



**2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Child Development Center & ECE Lab Program**

**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

**Timeframe:** This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

**I. MISSION**

A. State the current program mission

The mission of the Child Development Center and ECE Lab Program is to develop and enrich each child to their fullest potential through meaningful teacher-child relationships and engaging learning experiences.

B. The mission of Las Positas College is the following:

*Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.*

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

The Child Development Center and ECE Lab Program supports the mission of Las Positas College by creating a model demonstration site that illustrates the theoretical teachings of Early Education classes. The Specialists serve as mentor teachers and role models to students enrolled in Early Care and Education classes. We are inclusive of other division courses that require observations of young children (i.e. Psychology and Paramedic students). The CDC supports learning and career opportunities to students by supporting their educational goals towards transfer, degree, and/or career-technical certificates. The CDC works closely with the Early Care and Education program to offer a high quality child development program that implements best practices and research-based curriculum. This collaboration prepares students to work in the field of Early Care and Education.

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

- |  |
|--|
| 1. To establish and maintain a model child development program that implements best practices and research-based curriculum.   |
| 2. To offer a laboratory experience for LPC students through effective mentorship, role modeling, and collaboration with the Early Care and Education division.                          |
| 3. To provide a safe, healthy, educational, diverse, and developmentally appropriate environment for young children whose families reside in the Tri-Valley and surrounding communities. |
| 4. To provide opportunities for family involvement and parent education.   |
| 5. To offer hands-on experiences to Student Assistant's as they continue their education journey at LPC.   |
| 6. To maintain the licensing requirements of Community Care Licensing and the California Department of Education.  |

## II. GOALS AND OBJECTIVES

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

**CENTER:** From March, 2020 – August, 2020 the center was closed due to COVID. We were able to offer virtual learning experiences for the children from March – May. Our CSPP program continued with virtual learning experiences through the summer. In August, 2020, a COVID plan was developed that supported all County and Licensing regulations. Due to unforeseen circumstances, we had to delay our re-

opening until September. On September 8<sup>th</sup> we re-opened with a very limited number of children. The program continues to grow in numbers, however enrollment is impacted by the mandated “bubble” of only 16 people (children and adults) in a classroom. The staff have done outstanding work to keep their peers and children healthy and safe. We have had to be innovative and flexible. Our enrollment continues to grow and we will soon have a waiting list. It will take about 1-2 years to fully recover from the COVID pandemic.

In Spring, 2021 we opened a 4<sup>th</sup> preschool classroom (first time all ps rooms have been open) to accommodate enrollment and also the placement of ECE Lab students.

The Parent Handbook was revised and a new “vacation” policy implemented; children’s files were updated; brightwheel in full use, including touchless sign in and out.

**COLLEGE INVOLVEMENT:**

Stephany Chavez is involved in the following committees: Resource Allocation; Budget Development; Planning and Budget (District); ECE Teacher Preparation Program.

Carmen Ortiz is involved in the following committees: Program Review; Professional Development. She is a Classified Ambassador and a Connect Up Coach. She became adjunct faculty in January, 2021.

**PROFESSIONAL DEVELOPMENT:** Five more staff enrolled in and are completing CSEFEL (social/emotional) training. Carmen Ortiz took the leadership role to support those going through CSEFEL.

14 staff participated in AB212/Alameda Quality Counts which is a professional growth stipend program to increase retention in the field and the center was awarded \$5,263.16.

Stephany Chavez was accepted to participate in the Classified Leadership Institute for Professionals (CLIP)

**LAB PROGRAM** – In Spring, 21 we offered virtual lab experiences to the lab students due to the closure of the center as a result of COVID.

**2GenFund & Veteran’s First Scholarship:** Paid \$30,000 toward tuition to assist students needing child care in order to attend classes. This scholarship is made available through the generous donation of the Porte family. Paid \$2,456.00 toward tuition to assist Veteran’s with child care who are attending LPC for the first time. This donation made possible by Safeway and the LPC Veteran’s 1<sup>st</sup> program. Lam Research assisted Students with CDC registration fees in the amount of \$1525.00.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

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)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1.Re-brand and Market the center (name change)	2/1/21	8/1/21	A.Raichbart, District	
2.Continue w/ Time Study	Started	Ongoing		
3.Website update	Started	8/1/21	Tim Druley	
4.Full implementation of CSEFEL	Started	Ongoing	Specialists	
5.Re-do mission and vision statement	3/1/21	8/1/21	A.Raichbart, Specialists, Parents;	

**III. STAFFING**

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2016	2017	2018	2019	2020	2021-2022	2022-2023
Administration	1	1	1	Interim	1	1	1
Supervisory	0	0	0	0	0	1	1

