

Meeting Minutes

6/13/06

Attendance: Donita, Carrie, Meg, Amy, Nicole, Jen, Trisha, Jane, Kaicy, Jill, Angie, Trish, Chris, Mary, Tonya, Deb S, Erika, Melanie, Cindy and Deb H.

Not in Attendance: Ryan M, Cheryl, Crystal, Keila, Rosey, Morgan, Brett, Joy, Melanie W., Denise, Ryan T., Lisa, Colin and Dorothy

Deb:

Issues to Cover:

- ⊗ INTRODUCTIONS - New people
- ⊗ FIRST 2 WEEKS OF SUMMER - Deb reminded the experienced staff and the newly initiated staff about the crazy first two weeks of the summer session. She reminds the staff that things will begin to settle down now that the wrinkles are beginning to be straightened out. She requests that all team members have patience with schedules and children that are adjusting to their new surroundings. She states that this is a typical start of a new season.
- ⊗ "SET UP" PICTURES FOR CLASSROOMS - Pictures will be taken of every room beginning next week (6/19/06). This will help evening staff tear down and set up properly (to the best of their ability) for us after Church nights.
- ⊗ CLASSROOM MAILBOXES - Please remember to check your mailbox (located in the office) daily. There is a lot of communicating that needs to be done but stops at the mailboxes if it is not picked up.
- ⊗ ROOM SCHEDULES - Please review your room schedule and make changes if needed. Melanie R. will retype them for you.
- ⊗ DRAWING FOR CHOCOLATE BUNNIES - Cindy put all staff names in a bucket for white chocolate bunnies and did a drawing.
- ⊗ TRANSITION TIMES - Please remember to use transitions when moving from one activity to another. This is very important to do because of our state regulations and our ACSI accreditation. Every room has a transition binder that was created with love by Cindy. Please pull them out and review them. Deb reminds the staff that children begin to have behavior problems the more they are required to stand/sit in line. Please do not have more than 2 children in line at a time (Bathroom, drink, etc...) While in the middle of these times (Bathroom, drink, etc...) sing songs, play Simon-Says, create hand puppet time or do any other fun things with the rest of the children to keep them occupied.
- ⊗ CURRICULUM FOR THE SUMMER - Deb reminds the staff that the curriculum and classroom activities at KPS continues year round, even during the summer. The only difference is that there are no assessments and no parent/teacher conferences that need to be prepared, everything else stays the same. Please use the extra time to help the children with character building, as in being honest, loving one another, etc...
- ⊗ QUIET ROOM - There will *NOT* be a Quiet Room anymore. Instead, we have developed a Reading Hall. This area will be observed in the small hallway through the double doors by the teachers lounge. Please see the attached note regarding the specifics.
- ⊗ KITCHEN REQUESTS - Breakfast tubs should be ready to be picked up shortly after 8:00. If children come right before 8:00 and need to be served, go ahead. If they are not done by the time the kitchen staff comes by for the tub, just send the tub back and they will pick up the remaining dish at snack time. This request is important because of the different deadlines that the kitchen is under during the summer session.
- ⊗ SOAP/WATER BOTTLES - These spray bottles are to remain in each individual classroom. DO NOT send them to the kitchen at the end of the day because the kitchen is getting them confused with the bleach bottles. If you are missing your soap/water bottle, please see the kitchen for the correct one, and then keep it. Remember: soapy water first then bleach. Use this sequence every time you have to wash the tables (before and after snack time).

- ⊗ ANECDOTAL NOTES – Because the paper parts of the evaluations are complete, the teachers do not have to make an additional copy of your weekly anecdotal notes for the office.
- ⊗ CURRICULUM FOR THE JULY 4 WEEK – Deb introduced the curriculum for this specific week. We will be following the VBS curriculum because the curriculum is very impressive and the facility will be decorated all week. Mrs. Anglin came through on 6/19/06 to observe our current curriculum and teaching techniques to make sure she and the staff support us and make the necessary arrangements to respect our needs. The curriculum books and sheets will be handed out shortly.
- ⊗ SURVEYS – PARENT TEACHER CONFERENCES: Really good responses and Deb is very proud of you.

Staff Feedback on Parent Suggestions: "Timing was difficult/15 minutes long enough?"

Teacher comments:

- **Offer to schedule additional time with parents later if they begin to go over the regularly scheduled time.
- **Block off two times for those kids you know need more time.
- **Fall assessments done early and then have a "quick" meeting with the parents to get to know some of the characteristics of their child. Then do the spring assessments and have a full Parent/Teacher conference.
- **Offer an open house after hours for the parents to come and meet the teachers in the rooms and informally talk.
- **Use character worksheets. Send home a worksheet in the beginning days of the session for each child. Then have the parents return them to the teachers to review, and then file in the confidential folders per state regulations.
- **Contact teachers and parents with email.
- **Complete the fall assessments and send a copy home for the parents to review. Have the parents contact the teachers with questions per phone calls.

