



Palo Verde College  
Child Development Center

# PROGRAM REVIEW

## 2010-2011

### Non-Instructional Program

ONE COLLEGE DRIVE  
BLYTHE, CA. 92225

# PROGRAM EVALUATION SUMMARY

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1. Program Strengths
  - a. The Child Development Center provides valuable child care and educational services to Palo Verde College and its students, and to the greater community.
  - b. The Child Development Center offers pre-school children a “creative curriculum” that helps provide a solid foundation for entering elementary school.
2. Program Weaknesses:
  - a. Insufficient funding to maintain full-time aides
  - b. Training for new part-timers is burdensome
3. Recommendations for Program Improvement:
  - a. Continue seeking external grant support
  - b. Develop systematic, written training procedures, e.g., manuals, training guides,
4. Committee Determination: The CDC program review is approved and ready to proceed to the Board of Trustees’ review.

## MISSION

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The Palo Verde College Child Development Center's mission is to help children develop socially, physically, cognitively, and emotionally. The program is devoted to help parents by providing a safe, friendly and rewarding environment for their children while they attend school or work. The program's mission is not only to provide parents the opportunity for success in life, but provide their children the opportunity of lifelong learning and community development.

The Child Development Center and the College agree that it is to their mutual benefit that students have the opportunities for field education as students and future practitioners. Just like the Palo Verde College, the Palo Verde College Child Development Center is committed to excellence. We provide quality instruction and services for our parents and children, and applaud the achievements of parents, students and staff.

## PURPOSE OF THE PROGRAM

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The Palo Verde College Child Development Center is a not for profit organization, operated on a non discriminatory basis and gives equal treatment and access to services without regard to race, sex, sexual orientation, gender, disability, color, creed, religion, origin, or ancestry. It is sponsored by the Palo Verde Community College District and the California Department of Education; the program follows the Funding Terms and Conditions set by the California Department of Education in addition to Title 5 and Title 22 bylaws. The purpose of the program is to provide reliable, quality child care to parents who could not otherwise seek and maintain employment and/or training due to parental responsibilities.

## POPULATION SERVED

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The Palo Verde College Child Development Center was established to meet the needs of increasing number of working parents and parents enrolled in a vocational training leading directly to a recognized trade or profession. The program is open to all interested parents of the community that are either attending the Palo Verde College, are attending any other type of training or are parents that are working, seeking employment or disabled. To be eligible, parents or guardians must meet the requirements established by the State Department of Education, Title 5, and the Funding Terms and Conditions. In Addition, families shall meet at least one requirement in each of the areas:

1. A family is:
  - a. A current aid recipient
  - b. Income eligible
  - c. Homeless
  - d. One whose children are recipients of protective services or whose children have been identified as being abused, neglected or exploited or at risk of being abused.
2. The parents are engaged in vocational training leading directly to a recognized trade, paraprofession or profession.

3. The parents are employed or seeking employment
4. The parents are incapacitated and not able to care for the children.

The program also serves as community support by offering their facility to colleagues and students that attend the Palo Verde College.

- Licensed Vocational Nurses (LVN Students)
  - Every school year we have 30 students scheduled to do their educational experience 3 days per week, 6 ½ per day.
- Students who take Early Childhood Units
  - Students attending the Palo Verde College that need to do their practicum
  - Student workers which goal is to become teachers
- Colleagues
  - People working as Early Childhood educators that have an obligation to contribute to the education of their students with needs of field experience.

## PROGRAM & STAFF ACCOMPLISHMENTS

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The Palo Verde College Child Development Program is based on the premise that all children share certain needs and those children of families with limited resources can benefit from a comprehensive developmental program designed to meet those needs. The program is always seeking ways to improve and better serve those needs. During the past few years the program has had some accomplishments:

- The program is fully enrolled and continues to have a waiting list;
- The proper child/teacher ratios in the classrooms are being met;
- Activities in the classroom are done accordingly to program requirements;
- The program is composed of fully qualified staff;
  - One supervisor- fully credentialed- Director's permit & just completed her Master's Degree.
  - Two full time teachers- both with supervisor's permits.
  - Seven permanent-part time staff- all with California teacher's permits.
  - One permanent cook- fully qualified and attending trainings every year.
- The program classrooms are equipped with adequate materials for all the children enrolled in the program;
- Classrooms have updated computer and computer's games for all children enrolled in the program;
- On 2009 the program was reviewed by the Child and Adult Care Food Program and all areas were found to be in compliance;
- On 2005 the program was reviewed by the California Department of Education and all areas were found to be in compliance; and
- On 2007, the program received a grant and was able to obtain new playground equipment.

