

Fiscal Year 2008-09 Program Self-Evaluation Checklist

Legal Name of Contractor	DJUSD Children’s Center State Preschool
Contract Type	CPRE

Complete a Program Self-Evaluation Checklist for each contract type to ensure that each contract package contains all the required forms as described below. Place a check mark in the box to verify that the item is included in the Program Self-Evaluation due **June 1, 2009, 5 p.m.**

Description	Check box <input checked="" type="checkbox"/>
All contractors, including AP and R & R, must submit the following two forms:	
Agency Annual Report (CD 4000) form: (One per contract)	<input checked="" type="checkbox"/>
Agency Categorical Program Monitoring, Contract Monitoring Review CPM/CMR Summary of Findings (CD 4001) form: (One per contract)	<input checked="" type="checkbox"/>
All Center-Based and Family Child Care Home Education Network contractors must also submit the following forms:	
Environment Rating Scale Summary of Findings (CD 4002) form (One per contract)	<input checked="" type="checkbox"/>
Desired Results Program Action Plan (CD 4003) form (One per contract)	<input checked="" type="checkbox"/>
Personnel Roster (CD 3701) form (One per site, per each contract) Revised this year: Note: Family Day Care Home Education Network contractors need only fill out the first five sections.	<input checked="" type="checkbox"/>
Attestation of Qualified Staff and Ratio Requirements (CD 3701A) form: (One per each contract) Note: This is a new form for 2009.	<input checked="" type="checkbox"/>


The FY 2008-09 Program Self-Evaluation must be received by the California Department of Education by **Monday, June 1, 2009, 5 p.m.** Mail only one original of all documents checked to:

FY 2008-09 Program Self-Evaluation
 Child Development Division
 California Department of Education
 1430 N Street, Suite 3410
 Sacramento, CA 95814-5901

Agency Annual Report

By **June 1st**, complete and submit an Agency Annual Report for each **contract**, using the Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR) Summary of Findings, the Environment Rating Scale Summary of Findings, and the Desired Results Program Action Plan.

Contractor's Legal Name	DJUSD Children's Center State Preschool		
Vendor Number	7267	Contract Type	CPRE
Person Authorized to Sign Report	Maria Furtado-Yuen		
Telephone Number	(530) 757-5340 ext 102		
Date Program Self-Evaluation Completed	April 16, 2009		
Number of Center-Based Sites Reviewed	1	Number of Family Child Care Homes Reviewed	N/A
Describe the Annual Report Process (Note: This area expands as necessary)			
<p>Our Annual Agency Report was compiled by the following means: classroom teachers completed the Desired Results Developmental Profiles (DRDP-R) on students enrolled in the program. After completing DRDP-Rs on the students (60 day in October 2008 and 6 month in March 2009), teachers scheduled and completed parent conferences (January 2009 and April 2009). The director and classroom staff completed Early Childhood Environment Rating Scale-Revised (ECERS-R) score sheets on the program's classrooms in April 2009.</p> <p>Action steps were written for key findings with a rating less than a score of 5 (classroom and agency level) on the ECERS-R. Parent Surveys were handed out to parents in January 2009. Parents completed surveys and returned them to the office staff. The program secretary compiled a group data summary of the returned Parent Surveys in March 2009. The director and a teacher completed action steps for items listed on the Parent Surveys rating 50% or less in April 2009. In April 2009, the program secretary compiled the DRDP-R group data summaries on each classroom. From that data, the director and a classroom teacher completed the DRDP-R summary of findings creating action steps for all items with substandard percentages. The end products from the DRDP summary of findings, the Parent Survey of findings and the Early Childhood Environment Rating Scale-Revised (ECERS-R) profile summaries of findings, became the key vehicles for completing the comprehensive Desired Results Program Action plan, Agency Categorical Program Monitoring Review (CPM/CMR) Summary of Findings, and the Agency Annual Report that were completed by the director, a classroom teacher, and the program secretary in April 2009. Finally, the completed Desired Results Program Action Plan, Agency Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR) Summary of Findings and the Agency Annual Report were sent to the DJUSD Board of Education for approval in May 2009. The process will be complete with the program secretary mailing required items to CDE before June 1st 2009.</p>			

Statement of Completion I certify that an agency Self-Evaluation was completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.	Signature 	Date 4-15-09
At least one Board Representative who participated in the agency's completed Self-Evaluation process (described above) must sign this document.	Board Representative's Signature	Date

Environment Rating Scale Summary of Findings

Contractor/Center: DJUSD Children's Center State Preschool	Classroom/Family/Child Care Home: Red Cubby
Contract Type: CPRE	Planning Date: April 9, 2009
Planner's Name and Position: Maria Furtado-Yuen Director	Follow-up Date: July 7, 2009
Planner's Name and Position: Stacy Oler Site Supervisor	Planner's Name and Position: Maria Furtado-Yuen Director
	Maureen Driscoll Teacher

Use as many sheets as necessary to address key findings for all items scored below "5" (at the Classroom/Family Child Care Home Education level) and/or all subscale averages below "5" (at the agency level).