Classified Staff FT	2	3	3	4	4		9	9
Classified Staff PT	0	0	0	2	2		2	2
Confidential Staff FT	0	0	0	0	0		0	0
<b>Total Full Time Equivalent Staff</b>	3	4	4	6	7		20	20

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year 2021/2022</b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
--	---	---	---

<p><b>1. Child Development Center Administrative/Classroom Support (ACS) (1 full time)</b></p> <p><u>Reason:</u></p> <p>This position would provide support to the Director and Early Childhood Specialists at the Child Development Center as well as assist students, parents, faculty, and visitors. This position would monitor and maintain the front lobby to ensure a welcoming and safe environment and reduce the time that the lobby area is unsupervised. This has been an ongoing request of families attending our program.</p> <p>This position would assist the Director of the Child Development Center with mandated licensing paperwork, children's enrollment files, basic record keeping, marketing, center events, payroll, student sign in and out sheets, answering telephone calls, scheduling tours, documentation of lab student hours.</p>	N	\$110,000 (includes benefits)	EMP Goals: A, B, C, D  Planning Priorities 2, 3
<p><b>2. Early Childhood Specialist Assistant (4 full time)</b></p> <p><u>Reason:</u></p> <p>The position (2 toddler; 3 preschool) is needed to support the Early Childhood Specialist with enrolled children and ECE Lab Students. In an effort to stay abreast of best practices, model these in the classroom, and expand professional development (Educational Master Plan Goal D, strategy D3 and LPC 2017018 Planning Priorities) the ECS needs an ECSA to rely on to participate in the day to day operations of the center, safety and supervision, teacher child/staff/parent interactions, center events, classroom planning, prep time, staff and lab student feedback, and child assessments, which include child observations, extensive paperwork, and parent conferences. This position is needed for consistency and continuity of care for the children. Currently the center hires Student Assistants that have limited availability (can only work 20 hours per week) and leave within 1-2 semesters. Having ECSA will allow for deeper relationships with the parents/families and higher level of open communication. This position would allow for improved curriculum development, teacher/child interactions, child assessments, etc.</p>	N	\$110,000 (includes benefits)	EMP Goals: A, B, C, D  Planning Priorities 2, 3
<p><b>3.</b></p> <p><u>Reason:</u></p>			

## IV. FACILITIES

### A. Facilities Needs

#### FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
<p><b>1. Staff Offices need ability to be locked from the inside</b></p> <p><u>Reason:</u> For safety considerations in a lock down, shelter in place, or active shooter situation staff need to be able to securely lock their office doors; currently can only be locked from the outside.</p>	
<p><b>2. Division of the preschool outdoor area</b></p> <p><u>Reason:</u> To give teachers the availability to section off areas that are used based on the teacher/child ratio. The current situation does not allow for adequate supervision of the children which could result in a licensing violation/fine from Community Care Licensing.</p>	
<p><b>3. Access to the building through the front doors via a camera system and remote access or log in.</b></p> <p><u>Reason:</u> Allow staff to visually see who needs to enter the building from the classroom and allow access remotely will increase security and convenience for parents/students &amp; staff needing access. The front doors are currently kept unlocked during drop off and pick up times which is convenient however if there is no one at the front desk, security and safety become compromised. During the other times of the day, the doors are locked and require the front desk staff, director, or faculty to walk to the door every time someone needs in. If any of these individuals are not available, visitors must wait or call to the classroom which is disruptive and a potential licensing risk if the staff have to leave the classroom to open the front doors.</p>	
<p><b>4. To have janitorial services paid through the District</b></p>	

<u>Reason:</u> To have equity and equality. The CDC is the only department/division that pays for their own janitorial expense. As part of the college community, this expense should be paid out of District funds, just like every other building, gym, locker room, classroom, bathroom, theater, hallway, outdoor area, parking lot, faculty office is.	
<b>5.</b>  <u>Reason:</u>	
<b>6.</b>  <u>Reason:</u>	

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

<b>List the Technology and Equipment Needs</b>  Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Estimated Annual Total Cost of Ownership</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
<b>1.</b>  <u>Reason:</u>			
<b>2.</b>			



<u>Reason:</u>			
----------------	--	--	--

## VI. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<p><b>List Professional Development Needs.</b> 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><b>1. CPR/1<sup>st</sup> Aid</b></p> <p><u>Reason:</u> State Mandates that 1 person trained in CPR/1<sup>st</sup> AID be on site at all times. It is best practices to have all staff trained. In prior years, staff have volunteered their time and the CDC has paid for the class.</p>	65.00	15	975	
<p><b>2.</b></p> <p><u>Reason:</u></p>				