

## Annual Program Review: Child Development Center

Review time period: July 1, 2020, to June 30, 2021

Submittal Date: 03/14/2022

### 1. Purpose of the Program

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

The Palo Verde College Child Development Center provides a high quality, developmentally appropriate education for preschool children, while working with families, Palo Verde College, and the community to promote positive child development and 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, students, and community families. 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. Describe the populations served by the program, area, or unit, identifying special populations, if any.

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. Due to COVID we can only have 12 students per class.

- b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

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.

### 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 during the review period.

Increase number of students Child Development Center can serve. - Site Supervisor wrote two grant applications; one for \$499,143 (building and staff training funds for Inclusion Program) and the other to fund full participation of a total of 80 students for the CDC. Both grants scored very highly and were to be funded. Funding was approved. The Groundbreaking Ceremony for the new facility was held on May 8, 2021 at 10:00 a.m.

Enhanced educational curriculum to meet current expectations. - Implemented new music education program, using handbells. Students performed publicly at college events. Zoo-Phonics curriculum materials were identified and purchased, staff was trained internally, and the total curriculum will be implemented beginning September 2020.

Maintain full staffing and student enrollment. - Full student enrollment was maintained, even though the COVID-19 pandemic and shelter-in-place orders. Some education was provided through Distance Education, while other was face-to-face. Full funding was maintained, and our full contract was earned. Staffing was enhanced by providing clinical hours for PVC nursing and child development practicum students.

Enhanced parent involvement – Developed and conducted Family Fun Nights. These were held monthly for 6 months. Entire families came to the CDC for dinner, a short Parent Advisory Committee meeting, and themed.

Books with Badges

Border Patrol agents attend the Center once a week to read books to the children.

Conducted program self-evaluation and goal setting, involving complete staff and parents of CDC.

Staffing permits and education - Increased number of staff with Site Supervisor credentials by one, enabling greater flexibility of staffing. New staff secured state permits. Director provided monthly topic-based education for all staff.

Technology - Added two laptops (one for each classroom) for staff use. Added speakers, microphone, and camera for Director’s office computer to enable Zoom participation. Added security cameras inside and outside of CDC.

b. Explain modifications, if any, of program, area, or unit specific goals for the upcoming year.

- Maintain enrollment and earn full contract amount.
- Continue maintaining sanitary and healthy environment.
- Maintain necessary qualified staff, utilizing permanent, substitute and student workers.
- Increase the ability to serve more children. Build or renovate a larger Child Development Center to serve 4 or more classes; secure funding for 80 children to attend.

**4. Service Area Outcomes (SAO)**

a. Revise if needed and provide metric data for Service Area Outcomes in the area or unit.

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 5 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.	8 Child Development students and 11 Nursing students from PVC volunteered at the CDC as part of their class practicum/clinical requirements. Each student logged several days of work at the CDC. Prior to COVID changes, the CDC had two student-workers gaining experience working with children. Four Instructional Aides and one substitute were also PVC students this year.

b. What changes and initiatives were undertaken during the review period to improve SAO outcomes?

Local publicity and word-of-mouth reviews assisted in keeping the CDC filled with students. The Director kept in contact with those on the waiting list, enabling immediate filling of any vacancies. During the Pandemic’s initial stay-at-home orders, openings were extended to Essential Worker parents; openings were prioritized as directed by the state. The Director worked closely with the PVC Child Development and Nursing department staff to schedule and supervise participation of students to fulfill their practicum/clinical hours. The CDC staff all assisted in incorporating PVC students working in the CDC.

**5. 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.

- We have an educated staff; our Site Supervisor has an Ed.S in Educational Administration, four of our staff hold an AA in Child Development, and one paraprofessional has earned a B.S in Psychology. .
- We are a flexible program; we can implement new ideas quickly for maximum benefit to the children and community.

b. List and comment on the major weaknesses of the program, area, or unit. Discuss gaps or issues identified in section 4 and propose solutions.