Item (Classroom/Family Child Care Home Education Level) or Sub-Scale Average (Agency Level)	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
Personal Care Routines #12 Toileting/diapering	Currently there is no warm running water in the children's restrooms for hand wash use (cold only).	Director will work with DJUSD Maintenance & Operations Director to research the possibilities of adding a hot water system to the children's restrooms (reality is that materials and labor cost may limit this item from being completed in the near future).	2009-2010 Fiscal Year Maria Furtado- Yuen Children's Center Director Rey Reyes M & O Director	

Environment Rating Scale Summary of Findings

Contractor/Center: DJUSD Children's Center State Preschool	Classroom/Family/Child Care Home: Red Cubby
Contract Type: CPRE	Planning Date: April 9, 2009
Planner's Name and Position: Maria Furtado-Yuen Director	Follow-up Date: May 25, 2009
Planner's Name and Position: Stacy Oler Site Supervisor	Planner's Name and Position: Maria Furtado-Yuen Director Maureen Driscoll Teacher

Use as many sheets as necessary to address key findings for all items scored below "5" (at the Classroom/Family Child Care Home Education level) and/or all subscale averages below "5" (at the agency level).

Item (Classroom/Family Child Care Home Education Level) or Sub-Scale Average (Agency Level)	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
Activities #21 Music/movement	Lack of music materials available to children	Teacher will create an area for simple dance props to be available to the children substantial portion of the day.	2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Maureen Driscoll Teacher	

Environment Rating Scale Summary of Findings

Contractor/Center: DJUSD Children's Center State Preschool	Classroom/Family/Child Care Home: Red Cubby
Contract Type: CPRE	Planning Date: April 9, 2009
Planner's Name and Position: Maria Furtado-Yuen Director	Follow-up Date: August 26, 2009
Planner's Name and Position: Stacy Oler Site Supervisor	Planner's Name and Position: Maria Furtado-Yuen Director Maureen Driscoll Teacher

Use as many sheets as necessary to address key findings for all items scored below "5" (at the Classroom/Family Child Care Home Education level) and/or all subscale averages below "5" (at the agency level).

Item (Classroom/Family Child Care Home Education Level) or Sub-Scale Average (Agency Level)	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
Parents and Staff #43 Opportunities for professional growth	Lack of orientation materials for new staff including emergency, safety and health procedures	Create a new employee orientation packet for staff with program specific information to accompany DJUSD Human Resource information given to staff at time of hire.	2009-2010 Contract Year Maria Furtado- Yuen Children's Center Director Kevin French HR Director	

Desired Results Program Action Plan

Contractor/Center: DJUSD Children's Center		Classroom/Family/Child Care Home: Red Cubby A.M.	
Contract Type: CPRE		Planning Date: April 9, 2009	
Planner's Name and Position: Maria Furtado-Yuen Director		Follow-up Date: May 30, 2009	
Planner's Name and Position: Stacy Oler Site Supervisor		Planner's Name and Position: Maria Furtado-Yuen Director Maureen Driscoll Teacher	
Program Findings (What you identified as needing improvement)	<p>We find that the populations in our classrooms this year are at different developmental levels; to meet the specific needs of the students we will address issues on a class by class basis as opposed to a program trend.</p> <p><u>From 3 yrs. – K DRDP-R and Summary of Findings:</u></p> <ul style="list-style-type: none"> 47% of the children are "Exploring", 7% are "Developing" and 47% "Building" in Measure 33: Phonological awareness. <p><u>From Parent Survey Summary of Findings:</u></p> <ul style="list-style-type: none"> 24% of parents would like more information on how to find other services in the community. <p><u>From Environment Rating Scale-Revised Summary of Findings:</u></p> <p>The classroom scored a "4" on the Music/movement in the subscale of Activities.</p>		
Program Goal (What you want to accomplish.)	Objectives (How you will accomplish the goal.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed.)
Increase by 20% the number of children who demonstrate an understanding of recognition of word rhyming and alliteration.	Teacher will provide opportunities during "Circle Time" for students to be exposed to word rhyming and alliteration by: songs, books and games on a daily basis. Teacher will set up "Listening Area" in the classroom with tapes and CDs that enhance children's interaction with repeated patterns.	2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Maureen Driscoll Teacher	

