



Cal Poly Pomona Children’s Center Program Review Responses

Introduction

The final report of the Cal Poly Pomona Children’s Center (CPPCC) review team provided a thorough and objective review of the department. The team was made up of Susan Wahl, Rancho Santiago Community College District, Lisa Wilkin, Child Development Consortium of Los Angeles, and Betsy Gibbs, California State University, Fullerton, all highly respected professionals in providing quality Child Development programs.

The responses provided in this report address the reviewer’s comments on the findings with recommendations for improvement. This report includes the department’s plans for future growth and development.

General Assessment

The reviewers analyzed and assessed the entire program including management and staff. The general assessment of the CPPCC is positive with a few concerns over the closure of the playground due to construction and required shade cover. The appearance of the Center was also a concern, due to the size and age of the building. On June 29th, 2011 CPPCC received approval for the Shade cover from Community Care Licensing and opened the

playground September 6, 2011. Overall, CPPCC was found to address Cal Poly Pomona's needs for a quality Children's Center on Campus now and well into the future.

Findings

I. Program Review

1. *Mission Recommendation*

- Revise the Mission statement to better reflect the services provided and the outcomes desired.

Response: The mission statement has been revised to reflect the outcomes desired for our children.

“The Children’s Center is committed to providing a free or affordable, high-quality school readiness program in a safe and nurturing environment which allows our children to participate in positive educational experiences while student-parents fulfill their educational goals and dreams”.

2. *Strategic Initiatives Recommendation*

- Continue the work initiated with the Market and Feasibility Study

Response: A committee charged by the President and led by Douglas R. Freer, Vice President for Student Affairs, with representatives from all divisions, the Foundation and ASI, is working to determine the program and feasibility of a new Children’s Center with a capacity of up to 150 children.

3. *Review of Programs and Services Recommendations*

- Develop a written curriculum framework in order to clarify the educational program at the Center.
- Find resources to allow teachers to have more time outside the classroom to prepare the child assessment and the educational program.
- Continue to foster relationships with group of Cal Poly Students, including student clubs, the Greek organizations, and ASI.

Response: A written curriculum framework will be written to clarify the educational program. The Creative Curriculum is the framework currently used and the other curricula are used to help supplement the existing curriculum and support school readiness.

The lesson plan forms have been revised to reflect the use of The California Preschool Learning Foundations and Infant/Toddler Learning & Development Foundations, DRDP-2010 and the new NAEYC accreditation standards.

The teachers have been allotted 4 hours per week to meet as a team to plan the weekly lesson plans and time to work on the DRDP-2010.

The Children's Center will continue to foster relations with students and student groups and is currently working on a volunteer and intern handbook.

4. Diversity, Equity and Access Recommendations

- Expand the Children's Center facility to accommodate 150 children.
- Expand services to meet the needs of parents of infants, toddlers and non-toilet trained preschoolers.
- Continue to maintain a staff that reflects the diversity and languages of the enrolled children and families.
- Pursue additional funding for subsidies for student parents.

Response: As noted in Section I.2, the University has established a committee to determine the program and feasibility of the expansion and construction of a Children's Center facility to accommodate 150 children. The plan will include space for infant/toddler care and non-toilet trained preschoolers.

Every classroom will continue to have a bilingual Spanish speaking assistant or teacher.

The Center will continue to apply for funding sources that support its core functions and help subsidize student parents.

II. Organizational Structure:

1. Leadership and Management Recommendations

- Revise the parent handbook to include authorized policies only. Review to correct typos, repetition and grammatical inconsistencies.
- Develop brochures to provide information about staffing, curriculum and schedules.
- Develop a separate handbook that contains only the information pertaining to subsidized families that specifically addresses the required policies for parents to obtain and maintain their child care subsidies.
- Develop a plan to ensure that all licensing requirements are followed and documented.

Response: The Parent Handbook has been revised to make it easier to read and to find the necessary information. A separate Parent Handbook is being created for the subsidized programs. The publications will be reviewed and edited before printing.

A welcome folder will be created for all new families with inserts on schedules, curriculum and informational content on staff.

A system/policy will be developed to ensure that all type A violations are handled as required by licensing.

2. Organization & Staffing-Administrative Recommendations

- Review job descriptions, distribution of job duties, and reorganize the administrative and support staff to efficiently and effectively manage the various components of the Center.
- Review staff and children's files on a regular basis and organize to ensure completeness and that forms are in the same place in all files.

Response: Specific job responsibilities were given to staff according to their area of expertise and to help support the different programs at the Children's Center.

The responsibility for completion and review of the children's files has been divided between the Family Service and CCAMPIS Coordinators. All duplicate and out-of date forms have been removed from the children's files. The children's files have been reorganized to separate the subsidy and licensing forms. To ensure completeness the Director will randomly review the files at least twice a year.

The staff files are organized with the licensing and Department of Education requirements separate from other employment related items such as performance evaluations, and employment offer letters. A summary sheet of staff qualifications is being added to each file to ensure ease of review by licensing.

3. Organization & Staffing-Classrooms Recommendations

- Review the ages of the children in the Moonbeam Room to determine if more than two teachers are required in order to maintain the appropriate ratios.
- Review staffing to ensure that breaks, whether employee breaks or planning time are sufficiently covered.

Response: At the beginning of each school year an extra staff person will be assigned to the 2 & 3 year old Moonbeam classroom until there are more three year olds than two year olds to meet the Title 5 ratios.

Teaching staff have been assigned specific planning and break times for ease of planning for and monitoring classroom coverage ratios.

