

2019 Annual Program Review: Child Development Center

1. Purpose of the Program

- a. State the purpose of program, area or unit.

The mission of the Palo Verde College Child Development Center is to provide a learning environment that supports children in developing skills necessary to construct their own knowledge and prepare them for their next school environment. The Child Development Center also assists families by providing parent education, and by providing safe and reliable childcare, which enables parents to be gainfully employed or further their own education.

- b. How does the program, area or unit support the College Mission?

The Child Development Center is an outreach from the college to the community and provides childcare services for qualifying staff and students. The Child Development Center works to provide parent education regarding child development, positive parenting, and how to support a child's education. The Child Development Center provides early childhood education observation and work experience for student workers, students in Child Development classes, and Nursing students.

2. Population(s) Served

- a. The Child Development Center serves qualifying families and their preschool-aged children. We currently have a maximum enrollment of 40 students and maintain a waiting list as per the California Department of Education requirements.

- b. This community has a need for us to serve more children and families, either through the current State Preschool Program or through additional other programs or private funding. PVC recently received money from the State of CA to build a larger CDC, which would enable us to serve more families and children.

3. Accomplishments in Achieving Goals

- a. List area related Strategic Planning Goals and program, area or unit specific goals, and describe progress in achieving each goal, strategy, objective, and appropriate task.

Center Goals: 2018-19 goals were to hire a Site Supervisor and to fill the open student spots. The new Site Supervisor began work February 28, 2019. The enrollment was full by April, 2019, and a waiting list was established. Full enrollment has been maintained through the summer and into the new school year.

- b. Explain modifications, if any, of goals.

Additional goals are to enhance the curriculum taught and the developmentally appropriateness of the education. We added a school garden and hatched chicken eggs in April - June, greatly enhancing our science, math and language arts program. We also needed to increase the staff using student workers and substitutes, to enable us to maintain our required adult:child ratio while regular staff is absent. We accomplished this increase to staff in June.

4. Strengths, Weaknesses & Accomplishments/Activities

- a. List and comment on the major strengths of the program, area or unit.

- We provide a much-needed service to the families of this community.
- We have a very experienced staff; both lead teachers have been here for more than 20 years each, and most of our assistants have been with us several years.

- b. List and comment on the major weaknesses of the program, area or unit.

- Curriculum and developmental appropriateness need to be continuously reviewed and improved.

- We have limited space, with little to no adequate storage (inside building, but out of the classrooms).
- We can only serve 40 students at this time.

c. List activities and discuss accomplishments during review period.

- Implemented science curriculum through embryology and ongoing garden projects. Enhanced curriculum to include more science, language arts and math emphasis. Partnered with the local California Women for Agriculture to provide the materials and plants/seeds for the garden. Partnered with local rancher to supply the chicken eggs for the embryology project.
- Enrolled additional students and maintained a weighted waiting list.
- Enhanced equipment and educational materials as needed, to achieve greater quality of environmental ratings.
- Taught children about helping others through sponsoring a Trike-A-Thon to support St. Jude’s Research Hospital.
- Palo Verde College Child Development Center was named Blythe’s BEST in Child Care Services for 2019! This is the second year in a row we have received this honor.
- See attached CDC Board Reports for additional activities.

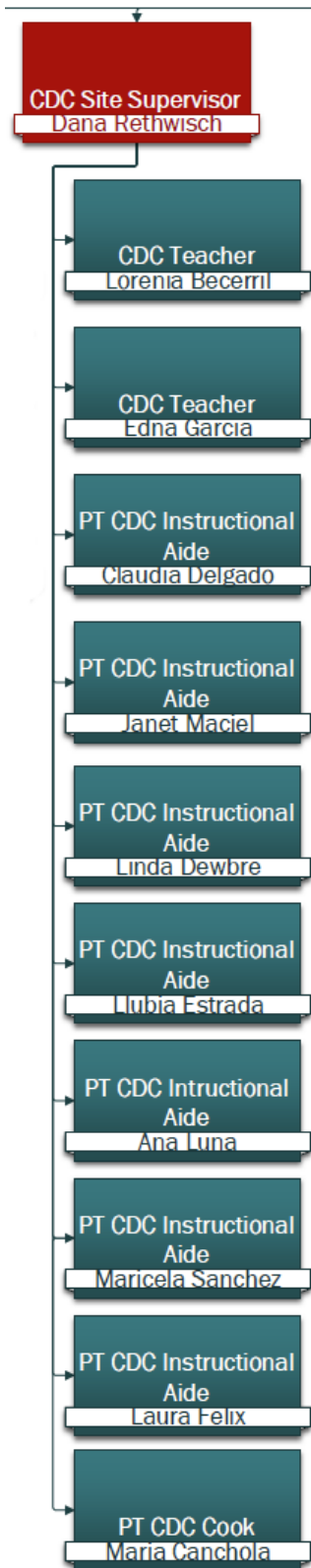
5. Student Learning Outcomes (SLO)