	<p>Parenting skills handouts will be intergraded or attached to site wide parent newsletters.</p> <p>Teachers will have handouts on parenting skills and community sponsored parenting classes available to parents on an as needed basis</p> <p>Flyers on parenting classes will continue to be posted on classroom doors and parent boards site wide. Staff will work on encouraging parents focus information.</p> <p>Classroom teachers will work with the director to implement changes identified in the ECERS-R Summary of Findings for this classroom.</p> <p>Director and classroom staff will work together to address key findings items scoring below a "5" at the classroom level by completing action steps listed in the environment rating scale summary of findings by making needed changes.</p> <p>Director will work with DJUSD Curriculum & Instructional Services to provide additional staff training opportunities addressing key areas needing growth along with outside conference opportunities.</p>	<p>2009-2010 School Year On-going Maria Furtado-Yuen Children's Center Director Stacy Oler and Kenneth Scroggins Site Supervisors Other site staff</p>	
	<p>Classroom teachers will work with the director to implement changes identified in the ECERS-R Summary of Findings for this classroom.</p> <p>Director and classroom staff will work together to address key findings items scoring below a "5" at the classroom level by completing action steps listed in the environment rating scale summary of findings by making needed changes.</p> <p>Director will work with DJUSD Curriculum & Instructional Services to provide additional staff training opportunities addressing key areas needing growth along with outside conference opportunities.</p>	<p>June 30, 2009 Maria Furtado-Yuen Children's Center Director Stacy Oler and Kenneth Scroggins Site Supervisors</p> <p>2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Stacy Oler and Kenneth Scroggins Site Supervisors</p>	

Desired Results Program Action Plan

Contractor/Center: DJUSD Children's Center		Classroom/Family/Child Care Home: Red Cubby P.M.	
Contract Type: CPRE		Planning Date: April 9, 2009	
Planner's Name and Position: Maria Furtado-Yuen Director		Follow-up Date: May 30, 2009	
Planner's Name and Position: Stacy Oler Site Supervisor		Planner's Name and Position: Maria Furtado-Yuen Director Maureen Driscoll Teacher	
Program Findings (What you identified as needing improvement)	<p>We find that the populations in our classrooms this year are at different developmental levels; to meet the specific needs of the students we will address issues on a class by class basis as opposed to a program trend.</p> <p><u>From 3 yrs. – K DRDP-R and Summary of Findings:</u></p> <ul style="list-style-type: none"> 31% of the children are "Exploring", 13% are "Developing" and 56% "Building" in Measure 33: Phonological awareness. <p><u>From Parent Survey Summary of Findings:</u></p> <ul style="list-style-type: none"> 24% of parents would like more information on how to find other services in the community. <p><u>From Environment Rating Scale-Revised Summary of Findings:</u></p> <p>The classroom scored a "4" on the Music/movement in the subscale of Activities.</p>		
Program Goal (What you want to accomplish.)	Objectives (How you will accomplish the goal.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed.)
Increase by 20% the number of children who demonstrate an understanding of recognition of word rhyming and alliteration.	Teacher will provide opportunities during "Circle Time" for students to be exposed to word rhyming and alliteration by: songs, books and games on a daily basis. Teacher will set up "Listening Area" in the classroom with tapes and CDs that enhance children's interaction with repeated patterns.	2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Maureen Driscoll Teacher	

	<p>Create resource packets for parent to receive during enrollment process listing additional community resources other than materials listed in "Parent Handbook".</p> <p>Linking parents directly with City of Davis Resource and Referral Services upon enrollment so that parents are aware of community resource form the beginning of the school year.</p> <p>Teacher will create an area for simple dance props to be available to the children substantial portion of the day.</p>	<p>2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Maureen Driscoll Teacher Laura Ivans City of Davis Child Care Services</p>	
		<p>2009-2010 Fiscal Year Maria Furtado-Yuen Children's Center Director Maureen Driscoll Teacher</p>	

Attestation of Qualified Staff and Ratio Requirements

Contractor Name	DJUSD Children's Center State Preschool		
Vendor Number	7267	Contract Type	CPRE

The following documentation will be kept in the contractor's files, updated as necessary, and made available to CDD staff upon request:

- Current Personnel Roster (CD- 3701) form attached to a current, comprehensive list of all personnel assigned to each classroom
- Copies of current permits, credentials, or temporary county certificates
- Copies of waivers, if applicable, for the Program Director or Site Supervisor(s)


(California Education Code (EC) sections 8203[g], 8208[v][aa][af], 8244, 8264.5, 8264.7, 8360-8361, 8463[i][m], California Code of Regulations, Title 5 (5 CCR), sections 18203, 18205-18207, and 18295)

The above named contractor maintains at least the following minimum ratios at all sites and these ratios shall be determined based on actual attendance.

Age Group	Adult:Child	Teacher:Child
Infants (Birth to 18 months)	1:3	1:18
Toddlers (18+ up to 36 months)	1:4	1:16
Preschool (36+ up to Kindergarten)	1:8	1:24
School-Age (Kindergarten and above)	1:14	1:28

(EC sections 8203, and 8264.7-8264.8; 5 CCR, sections 18013[d], 18135, and 18290)

I attest under **penalty of perjury** that all applicable staff-child ratios are met for each age group and classroom and that all program staff is qualified for the position held.

Name of Person Authorized to Sign Annual Report	Maria Furtado-Yuen	Phone Number (530)757-5340 ext. 102
Signature of Person Authorized to Sign Annual Report		Date 4-13-09
Title of Authorized Representative	Children's Center Director	