collaboration

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2013	2014	2015	2016	2017	2018-2019	2019-2020
Administration	1	1	1	1	1	1	1
Supervisory						1	1
Classified Staff FT	2	2	2	3	4	4	5
Classified Staff PT				1	0	1	1
Confidential Staff FT							
Total Full Time Equivalent Staff	3	3	3	5	5	7	8

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

List Staff Positions Needed for Academic Year 2018-2019 Place titles on list in order (rank) or importance.	Indicate (N) = New or (R) = Replacement	Estimated Annual Total Cost	EMP Goals or Planning Priorities Linked to Position

<p>1. Child Development Assistant Director</p> <p><u>Reason:</u> The CDC is growing at a fast pace currently we are serving 89 children. The Program Director is currently managing all components to the program without an administrative assistant. The CDC needs an Assistant Director to manage the day-to-day running of the Center in the absence of the Program Director; coordinate staffing for classrooms when Director is absent.</p> <p>An assistant director would also enroll children in our half day State program in compliance with State contracts; recertify each family yearly for all contracts; maintain all files and documentation to comply with all subsidized contracts; update each child's file to comply with subsidized contracts.</p>	N	?	Educational Excellence Organizational Effectiveness
<p>2. ECD Specialist (part time) Preschool</p> <p><u>Reason:</u></p> <p>Currently Chabot and Las Positas share a California State Preschool Contract. We currently are under earning our contract since we need additional staff to enroll more children. If our district continues to under earn the contract we could potentially loose State funding. It</p>	N	?	Educational Excellence Organizational Effectiveness
<p>3. ECD Specialist (full time) Infant/Toddler</p> <p><u>Reason:</u></p> <p>The center is growing and becoming more known in our community. We currently have 13 families that are interested in our toddler program. Many of our families would be highly interested if we offered an infant program.</p>	N	?	Educational Excellence Organizational Effectiveness

<p>4. ECD Assistant (full time)</p> <p><u>Reason:</u></p> <p>Currently our CDC has for full time ECD Specialist. Our full time Specialist have to complete assessments for children in the classrooms. As of now it is very hard for the Specialist to take time off from the classroom in order to complete documentation. Specialists are also having a hard time taking their lawful breaks because of our staffing situations. By licensing regulations we cannot be out of ratio. The ratio is 1 adult with a certain amount of early childhood development college units to 4 toddlers/ 8 preschoolers.</p> <p>We are also at risk from losing State funding if ECD Specialist do not complete state required assessments for children.</p>	N	?	<p>Educational Excellence</p> <p>Organizational Effectiveness</p>
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IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

<p>List the Facilities Need and the Reason</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
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<p>1. Remote control to open locked double doors from offices during lockdown times of the Center.</p> <p><u>Reason:</u> No CDC provision for a permanent office staff /admin assistant for the Front Desk Lobby. ECD faculty/Program Director/ Teachers have to physically walk to the double doors and open them for any ECD students, families, and visitors. Safety issue to be able screen visitors from afar. Much Interruption of work flow happens throughout the day.</p>	<p>Organizational Effectiveness</p> <p>Supportive Organizational Resources</p>
<p>2.</p> <p>Lockable doors for the inside of each observation room and faculty office</p> <p>Reason: Safety Issue during lockdown drills. No means of securing the children or faculty/staff from potential int situations.</p>	<p>Organizational Effectiveness</p> <p>Supportive Organizational Resources</p>

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs</p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1.</p> <p>Secure safe for tuition payments (cash, check, money orders)</p> <p>Reason: Director only has means to locked file cabinet for monetary resources from center clients.</p>	<p>N</p>	<p>\$60</p>	<p>Organizational Effectiveness</p> <p>Supportive Organizational Resources</p>
<p>2. Credit card access or mobile pay available for families to use</p> <p>Reason: CDC only accepts cash and checks. Parents cannot pay by credit or debit cards. Families need convenient payment options through their computers or mobile devices.</p>	<p>N</p>	<p>?</p>	<p>Organizational Effectiveness</p> <p>Supportive Organizational Resources</p>
<p>3. Landline for the front of the CDC</p> <p><u>Reason:</u></p> <p>Families often do not get reception when coming to the CDC. We do not have a permanent staff member at the front desk who can answer the door. Having a phone at the front of the CDC would allow visitors/ families get ahold of staff.</p>	<p>N</p>	<p>?</p>	<p>Organizational Effectiveness</p> <p>Supportive Organizational Resources</p>

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	

<p>1. Preventive Health and Safety Training and Nutrition</p> <p><u>Reason:</u> The course prepares administrators and employees of child care centers and family child homes small or large to keep the children in their care safe and healthy from injury and illness.</p> <p>Participants will learn information about infectious diseases (including immunizations), preventative childhood injuries, caring for children with special needs, identification, reporting of child abuse, and childcare nutrition training.</p>	\$90.00	25	\$2250	<p>Educational Excellence</p> <p>Organizational Effectiveness</p>
<p>2. ECD Specialists working with toddler children need training certification in Program for Infant Toddler Care (PITC) to understand and implement research based practices in caregiving and curriculum of care.</p> <p><u>Reason:</u> ECD Specialists in campus child lab school need cutting edge training to pass on to ECD majors who are enrolled in ECD 90 and ECD 95/96 in toddler rooms.</p>	\$2400.00	2	4800	<p>Educational Excellence</p> <p>Organizational Effectiveness</p>
<p>3.</p> <p>Program Director needs administrative professional development support through early childhood administrative workshops and conferences.</p> <p><u>Reason:</u> Program Director needs administrative direction from cutting-edge early childhood professionals, and supportive network from professional associations.</p>	\$2000	1	\$2000	<p>Educational Excellence</p> <p>Organizational Effectiveness</p>