Appropriate Student learning Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Learning Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcomes	SAO Metric
SAO #1: The Child Development Center will maximize the fulfillment of its mission by filling all available seats in the program.	The CDC currently has 40 student slots and all are filled in addition to maintaining a waiting list. Currently, at least three CDC students have parents who are PVC students, and 5 CDC students have parents who are PVC employees.
SAO #2: The Child Development Center will coordinate with PVC Child Development and Nursing students to incorporate observations and work experience with children on-site.	The CDC will document PVC students who come to observe and/or work with the children, including names, class affiliation, dates, hours and role. Currently, the CDC has two student-workers gaining experience working with children. Two Instructional Aides are currently taking classes at PVC.

6. Human Resources and Staff Development

a. Provide current organization chart of the program, area or unit, showing key functions and responsibilities.



b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area or unit goals? Explain.

Current number of staff is adequate to perform functions and responsibilities satisfactorily, with the addition of substitutes. When student capacity increases, staffing will also need to increase proportionately. The program would benefit greatly from additional staff becoming state certified as Site Supervisors, to enable more scheduling flexibility and coverage when staff members are absent.

c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

Every staff member is required by funding agency to complete a minimum of 21 hours of professional development education each program year. These are accomplished through Quality Start First Five of Riverside trainings, College courses (including Palo Verde College) and other approved providers. These hours must directly relate to Early Childhood Education and Child Development.

d. Describe areas of unmet professional development needs among personnel in this program, area or unit, if applicable, and outline plans to address these needs.

Much of our staff has been working in this field for several years and could benefit from refreshers in curriculum areas and positive interactions with children. Specific curriculum areas include incorporating developmentally appropriate math, science, language arts, music education and creative art. Other areas for refreshers include extending the learning situations through meaningful conversations, getting down on the child's level (I.e. on the floor with them) and sharing contagious excitement about learning. These will be accomplished through continuing education, modeling, staff development and staff being willing to make the needed improvements.

e. Describe organizational changes that would improve program, area or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

Trainings are ongoing. Offering Site Supervisor classes as soon as possible will help additional staff members to accomplish this certification. Additional teachers with a site supervisor permit would be beneficial and will be useful if program size increases.

7. Facilities

a. Are current facilities adequate to support the program, area or unit? Explain.

NO. Our current facilities are too small to adequately serve the needs of this community. We could better serve the community if we doubled our classrooms, (and support areas, as needed), allowing us to serve 80 children. We would also benefit from having a lab school, and a meeting room to use for adult education and family events. Children's and staff's washroom sinks must be equipped with sensors so that a child/adult can wet his/her hands, apply soap and rub for 20 seconds, and rinse his/her hands without re-touching a faucet.

b. Describe plans for future changes to support facilities.

Money has been awarded by the State of California to accomplish this through a new building. Additional grant funds are being sought.

8. Technology and Equipment

a. Is the current technology and equipment adequate to support the program, area or unit? Explain.

No, the current technology and equipment are not adequate. The Director's computer monitor lacks microphone and camera, therefore prohibiting participation in frequent ZOOM trainings and meetings. The internet speed is too slow to allow the Director to use Galaxy from this off-campus site. The current Internet and telephone connections are problematic due to cabling issues from wiring run underground to neighboring Twin Palms High School (old college campus) property. There is no direct street entrance for a wired communication utilities and construction costs would be incurred for installation. Resolving communication issues may require IT, maintenance, or fiscal support to resolve before construction of the new CDC facility is completed.

b. Describe plans for future changes to support technology or equipment.