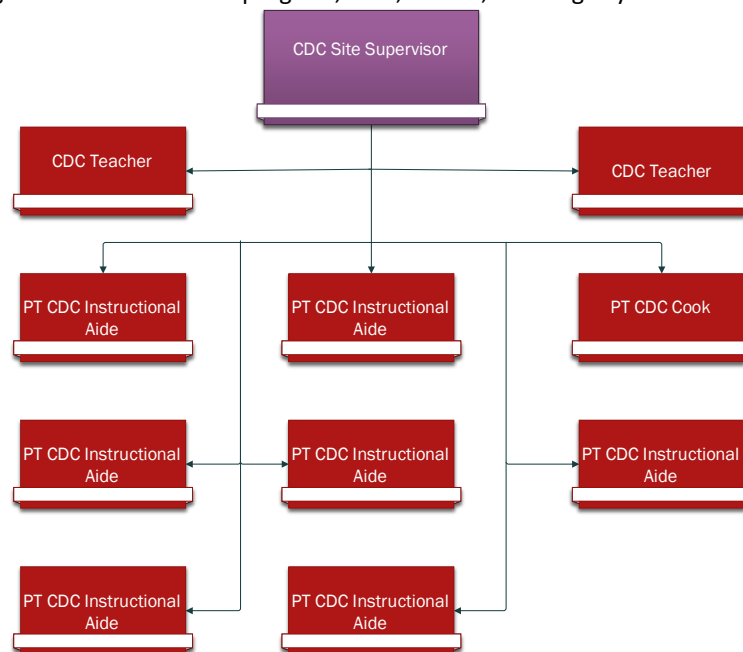
- We have limited space, with little to no adequate storage (inside building, but out of the classrooms).
- We can only serve 40 students at this time.

c. List activities and discuss accomplishments during review period.

- Enhanced science curriculum through new embryology and ongoing garden projects.
- Developed and held monthly Family Night parent education programs. Very well-received education for how parents can help their children learn in a developmentally appropriate manner. Included follow-up “homework” and educational rewards. This program was made possible through a grant from the Adult Education program and the River Consortium.
- Hosted community and family-involvement events, such as holiday celebrations, music concerts, promotion, etc.
- Flourished through a program-wide Quality Rating process, conducted independently through the Quality Starts of Riverside County program. Achieved a Tier 4 rating and earned an \$8,000 stipend for program quality enhancement needs.
- One of few programs state-wide to remain open to serve families throughout the COVID-19 Pandemic. Maintained a quality program and proved flexible through the copious changes in laws and guidelines.
- Developed a Distance Education program to serve families who sheltered in place at home during the pandemic.

## 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 allotted staff and substitutes are adequate to perform functions and responsibilities satisfactorily, with the current number of students. As staff moves on, they will be replaced. 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, as well as from ALL staff holding state permits.

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 clock hours of professional development education each program year. These are accomplished through Quality Starts First Five of Riverside County 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.

Our Quality Starts evaluation revealed that our program needs improvement in effective teacher-child interactions/ CLASS assessments. Several staff attended an introductory workshop re: CLASS, and all staff was trained by our Quality Starts Mentor re: positive interactions and asking open-ended questions. Our mentor stated that this was just the beginning and additional training and implementation was needed (then COVID regulations began). Additional training is needed re: getting down on the child's level (i.e., on the floor with them), extending the learning situations through meaningful conversations, positive relations and communication 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. Staff will be encouraged to complete college classes toward increasing their level of state permits and completing their Associate's degree/Bachelor's degree in Child Development or Early Childhood Education.

## **7. Facilities**

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

No. Current facilities are too small to serve the number of children in this community who could benefit from this program. The current facilities are aging and needing more frequent repairs. The current facilities are adequate for the time being, but will need to be replaced, enlarged, and updated in the next few years.

b. Describe plans for future changes to support facilities.

A new Child Development Center is planned, with four classrooms and a large outdoor learning space to accommodate 80 students. Expected grant funding was lost due to COVID-19. Additional funding will be needed to provide this facility. This facility would benefit the college by serving as an up-to-date lab school and a meeting room to use for adult education and family events. The children's and staff's washroom sinks must be equipped with no-touch sensors to comply with current standards, and cement blockades must separate the building and playground from traffic. Additional requirements are detailed in the Chancellor's Building plans and the licensing regulations.

## **8. Technology and Equipment**

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

No. Although much has been accomplished in the addition/replacement of equipment in the past few years, the internet speed is continuing to be slow. IT has partnered with Palo Verde School District to improve connectivity at no cost to the center. Though connectivity has improved at time we are still unable to fully access Galaxy from this off-campus site.

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. The new CDC should also include security cameras in and out of 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.

Local Revenue of \$1,000,000 in 2019-20 was added from the award through the State, to construct the new CDC building. The Contributions/Grants was \$8,000 in 2019-20 due to the reduced amount awarded from the QRIS award process (externally controlled). State Revenue was increased in 2019-20 as a result of maximizing our service contract by consistently filling all student spots.