## PROGRAM FACILITIES AND EQUIPMENT

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- The Palo Verde College Child Development Center has the adequate space to support the department.
- The program has dedicated space for all the staff and children in the program
- The program has two small offices that are fully equipped to support the needs of the staff and two classrooms that are fully equipped to meet the needs of the children.
- The backyard is fully equipped with new playground equipment

**Before**





# After



## PROGRAM GOALS

- To maintain full enrollment in the program throughout the school year.
- To serve the community, the Palo Verde College and its students and colleagues.
- To use the community media (radio, newspaper, website) to recruit new students.
- Continue participating on special events to educate the community and family members about the program in efforts to continue to be fully enrolled (Day of the Child, events for Christmas, welcome back dinner, Cinco De Mayo celebration, Spring Street festivities, etc.).
- Continue providing a welcoming working and teaching environment.
- To continue inviting parents to participate during our monthly meetings.
- Meet the parents' and children's needs while their children are enrolled in the program.
- Review staff needs and provide them with appropriate trainings.

## PROGRAM FINANCIAL RESOURCES

<b>Expended</b>	<b>FY 2009/2010</b>	<b>FY 2008/2009</b>	<b>FY- 2007/2008</b>
Certified Salaries	\$57,853.00	\$ 67,980.00	\$ 65,109.00
Classified Salaries	\$117,343.00	\$131,070.00	\$104,982.00
Employee Benefits	\$75,779.00	\$ 95,014.00	\$90,814.00
Educational Supplies	\$18,468.00	\$ 18,296.00	\$16,112.00
Operating Expenses	\$ 26,859.00	\$ 25,981.00	\$12,471.00
Capital Outlay	-0-	\$1,959.00	\$10,621.00
New Equipment	\$ 67.00	\$ 0.00	0.00
CDC Loan	\$0.00	\$ 0.00	\$13,000
Total Including Capital	\$296,369.00	\$340,300.00	\$313,108.00
<b>CDC CONTRACT FUNDS</b>			
Instructional Materials funds	\$ 500.00	\$ 500.00	\$903.00
Child Nutrition Program funds	\$ 34,349.00	\$ 27,148.00	\$26,629.00
Misc. income (other app. Capital Outlay)	\$ 8,314.00	\$ 1,191.00	\$ 1,180.00
Approved Budget	\$ 276,900.00	\$293,003.00	\$286,969.00
<b>TOTAL INCOME RECEIVED</b>	<b>\$ 320,063.00</b>	<b>\$321,842.00</b>	<b>\$ 315,681.00</b>

## PROGRAM STRENGTHS

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- The program provides reliable quality preschool services for parents that are working, attending school or can simply justify the need.
- The students are introduced to a curriculum that prepares them for kindergarten.
  - The program follows a Creative Curriculum teaching children shapes, colors, letters, numbers, how to recognize and write their names and other thematic units throughout the school year ( Creative Curriculum schedule included- page #8-10).
- The program supports the community by offering the facility to students, community members, members and colleagues.
  - Vocational Nursing students.
  - Students who take Early Childhood Units.
  - Students attending Palo Verde College that need to do their practicum.
  - PVC Student workers whose goal is to become teachers.
  - Students attending Palo Verde High School and whose goal is to become teachers.
  - Colleagues.
  - People working as Early Childhood educators that have an obligation to contribute to the education of their students with needs of field experience.
- The program provides preschool services Monday through Friday between the hours of 7:30a.m.-5:30p.m.
- The program is open 247 days out of the year.
- The program is a non-discriminatory program that provides services to children 2.9 years of age through 5 years old.
- The program provides nutritious meals (breakfast, lunch and snack) to all children enrolled in the program.