When the new CDC is built, it must include high-speed internet, land line phone and wifi capability for use of internet in office, staff room and classrooms. A two-way Zoom-capable computer for the office would be beneficial in collaboration with Riverside County personnel and others. The new CDC should also include security cameras in the classrooms, to protect staff and students, to protect the facility and for documentation.

9. Financial Resources

a. Provide an appropriate financial report for program, area or unit during reporting period. Explain any significant deviations from previous reporting period.

Budget Code	CDC			
2018-2019				
	Budgeted	Expended	Difference	Variation
Expenses				
Supplies	\$3,925.46	\$6,184.92	-\$2,259.46	57.56%
Advertising	\$0.00	\$0.00	\$0.00	100.00%
Benefits	\$122,150.60	\$122,815.50	-\$664.90	0.54%
CDC Services	\$10,600.00	\$1,474.00	\$9,126.00	-86.09%
Communications	\$1,854.76	\$2,037.35	-\$182.59	9.84%
Conferences	\$1,369.95	\$229.00	\$1,140.95	-83.28%
Contracts	\$0.00	\$4,188.00	-\$4,188.00	100.00%
Copying/Printing	\$23.29	\$23.29	\$0.00	0.00%
Food	\$27,378.79	\$14,618.65	\$12,760.14	-46.61%
Legal	\$0.00	\$0.00	\$0.00	100.00%
Memberships	\$484.00	\$484.00	\$0.00	0.00%
Other expenses	\$27.00	\$27.00	\$0.00	0.00%
Postage	\$65.85	\$65.85	\$0.00	0.00%
Professional Growth	\$750.00	\$0.00	\$750.00	-100.00%
Repairs	\$738.00	\$85.34	\$652.66	-88.44%
Salaries	\$237,534.33	\$289,339.46	-\$51,805.13	21.81%
Services	\$2,391.24	\$2,391.24	\$0.00	0.00%
Student Workers	\$4,112.00	\$2,530.48	\$1,581.52	-38.46%
Travel	\$1,224.40	\$1,224.40	\$0.00	0.00%
Utilities	\$12,685.33	\$14,685.33	-\$2,000.00	15.77%
Revenue				
State Revenue	\$358,611.00	\$365,033.37	-\$6,422.37	1.79%
Federal Revenue	\$36,000.00	\$42,078.31	-\$6,078.31	16.88%
Investment Income	\$100.00	\$1,493.66	-\$1,393.66	1393.66%
Contributions/Grants	\$20,000.00	\$19,500.00	\$500.00	-2.50%

b. Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

No, the current budget is not sufficient to run the CDC.

c. Describe plans for future budget changes, if any.

The current budget is based on the funding received from the State Preschool and Federal Food programs. It is not sufficient to totally run the CDC program. As we serve more children and families, we will need to increase

the budget to pay for additional staff and program needs. Serving more children should generate income to offset this increase.

10. Four year plan

a. Place future request for resources (human, financial, facilities, technology & equipment) in a four-year matrix to facilitate future planning.

			2019-20	2020-21	2021-22	2022-23
Future Area Needs	Human Resources			Double staff, if we double program.		
	Fiscal Resources					
	Physical Resources			Possible construction costs not covered by grant for new CDC and playground.		
	Technology Resources			Possible costs for new computers and security cameras in classrooms (if not covered by construction grant)		

Child Development Center Board Reports

2018-09-11

- The CDC has 36 children enrolled into the program.

2018-10-09

- Will be submitting Funding Application to the state for FY 2019-2020. Will need board approval.

2018-11-13

- CDC we will be having their annual Thanksgiving Luncheon for the children and their parents on Thursday November 15, 2018 at 11:30-1pm.
- Children attending CDC where brought to Palo Verde College for Halloween field trip.