4. *Human Resources and Staff Development Recommendations*

- Review job descriptions at least yearly at the time of performance appraisal to establish that responsibilities for that position have not changed.
- Maintain centralized documentation of the staff development needs, plans, and implementation.

Response: In August 2011 each staff member received a copy of their job description and a self-evaluation. Next Teachers will meet individually with their Teacher Assistants to review their job descriptions and complete the evaluation process. The Director will meet individually with the administrative staff to review their job descriptions and complete the evaluation process.

The CPPEER Coordinator met individually with each staff member to complete an Educational Plan and Professional Development survey. Each staff member will have a training plan for the school year. A binder has been set up with all information.

5. *Campus and External Relations Recommendations*

- Participate in ASI activities and committees in order to maintain a mutually supportive relationship.
- Continue collaboration with local school districts in order to facilitate kindergarten transition and future academic success for the children.

Response: The Children's Center has set funding aside to hire Child Care Careers to help replace staff while they attend ASI and University activities.

The Center has and will continue to have close ties with Pomona Unified School district to facilitate kindergarten transition for the children. In addition, the CPPEER Coordinator will be working closely with the Walnut Unified School District Vejar Elementary to provide internship opportunities.

III. Resources

1. *Financial Recommendations*

- ASI should institutionalize the commitment to the Children's Center so that the program can rely on a consistent source of funding for student-parents.
- ASI or the Foundation should establish an agreement with the Child and Adult Care Food Program in order to obtain sorely needed financial support for the nutrition program at the Center.
- Continue to seek to identify and secure additional funding sources for the Center.

- Set up a separate budget for those aspects of CPPEER that do not relate directly to the operation of the Center.
- Focus fundraising efforts on direct support of core services limiting grants that require the Center to change or expand the scope of the program.

Response: The Alternative Funding Committee will work closely with ASI to develop a plan on providing a consistent source of funding for student-parents.

The University and Foundation are working to resolve compliance issues to help the Children's Center to meet all the application requirements for the Child and Adult Care Food Program.

The LAUP/CPPEER grant has been removed from the Children's Center budget and will be represented on its own.

The Children's Center will continue to identify and secure additional funding sources to focus on the core services offered at the Children's Center.

2. Technology Recommendations

- Update the website regularly.
- Update software as recommended by the publisher to ensure that the software is functioning optimally and the Children's Center can maximize its benefits.
- Enable donation button to allow for outside donors.

Response: The Center will work with ASI and other available resources to get the website up to date and to enable the donation button to allow for outside donors.

New equipment has been installed and the CareControl software has been updated.

3. Facilities Recommendations

- Rectify the shade requirements with Licensing or install permanent shade in the new playground so it can be used by the children as soon possible.
- Upgrade the Children's Center facility in the near future.
- Investigate partnerships with nearby businesses (American Red Cross and Southern California Edison) for a creative solution to servicing child care and development needs of these groups as well as the students, faculty, and staff of Cal Poly Pomona.

Response: The shade cover has been installed and approved by licensing as of June 29, 2011. The playground opened in August, 2011.

As noted in Sections I.2 and I.4 the University has established a committee to determine the program and feasibility of the expansion and construction of a Children's Center facility to accommodate 150 children.

We will look into starting a partnership with the nearby businesses.

IV. *Health and Safety Recommendations*

- Continue to implement and enhance the health and safety practices which are currently in place.
- Document daily playground inspections
- Assign one member of the administrative team to oversee all health and safety practices (quarterly inspection, playground and classroom inspections, bathroom inspections, and various reminders of health and safety issues).
- Install a commercial kitchen for onsite food preparation, or upgrade the existing kitchen if vending out food services is preferred.
- Make arrangements for a health consultant from among nearby medical professionals or the health promotions faculty at the University.

Response: Playground inspections have been incorporated into the staff handbook as part of the daily health and safety routine. A new system to track the daily bathroom inspections has been implemented.

In addition to the daily inspections, annual inspections are performed by the campus Health and Safety Department. The Center has also contracted with a Child Care Facilities Consultant who will inspect and monitor the health and safety issues and provide training on regulatory compliance for staff.

During each monthly staff meeting safety issues will be addressed.

There are no plans to install a commercial kitchen at this point.

The Children's Center has a close relationship with the County of Los Angeles Department of Health Services and programs, as well as, receiving support from the campus Student Health Services.

V. *Assessment & Evaluation Recommendations*

1. Classroom

- Review the child assessments that are conducted in the program in order to determine which are most useful.
- Develop a system to demonstrate the link between the assessment and the activities that were planned, such as listing learning outcomes or DRDP criteria on the lesson plan forms.

Response: After reviewing each assessment we have determined that the assessments currently used are mandated by the state or help the teachers with observing the children's knowledge and development.

Lesson plans have been revised to integrate DRDP-2010, California Preschool Learning Foundations and Infant/Toddler Development Foundations, and NAEYC requirements into the plans.

2. Management Recommendations

- Continue to participate in all required reviews and make identified and necessary changes to the program, when possible.
- Assess ways in which the ASI and the Foundation can be most helpful to the operation of the Children's Center.

Response: The Center will continue to participate in all required reviews as well as undertake any self or mandated review that will help to maintain the high quality preschool program that we strive to provide. The Director particularly thanks the review team for the time and effort that was invested in understanding the Center's programs and reviewing them against existing standards and best practices in the field of Early Care and Education.

The Director and Center staff are particularly appreciative of the support provided by ASI, the University, and the Foundation in support of its programs. The Center will continue to work to maximize the generous support it is provided by all parties.