## PROGRAM WEAKNESSES

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- Lack of full-time staff – The program does not have sufficient funds to have full-time staff and pay for their benefits and depends on mostly part-time aides that are usually seeking other jobs, because minimum wage, and 19 hours per day is not enough to support their families.
- Due to the lack of full time staff, the program administrator and lead teachers have to take the time and train new part-time staff.
- Lack of a janitor to clean the classrooms and do other janitorial duties.
- Lack of a new sign for the program- the program has no sign in front of the building to make people aware of our facility.

## SOLUTIONS

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- Seek for other funding to hire full-time staff- more instructional aides, a janitor & teachers.
- Seek for grants to purchase a new sign.



# P.V.C C.D.C CREATIVE CURRICULUM SCHEDULE

PALO VERDE COLLEGE  
CHILD DEVELOPMENT  
CENTER

Curriculum Schedule							
2010-2011							
Week of:	Theme	Topics	Shape/color/number/letter			L.P. due	TRIPS/COMMENTS
August 2-6	WATER FUN	Water Fun/safety		invite children		7/30/2010	Summer school
August 09-13	NEW FRIENDS	getting to know	intro To	to get familiar with		8/6/2010	ends 8/20/2010
August 16-20	GETTING TO	each other, New friends	shapes,	a new environment		8/13/2010	water play ends
August 23-27	KNOW EACH	welcome to school,	letters,	rules, friends and		8/20/2010	8/20/2010
Aug 30-Sep. 3	OTHER	classroom rules	colors, #s,	Teachers. Free choice		8/27/2010	
Sep. 6-10	ALL ABOUT ME	ALL ABOUT ME	star	Yellow		9/3/2010	<b>CLOSED</b>
Sep.13-17	MY FAMILY/FRIENDS	My family and friends	star	Yellow		9/10/2010	<b>SEPTEMBER 6</b>
Sep.20-24	MY SENSES	My senses	star	Yellow	A- # 1,2	9/17/2010	INTRO TO
Sep.27-Oct 1	MY SENSES	My senses	star	Yellow	B- # 1,2	9/24/2010	ZOOPHONICS
							SEP. 23- AUTUM
Oct. 5-8	COMM/HELPERS	Fireman/Fire safety	Circle	Orange	C- # 3,4	10/1/2010	<b>CLOSED- Oct- 11</b>
Oct. 11-15	COMM/HELPERS	Policeman/911	Circle	Orange	D- # 3,4	10/8/2010	RRW=Red Ribbon Wk
Oct. 18-22	RRW OCT. 23-31	Ambulance/ RRW	Circle	Orange	E- # 3,4	10/15/2010	fire truck, police cars
Oct. 25-29	HALLOWEEN/FALL	Halloween/Fall	Circle	Orange	REVIEW	10/22/2010	Halloween- Sunday-31
Nov.1-5	FARM & ZOO	Farm animals	Triangle	Brown	F- # 5,6	10/29/2010	Nov.7- daylight
Nov. 8-12	ANIMALS	zoo animals	Triangle	Brown	G- # 5,6	11/5/2010	time ends
Nov. 15-19	FAMILY TRADITIONS	family and friends	Triangle	Brown	H- # 5, 6	11/12/2010	<b>CLOSED</b>
Nov. 22-26	THANKSGIVING	Thanksgiving	Triangle	Brown	review	11/19/2010	<b>NOV. -11, 25 &amp; 26</b>
Nov. 29-Dec.3	MAKE	Nursery Rhymes	Rectangle	White	J- # 7-8	11/24/2010	
Dec. 6-	BELIEVE	fairy tales	Rectangle	White	K- # 7-8	12/3/2010	<b>CLOSED-</b>