2020-2021	Budgeted	Actual
Revenue (Federal)	\$40,000.00	\$21,052.49
Revenue (Local)	\$2,000.00	\$24,835.66
Revenue (State)	\$986,718.00	508,846.31
Benefits	\$178,073.29	\$152,616.80
Building/Construction	\$1,382,088.38	\$243,035.00
CDC Services	\$10,600.00	\$1,474.00
Communications	\$1,854.76	\$2,037.35
Conferences	\$1,369.95	
Contracts	\$99,900.00	\$100.00
Contributions/Grants	\$20,000.00	\$19,500.00
Copying/Printing	\$500.00	\$.57
Food	\$20,00.00	\$10,784.59
Investment Income	\$100.00	\$1,493.66
Memberships	\$484.00	\$484.00
Other expenses	\$27.00	\$27.00
Postage	\$65.85	\$65.85
Professional Growth	\$9,581.97	\$70.00
Repairs	\$738.00	\$85.34
Salaries	\$434,295.88	\$350,367.41
Services	\$2,391.24	\$2,391.24
Student Workers		
Supplies	\$10,116.32	\$2,966.73
Travel	\$50.40	\$50.40
Utilities	\$29,062.21	\$16,283.64
<b>2019-2020</b>		
Revenue (Federal)	\$40,000.00	\$35,386.99
Revenue (Local)	\$1,000,000.00	\$1,000,000.00
Revenue (State)	\$428,714.00	\$497,219.16
Benefits	\$174,059.24	\$140,312.40
Books/Mags/Instruct	\$2,014.08	\$1,059.63
Building/Construction	\$900,000.00	\$9,600.00
CDC Services	\$1,000.00	\$4,828.50

Communications	\$2,000.00	\$1,271.80
Conferences	\$25.00	\$25.00
Contracts	\$100,000.00	\$3,730.00
Contributions/Grants	\$8,000.00	\$8,000.00
Copying/Printing	\$4.11	\$4.11
Food	\$11,565.00	\$11,565.00
Investment Income	\$750.00	\$1,121.34
Memberships	\$484.00	\$484.00
Misc	\$39.00	\$39.00
Postage	\$49.20	\$49.20
Professional Growth	\$350.00	\$300.00
Salaries	\$342,464.00	\$316,511.17
Services	\$2,446.28	\$2,446.28
Student Workers	\$6,455.00	\$1,571.00
Supplies	\$18,105.05	\$7,629.22
Travel	\$158.76	\$158.76
Utilities	\$11,915.42	\$4,375.34

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

No, the current budget is not sufficient to run the CDC. We depend upon Quality Starts improvement funds and other grants for daily program support.

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, facilities, technology & equipment, and financial) in a four-year matrix to facilitate future planning.

		2020-21	2021-22	2022-23	2023-24
<b>Future Area Needs</b>	<b>Human Resources</b>		Fill positions as they become vacant.	Double staff if we double program.	
	<b>Fiscal Resources</b>				
	<b>Physical Resources</b>			Possible construction costs not covered by grant for new CDC and outdoor learning ground.	
	<b>Technology Resources</b>			Possible costs for new security cameras in and out of classrooms (if not covered by construction funds).	

## Board Reports

### Monthly Report – Child Development Center

#### October 2020

The Child Development Center is a very lively place this month! The children are EXTRA excited to learn about Fall and Halloween, in addition to our normal curriculum. We have added animals in our science and social studies learning activities, which coordinate with the letters we learn each week. This month, we are focusing on Elephants, Fish, Gorillas and Horses. As the weather has started cooling off, we have been busy planting in the garden; the week we learned about the letter E, we planted EGGPLANTS!

Our Parent Advisory Committee is meeting monthly via Zoom.

We are hosting a Retirement Parade for Maria Canchola. Maria has served as our Cook for 17 years. Please join us Wed. Oct. 28<sup>th</sup>, 5:15-5:45, as we car-parade through the PVHS parking lot and show our appreciation for her service.

We are advertising and interviewing to fill vacant positions of Cook and Instructional Aide.

Dana is working with Alejandro Clark to help coordinate a Distance Education opportunity that meets the needs of parents of preschool age children. This will be similar to the Family Night programs we offered last year for just the CDC families but will reach the entire community and be online. Dana has consulted with Head Start in determining needed topics. The details are pending.

In an attempt to help combat food insecurity among our served families, we have coordinated with PVUSD to provide weekend meals and snacks for each child enrolled in our program. Each child goes home Friday with a bag of food and milk to help the family meet weekend nutritional needs. The families have been very appreciative.

We have been working to complete initial developmental assessments of all children for the fall and have held the accompanying parent consultations. We are coordinating with PVUSD re: further assessment and services for those children who may need special education IEPs.

Dana has been involved in several state-wide zoom webinars and input meetings re: adaptations for this fiscal year, how to conduct Desired Results Developmental Profile assessments, how to operate within COVID regulations, Early Childhood Environmental Rating Scale in COVID times, etc. The most recent input meeting related to contracts for the FY21-22 year, as the responsibility transfers from the California Department of Education to the Department of Social Services effective July 1, 2021.

