

Kachemak Kids Early Learning Center Action Plan 2009

finalized: February 16, 2009

“Priority” numbers are in no particular order

Timelines to be added by responsible parties

Priority I: Financial Stability

Goal A: Develop fundraising events that are easy to organize, recruit help from outside usual KKELC community, provide good public education about KKELC.

Item	Committee/ Time due	Progress
1a.1 determine fundraising events	finance chair (Jenny)	ideas generated at board retreat
1a.2 create annual fundraising events calendar	finance chair	
1a.3 determine specific lead volunteers for each event	finance chair	

Goal B: Grants: Seek grants to supplement tuition income.

1b.1 Child Care grant: all relevant paperwork will be maintained and submitted in a timely fashion.	ED (Bobbi / office assist.)	
1b.2 Child care assistance program: support families in applying for grant; info & advocacy	Lolita	
1b.3 Research and apply for grants for operating expenses; track follow –up paperwork.	Claudia-- reports to: Jenny	
1b.4 Create ECE informational packet for advocacy purposes (govt, perspective donors, grant writing)	Communication Comm. (w/Jackie?)	

Goal C: Thrift: KKELC board, staff, and families will seek ways to lower costs wherever possible.

1c.1 Create and manage a budget for consumable items which reflects best buying options and careful use	ED (Bobbi) with staff /parent help	

1c.2 Keep families informed of daily needs; request donations, sources, economical alternatives	ED, parent time vol.	
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Priority II: Board and Committee Capacity: Build and maintain strength of board and working committees.

A: Build Board membership

2.a.1 Develop board orientation packet for new members	VP	(on hold for now)
2.a.2 Identify specific board job for new member (when inviting) Avoid giving Bd members too many responsibilities	VP	
2.a.3 Develop board contract that includes specific job for which member agrees to be responsible.	VP	
2.a.4 Recruit new members with skills from various fields	all board members	

B: Increase participation in committees.

2b.1 Invite parents and community members to participate on committees (separate from bd membership)	all board members	
2b.2 Develop specific job descriptions related to goals to help volunteers understand goals and procedures	each committee chair	
2b.3 Increase and improve communication with greater KKELC community re: tasks needing help	communications chair ED, committee chairs as relevant	

Priority III: Strengthen sense of community and increase collaboration among KKELC families, staff, board members, and larger community.

Goal A: Staff

3.a.1 Keep staff informed about board agenda, decisions etc .	Chair: forward bd agendas and minutes to ED –staff: respond to agenda as concerns arise	
3a.2 Utilize staff email accounts to facilitate direct communication between staff and board	Chair to ED to staff	
3a.3 Increase opportunities for celebrations/informal/social gatherings	PDI	
3a.4 Ensure staff appreciation and recognition events occur regularly	PDI	

Goal B: Families

3b. 1 Have a monthly potluck/business update meeting (prior to board meeting)	ED/ Board Chair/ parent Coordinator	
3b.2 Give parents opportunities for an informational vote on some policy issues.	Board	
3b.3 Send parents a weekly reminder/update via email (field trips, urgent help requests)	ED/office assistant	
3b.4 Create specific job descriptions with directions for tasks parents do	ED	
3b.6 Increase fun activities with families. (potlucks, sledding party, etc)	PDI	
3b.7 Do a parent survey every 6 months; Have exit interviews when families leave	PDI	
3b.8 Have “family buddies” –old family paired with new to help integration	ED/ PDI	

Goal C: Larger Community

3c.1 Invite community members to enrichment programs	Communications	
3c.2 Collaborate with other agencies to create educational/entertaining events for families. (B23, HS, I & O, Wynn Center)	PDI	
3c.3 Support the activities of others working for and with families	PDI	

Priority IV: Education: KKELC will maintain a high quality educational program for children, provide educational enrichment for families, provide staff training, and collaborate with other community agencies in educational endeavors.

Goal A: Children’s programming will reflect a consistent educational philosophy that is developmentally appropriate, child-centered, and creative.

4a.1 Maintain strong, consistent staff via staff training, support, adequate compensation.	ED, PDI, Finance chair	
4b.2 Use “project approach” to plan activities that reflect and respond to children’s interests.	ED, staff, PDI	
4b.3 Continue and expand field trips to other agencies providing educational activities: I & O, Pratt, CACS, Wynn Center	ED PDI	

Goal B: Develop summer program.

4b.1 Complete parent survey re: summer child care needs	Board chair, PDI February	
4b.2 Define program for toddlers and preschoolers		
4b.3 Consider programing for 5-6 y/o: determine space and staffing needs and program design		
4b.4 Begin advertising for summer	March	

Goal C: Provide opportunities for staff training and professional advancement.

4c.1 Attend annual AAEYC conference in Anchorage. Plan center closure or substitutes to allow max number of staff to attend.	ED	
4c.2 Child Care Connection workshops for staff: keep staff informed; help organize trainings of interest.	ED, PDI	
4c.3 Ensure weekly staff meetings by providing adequate funding for substitutes.	ED, PDI	
4c.4 Staff will share what they learn with parents during meetings, role modeling in classroom, via newsletter, notes home, or on website.	ED	

Goal D: Provide enrichment activities for parents and families.

4d.1 Provide educational opportunities for families such as parenting classes: Conscious Discipline	PDI	
4d.2 Have informal gatherings for sharing information (lunch meetings)	PDI	
4d.3 Share what staff learn with parents (see 4c4)	ED	

Goal E: Community Education

4e.1 Network with other organizations and educators in town to bring trainings to Homer for child care staff and parents. ie: Project Wild, Conscious Discipline, Love and Logic,	PDI	
4e.2 Do events that advocate high quality ECE for all children	PDI	
4e.3 Consider field trips and collaborations with others that inform the community about KKELC and ECE in general.	PDI	

Priority V: Maintain a high quality, safe facility that meets all state standards, and allows for program flexibility.

*further details are on separate Location Committee Action Plan January 2009

Goal A: Playground

5a.1 Design Playground	Plan for completion: summer 2009- staff, location playground sub-comm, finance (grants)	
5a.2 Current playground	Ongoing. Finish most projects by summer 2009	
5a.3 Covered Shelter		
5a.4 Substrate for CCC playground		
5a.5 Make a sign re: playground use (for liability)		

Goal B: Licensing

5b.1 Follow-up on recommendations made by licensing office.		
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Goal C: Building Maintenance

5c.1 Fix magazine rack		
5c.2 Build toy stove for toddler room		
5c.3 Signage for outside building		
5c.4 Install laminate flooring for art and eating		
5c.5 Fix broken window frame		