2018-12-11

- Will be handing out the Desired Results for Children and Families-Parent Survey regarding the center to all parents.
- Will be celebrating Christmas with the children and having Santa Clause visit the center and present the children with a gift on Tuesday December 18, 2018 at 10:00 a.m.

2019-02-05

- On 1/15/2019 Jennifer Beggs and her team presented CDC with a Certificate of Achievement award and also an award from QRIS Block Grant for \$19,500.00 for the Child Development Center.

2019-03-12

- New Site Supervisor, Dana Rethwisch start date was Feb. 28th.

2019-04-16

- We have enrolled five more children and are currently at a population of 41 students.
- We have already accepted enrollment for 3 children who will be eligible to begin July 1st and are assessing end dates of graduates and expected attendance for the summer.
- We have completed an extensive review and are working to complete personnel records required to be housed on site for licensing purposes.
- We are working to enhance our large motor skills and literacy curriculum areas. We secured a donation of 11 playground balls from Modern Woodmen (Kyra Ford), which is helping provide more outdoor large motor skill development. We secured a grant donation from California Women Agriculture, and built a garden box for our playground. It has helped tremendously as we provide exceptional science learning. The children are planting, caring for, graphing and discussing the growth of the plants, and looking forward to eating the produce.
- We are working to “spruce up” the image of our campus. We have repainted the sign at the parking lot entrance and are working with maintenance to bring our playground up to safety code.

2019-05-14

- Increased child enrollment to 43. We are at the maximum we can handle with current space and staffing.

- Dramatically increased Science education by:
 - Building a garden box and planting a garden on our playground (funding provided by a grant from California Women for Agriculture).
 - Growing from seed, and transplanting outside, various flowers and vegetables.
 - Invited a guest Entomologist from University of California Cooperative Extension to come and teach us about insects ... caterpillars tickle when they crawl on our arms!
 - Built an insectarium and are watching those same caterpillars as they pupate, grow wings and turn to moths.
 - Procured fertile chicken eggs and an incubator and began incubating the eggs to hatch.
- The children are SO EXCITED about ALL of these additions! They have a renewed interest in plants, animals and insects, and catch insects to add to our insectarium every day! They can't wait to show their parents the new insects and the incubating eggs each day. It is very rewarding to see their excitement about learning!
- Held the annual Trike-a-thon and raised \$491 for St. Jude Children's Hospital.
- Advertised for much-needed substitute staff candidates.
- Palo Verde College Child Development Center was named Blythe's BEST in Child Care Services for 2019! This is the second year in a row we have received this honor.

2019-06-11

- CELEBRATIONS: We celebrated Mother's Day in a BIG way with all our children's moms receiving special keepsake gifts made by their children. We continued celebrating as we held promotion ceremonies for our students on May 30th. We were excited to welcome a standing-room-only crowd at the PVC Theatre! 22 preschoolers will promote to Kindergarten, while the remaining 21 will promote to the next year of preschool.
- ADOPTIONS: We welcomed 8 baby chicks to our classroom, learned in awe as they hatched and grew, and then adopted them out to their new homes. This experience provided a great platform for learning science, responsibility, multiple math skills, verbalization skills, diversity, and much more!
- SUBSTITUTES: We welcomed three new staff members, who have joined us as substitute Instructional Aides. They were MUCH needed to help accommodate staffing ratio requirements, especially while staff use vacation during June; the day their paperwork was complete, they were each scheduled for nearly every day of June!
- Desired Results Developmental Profile: We complete a thorough developmental and progress assessment of each child every 6 months. These are then reported to the state, as part of our funding agreement. We are in the process of streamlining and completing this process.
- FOR JUNE: We are working on developing new curriculum and academic emphasis for next program year. Back by popular parental requests, we will celebrate "water days" every Friday throughout the summer, beginning June 7th. These will be held on our playground.

2019-08-05

- New curriculum emphasis for this school year.
- Garden has flourished throughout the summer teaching staff and students about eating fresh fruits and veggies and helping to reduce produce bills.
- CDC IS FULL as of July 30, for the school year beginning on August 12th. We are now keeping a waiting list to fill any openings or a new classroom in the future.