10							
Dec. 13-17	RHYMES	Make Believe	Rectangle	White	L- # 7,8	12/10/2010	DECEMBER 23 -24
Dec. 20-24	CHRISTMAS	Christmas	Rectangle	White	review	12/17/2010	DECEMBER 30-31
Dec. 27-31	NEW YEAR	New Year	review	review	review	12/22/2010	
Jan. 3-7	SEASON/WINTER	Winter clothes	square	Blue	M- #9/10	12/29/2010	CLOSED-
Jan. 10-14	WINTER CHANGES	nature changes	square	Blue	N- # 9,10	1/7/2011	JANUARY-17
Jan. 17-21	ARTIC ANIMALS	Arctic animals	square	Blue	O- # 9,10	1/14/2011	
Jan. 24-28	DENTAL WEEK	our teeth/dentist	square	Blue	P- # 9,10	1/21/2011	
Jan 31-Feb.4	TRANSPORTATION	By Land	Heart	Red/pink	Q- #1-10	1/28/2011	CLOSED
Feb. 7-11	TRANSPORTATION	By water	Heart	Red/pink	R- #1-10	2/4/2011	FEBRUARY- 21
Feb. 14-18	VALENTINE'S DAY	Valentine's Day	Heart	Red/pink	R- #1-10	2/11/2011	FIELD TRIP TO
Feb. 21-25	TRANSPORTATION	By Air	Heart	Red/pink	S- #1-10	2/18/2011	THE AIRPORT
							Lesson plans due early
<b>Week of:</b>	<b>Theme</b>	<b>Topics</b>	<b>Shape/color/number/letter</b>			<b>L.P. due</b>	<b>TRIPS/COMMENTS</b>
Feb 28-Mar 5	DR. SEUSS B-DAY	Dr. Seuss B-day	diamond	Green	T- #11-15	2/25/2011	Dr. Seuss B-day
March 7-11	WIND/KITES	wind/kites	diamond	Green	U- #11-15	3/4/2011	March 2nd.
March 14-18	ST. PATRICK'S DAY	St. Patrick's Day	diamond	Green	U- #11-15	3/11/2011	St. Patrick's Day
March 21-25	SPRING	planting/new growing	diamond	Green	V- #11-15	3/18/2011	March 17th
Mar 28-Apr 1	SPRING	Spring flowers	diamond	Green	W- # 11-15	3/25/2011	Spring- March 20st
April 4-8	BIRDS	all about birds	oval	purple	X- #15-20	4/1/2011	CLOSED
April 11-15	FLYING INSECTS	butterflies, ladybugs	oval	purple	Y- #15-20	4/8/2011	APRIL 22nd.
April 18-22	EASTER	Easter	oval	purple	REVIEW	4/15/2011	Easter trip- April 21
April 25-29	CRAWLING INSECTS & TRIKE-A-THON	insects & bike safety	oval	purple	Z - #15-20	4/22/2011	Easter- April 24th Trike-A-Thon-April 29
May 2-6	MEXICO/MOTHER'S DAY	Mexico/Mother's Day	octagon	black/gray	REVIEW	4/29/2011	5 de Mayo
May 09-13	FLOWERS	May flowers	octagon	black/gray	LETTER	5/6/2011	Mother's Day- 8

May 16-20	DINOSAURS	Dinosaurs	octagon	black/gray	NUMBERS	5/13/2011	
May 23-27	OPPOSITES	Opposites	octagon	black/gray	# 1- 20	5/20/2011	
M. 30-June 3	TRANSITION	Transitions	cube	review	REVIEW	5/27/2011	<b>CLOSED-May 30</b>
June 6-10	ACTIVITIES	activities	and	colors	LETTERS	6/3/2011	<b>GRADUATION DAY</b>
June 13-17	FATHER'S DAY	Father's Day	cylinder	numbers	COLORS	6/10/2011	<b>?????</b>
June 20-24	WATER SAFETY	water safety		Letters	&	6/17/2011	<b>FATHER'S DAY-</b>
Jun 27-Jul 1	4TH OF JULY	4th of July			NUMBERS	6/24/2011	JUNE 19
July 4-8	VACATION TIME	summer/vacations	review all	review	REVIEW	7/1/2011	<b>CLOSED-4th of July</b>
July 11-15	WATER SAFETY	water safety	shapes	all	LETTERS	7/8/2011	WATER PLAY
July 18-22	JUNGLE ANIMALS	Jungle animals		colors	SHAPES	7/15/2011	WEDNESDAY &
July 25-29	OCEAN ANIMALS	fish, octopus, etc.			COLORS	7/22/2011	FRIDAYS
					NUMBERS		



**LESSON PLANS DUE EARLY**