PARENT END OF THE YEAR SURVEYS: The responses are wonderful!

Deb's and teacher comments:

- **There is a new janitor and will be getting the rooms more clean. If there are any problems with the cleanliness of your room, please *write a note* and leave it on Melanie's desk. This is the only way we can catch the problems and fix them.
- **Safety Door Idea – Not an effective way to keep people out that need to be kept out. KPS has thought about this suggestion but it just is not a reality.

Deb read the two letters that we received in praising the work we are allowing God to do through us for the goodness of the children (please see attached). Deb also shared with the staff the experience we enjoyed with the Kindergarten Graduation. Brandon Ryan was asked what he wanted to be when he grows up and he said "a Pastor". This family is not in a church environment and has experienced His warmth and love through our staff because we have allowed God to work through us. This all affirms that God is doing great things through the teachers. "There is going to be 1000's of children in Heaven one day."

STAFF END OF THE SEASON SURVEYS: It is evident that God is pleased and that makes a difference because the KPS team these days is working at a great level of excellence. Deb recognizes that there have been many things thrown at the team to conquer. There is light at the end of the tunnel. You have been introduced to the highlights and main points of what we need to do as a team with curriculum. Now its time to start fine-tuning those techniques. We are going to keep getting better☺! There were some questions and comments in the surveys that could be answered with review of some of the teacher communication booklets/material presented in the office. Melanie has flagged some of the areas in these books (teacher handbook, parent handbook, employee handbook, classroom handbook, meeting minutes, etc...) for the convenience of the teachers to review. If there are *any* questions, please feel free to ask someone in

the office. We may ask you to write it down so we can get back with you due to our deadlines, but we really do want to help.

Deb confesses that she has weakness – forgetful, she has many things going on, and she is not always good at juggling them to make everyone happy. She acknowledges that she sometimes lets us down and she asks for your patience. One of the comments on the surveys was that we, in the office, seem self-absorbed. Deb explains that we are held accountable in many ways by the board and we have several deadlines to abide by in order to help the facility run. We apologize and do not mean to be rude. There are times that we cannot stop and look up to say HI or complete eye contact because we cannot lose our train of thought. Another comment was that Deb uses the phrase “God told me” too much. She feels that she is a role model, as all of us are. She is prayerful in the things she does and prays about the decisions she makes. There are many times that Cindy and Melanie go into Deb’s office and pray before decisions are made in order to be truthful in their decisions. Deb states that she takes her concerns before God to give her wisdom. She understands that there are times that she does not clearly understand God’s point, she gets things wrong, and she apologizes.

⊗ **THINGS TO COME** – Please continue to review the communication areas in the office to keep up to date on anything new.

1. Info is being reviewed for a new time-clock system in order to simplify the process that Cindy goes through every 2 weeks.
2. Hourly Pay Increases – Deb has been working on a project for the last 2 years with the KPS and Church board. There were two parts to the project. ONE – She has requested the church to lower our monthly rent. Right now, our budget is 1million. A large amount is automatically removed because of utilities that cost over \$100,000 for multiple building bills. The church board is beginning to underwrite KPS as a ministry even more now. Deb has continued to rally for the teachers and they now have agreed to lower our monthly reimbursement to them for the facility. Because of this, the SECOND part of the plan is attainable. The teachers will begin to be recognized monetarily for their commitment in their field of Early Education. There will be increases for those teachers that have different accreditations.

Teachers who have the following accreditations will begin to be paid the following amounts:

Completed their CDA = \$10.00

Completed an Associates degree in Early Education = \$11.00

Completed a Bachelors degree in Early Education = \$12.00

3. There was a comment regarding Deb reviewing what goes on in the classrooms. Deb has put together a plan to start coming into the rooms for a short time in the morning to spend time with you and the children. Then around 1:30 during naptime, she will return and sit down with the teachers to hear any concerns or questions they may have.

4. KPS Sunday Update – Deb acknowledges that there was a few families who attended the Sunday service. Out of those few, there is one family that has requested additional information from the church and we believe that they will start attending church services. They have been brought to the Lord with our help. Great Job!! That is what it is all about...

Deb explains that with these types of updates the church will continue to recognize our importance and understand what great responsibility we have in our profession.

Acknowledgements Box:

- ⊗ KEILA – “For helping me clean up spilt milk in the milk cooler from 4 cartons that had leaked milk on the floor and cooler.”
- ⊗ CARRIE – “Thank you for all you do to open our room in the morning. You are appreciated.”
- ⊗ LAURA – “Thank you for bringing me my coffee. It’s a crazy morning when I haven’t even had a chance to get any.”
- ⊗ AMY & NICOLE – “Thank you for adding up and organizing the ABC Labels!!”