#### November 2020 Board Report – Palo Verde College Child Development Center

We have completed the fall Desired Results Developmental Profile for each student (face-to-face and distance education students) and are utilizing the results in planning individual and group learning opportunities.

Parents are reporting that they see vast improvements in their children's academic, social and cognitive development! We attribute this to staff focusing their instruction and repeating concepts throughout the curriculum each day and week. Most recently, a parent reported that her three-year-old son looked at the

moon one night and declared that it was shaped like a crescent (our shape of study the prior week). A four-year-old showed his mother and staff that he could write his name, and then he wrote “mom” and said, “I can write my mom’s name, too!” His mother was shocked, and had tears in her eyes. Another three-year-old child was observed correcting his mother when she called a shape a “rainbow”; he said, “There’s only one color, Mom, so it’s called an ARCH!” An increased emphasis in vocabulary words and phonics has led to observed increases in the children wanting to read books! Staff and parents have noted that children are showing great improvements in socialization skills, as well.

The COVID-19 pandemic has caused heightened concern regarding emotional development of children; our staff has seen evidence of this in our students and families and are working individually with families on an as-appropriate basis to help provide support and connect them with resources to help. We are working collectively and individually with students as needed to reinforce appropriate social and emotional development. We estimate that this work is needed 3 times more often this year than in previous years and have noted that the occurrences are more severe. We are not alone in this, as similar tendencies have been reported on zoom meetings with preschool directors state-wide.

We are collaborating with Head Start and the River Consortium to provide parent education for all area parents of preschool-aged children. Our first parent session will be November 19<sup>th</sup> on Zoom, and will center around the topic of Parent Resilience and Stress Management. After the holidays, we plan to offer sessions on a regular schedule.

We celebrated the retirement of Maria Canchola, our CDC Cook of 17 years, the end of October. We have open staff positions that we are anxiously waiting to fill.

In October 2019, Dana Rethwisch wrote and submitted a grant proposal to fund a fourth classroom and outdoor learning area (playground), along with staff development, for the new CDC. These funds were applied for from the state, through the county, with the purpose of “Inclusion.” On October 30<sup>th</sup>, we received word that the grant proposal was accepted and funded, in the amount of \$498,513! Dana will work with Stephanie and the county to ensure a smooth coordination.

As we prepare to celebrate Thanksgiving this month, we are focusing on teaching the children to be thankful for everything they have. We will also focus on: li, Jj, 9, 10, cylinder, bell, cornucopia, chicken, juice, turkey, green, opaque and fall colors.

## **January 2020 Monthly Board Report – Child Development Center**

This month at the CDC, we began traveling the world! We spent the first week in Africa, learning about animals, dance, music, families, and food. We made and enjoyed eating Bobotie, yam chips and Briouat, just like children in Africa eat. We really liked couscous, and at least tried hummus. We learned what a sphere is (it looks a lot like the globe) and THOROUGHLY enjoyed learning how children live on the other side of the world. Other countries we will visit in the coming weeks include: Mexico, China, Italy, Australia, Germany, Russia, and Ireland. This all helps us with multi-cultural education and appreciation.

We are practicing our bells again and will play the Star-Spangled Banner at the beginning of the PVC basketball game on Jan. 29<sup>th</sup>.

We have begun receiving our quality ratings on our assessment process last fall. We are reviewing them and using them to plan future trainings and program improvements.



Our entire staff received Adult, Child and Infant CPR/First Aid training and certification, conducted by PVC Nursing instructor Anjela Bavaro-Ricci.

Our Parent Education ("Family Night") program continues to be well-received. Our January 23<sup>rd</sup> topic will be "Writing: Ready or Not?" and will include things parents can do at home to help their children prepare to write.

Our garden is growing! The children rush to check the broccoli every day, waiting, measuring, and watching as the heads grow larger. We have recently harvested and eaten radishes, peas, and spinach, and are anxiously awaiting our cabbage, broccoli, carrots and cauliflower to grow!

## **March 2021 Board Report - Child Development Center**

I would like to thank everyone for the warm welcome to the PVC. These last three weeks I have worked with Maria Kehl getting familiar with the CDC protocols and procedures. We have been working on the audit and a variety of reports.

As of February 23, we have a new cook and an added an instructional aide.

Our groundbreaking ceremony for the new Center is scheduled for May 8 at 10 a.m. I will give more information as we get closer to that date.

## **July 2021 Board Report - Child Development Center**

- We are preparing for our graduation on June 18, 2021 @ 6 p.m. It will be a drive through graduation since we are still under COVID guidance.
- Our parent club donated caps and gowns for the students
- Working to updating files, reports, billing, etc., and still trying to catch up