- ⊗ MELANIE R – “For re-burning all of the CD's for the program after we discovered we had the wrong version! Thanks Mel for all that you do!
- ⊗ MELANIE R – “Thank you Melanie for being someone I can count on & look up to. Please know you are appreciated and your hard work does not go unnoticed. I enjoy working with you as I learn from your example every day. Thank you for your dedication and sacrifice! I love you!”

Anonymous Bag:

What and where is it? It is tacked up on the communication board for the convenience of the staff. You can anonymously put a note in the bag about any comments or problems and it will be read and discussed at the next staff meeting.

- ⊗ “If the children are supposed to wash their hands before meals, we also need to wash our hands before serving the food to them.” Please wash your hands before serving the food.
- ⊗ “It would be nice if teachers were provided with some kind of a list or guideline for the portfolios. It would help us know what you expect from us and better equip us to do our jobs well.” This information can be found in several different places. Your copy of your completed Training Manual, Teachers Handbook, Meeting Minutes (office), Classroom Binders, Employee Handbook, etc... Please feel free to review any information provided at the teacher's communication area.
- ⊗ “Please be considerate when putting children down for naps in the gym. Do not sit and rub back and then “yell” across the rest of your class for someone to lie down or close their eyes. It is very distracting for those who are trying to sleep.” NO yelling across the room and please keep your voices down. Please work together!

ATTACHMENTS: Reading Hall Handout
 Survey Results

New Reading Hall

Beginning Wednesday (June 14th) we will have a Reading Hall during naptime. We will no longer have a Quiet Room. The hall that will be used is through the double doors next to the staff lounge. These doors will open at 1:45 and books will be available for the children. There will be a staff member assigned to that corner of the gym that will continue supervision of the gym but also maintain supervision in the hall.

The Reading Hall

IDEA: There will be a designated area where children can go during naptime, after the 1:45 time period, to read and look at picture books. The reading room will be open for those children that have outgrown their naptime.

RULES: There will be NO talking at all. The children will be allowed to go into the hall and read quietly. If the children cannot observe the rules of being quiet, they will not be permitted to participate. They will be sent back to their cots for the rest of naptime.

Further information will be discussed during the staff meeting on Tuesday (June 13th). Please bring any further ideas or questions to the meeting so all staff can discuss them.

Parent Evaluation of Program

These are the results from the Parent Evaluations we received for this year (2006)

<u>PROGRAM CONTENT:</u>	5	4	3	2	1	Don't Know
Curriculum	25	15	2	0	0	0
Age Appropriate	28	11	3	0	0	0
Adequate Play Materials	30	10	2	0	0	0
Physical Activities	31	11	0	0	0	0
Music Appreciation	24	13	0	0	1	4
Use of Literature	24	14	2	0	0	2

<u>FACILITY:</u>	5	4	3	2	1	Don't Know
Safe	31	11	0	0	0	0
Children-oriented	35	7	0	0	0	0
Inviting	31	11	0	0	0	0
Attractive	30	12	0	0	0	0
Comfortable	30	12	0	0	0	0
Neat and Clean	29	11	2	0	0	0
Accessible	34	6	2	0	0	0

COMMENT: "Could use some type of safety door when coming in early in the morning. Anyone can come in and take over

the few teachers there and they are all women. Time 6:15-8:00a.m."... "Bear Room restrooms were

sometimes unclean. (Toilets)"...

<u>STAFF:</u>	5	4	3	2	1	Don't Know
Professional	27	13	2	0	0	0
Knowledgeable	29	11	2	0	0	0
Child-oriented	31	10	1	0	0	0
Responsible	31	11	0	0	0	0
Prepared	26	15	0	0	0	1
Warm and Caring	31	8	3	0	0	0
Open and Commutative	28	10	4	0	0	0
Helpful	29	11	2	0	0	0
Neat and Clean	28	13	1	0	0	0

<u>GENERAL:</u>	5	4	3	2	1	Don't Know
Cost	11	20	6	3	1	1
Registration Procedures	20	17	3	0	0	2
Spring Program	31	10	0	0	0	1
Info Made Avail. to Parents	27	11	4	0	0	0
Efficiency or Total Operation	29	11	2	0	0	0

RING PROGRAM: "Excellent!"... "Rating of 6"... "Rating of 5+++"... "Rating of 5++"

COMMENT: "Would like to have the doors to open @ 6a.m. not 6:15a.m."... "Little expensive but by far the best we've found."

1. If you have a problem, concern or suggestions, would you know whom to talk with?

YES: 38

NO: 3

Would you feel comfortable doing so?

YES: 27

NO: 0

2. What do you like best about our program?

at my daughter loves everything about it and loves coming!

That you keep the kids active and doing fun things during summer break like swimming, skating, etc...

The caring staff.

Athletic use of gym. Encouragement/Curriculum of both scholastics and religion. Chapel participation by students.

My children really like the school. I cant get them out when it is time to pick them up. The curriculum for all ages is great. I have had a child here from the train room on up. She will be in Kindergarten this fall. She has made great progress since attending.

The kids are always active and involved in a lot of different activities. I'm pleased with the menu each week. My son has really enjoyed everything here and made a lot of new friends. All the teachers are really great, also.

Flexibility, outdoor/indoor physical activity.

The staff.

Provides a safe, Christian program for the kids. The summer program is great and keeps the kids from the "I'm bored" scenario.

The Christian atmosphere.

Our children are learning and we can see a difference every week. Also, we appreciate the open communication with the staff.

The education and exposure to different things.

Excellent teacher for Kindergarten.

The structure... While uniform from class to class, its individualized to each child.

We have been very happy with everything! I really liked the concern everyone showed if there was a problem in my child's room.

Availability of center and hours; family atmosphere.

Very professional, well organized, & efficient organization, BUT you are able to maintain a very open, friendly & kid/fun environment.

God 1st then kids.

The age appropriate curriculum that is pre-school based.

My daughter is learning Bible stories.

Very diverse and exposes the children to a wide variety of subjects.

She loves it here. She used to go to a different daycare and didn't like it. She loves her teachers and her friends.

A lot of hugs.

Christian environment-kids learn how to deal with each other lovingly.

Flexible.

The teachers!

The way the teachers treat the children!! They genuinely care about them.

The fact that I know my son is being well cared for, and that I never worry about his safety.

Christian based. You care about the kids. Many crafts, activities, etc. I love the daily notes about her day and weekly "observations" stories.

All your activities; gym, music, crafts, playground and gymnastics

Basic biblical teachings in addition to preparation for Kindergarten.

SEE ATTACHED PAPER

My daughter has been at KPS from age 2 and has always loved coming to school. The teachers have become family! SEE ATTACHED

The teachers. Daily schedule that incorporates pre-school with daycare.

Organization and Activities

3. Are there any areas you would like to see improved or changed?

Encourage children to eat their lunch or veggies. Maybe receive a sticker for a clean plate.

Office staff sometimes seems absorbed in what they're doing and doesn't acknowledge people coming in.

Encouraging or incentive to complete lunch and eat vegetables.

no-not yet.

Bug Room seemed to have too many different teachers this past school year. Carrie, Trish & Joy in there now is a great group.

I wish this classroom would spend time doing letter of the week. My daughter was ready for it and got more of it in the Bug Room.

Lesson plans for the upcoming month; A monthly checklist of our child's progress, eating habits, social skills - things that are not covered in the weekly "What Your Child is Doing This Week"

More center activities.

No

Yes; add 1st - 8th grade :)

Classes seem large

*Please - let's pool resources and hire a good videographer to tape the entire spring program. It's incredibly frustrating every year to try and watch the program "around" all the parents trying to video their kids... You could pre-sell the videos and everyone would be a bit more relaxed during the program.

No, we feel you are doing an excellent job.

Have visitors check in at the office. Have a visitor sign in sheet.

Maybe a little quiet time in the morning for reading or activity sheets (that is not optional).

Maybe put note on door letting us know where to find our child.

I would like to see my child have more to show for her attendance.

no, however, just to see safety with the teachers and students early in the morning hours. Any one can come in unannounced and take over. Maybe a speaker system or have some type of code for the parents to get their kid or drop them off.

Publish curriculum (possibly quarterly) copied and given to parents. General overview of, goals, subjects, etc...

Payment information. Especially for people on CANI because some of us feel like we're overcharged.

Teachers' names on the doors of each classroom.

Nap from 12:30-2:00.

I can't say for a fact, but from what I can tell, the pre-schoolers seem to be a little behind in learning letters and sounds. At least compared to the parochial schools.

Not at this time.

I have been very happy. Seems like teachers change rooms often, difficult to remember names. (No big deal)

Encourage parents to share their thoughts more often. Maybe offer parent/staff meetings to discuss ideas or concerns.

NONE

More Addressing the heart and not just the behavior of the children.

4. What could we do differently to improve communication between the parents and the school?

The newsletters are great!

Send a daily flyer about the activities in store for the week for child's room.

An email list might be nice.

allow parents to schedule meetings with teachers outside of the annual Parent/Teacher Conferences.

Nothing, Notes are given to the children and school paper given just have to look for them in their book bags. Also notes are seen outside the class rooms, so information is there.

More interactive website.

At the change between classes (school to summer, summer to school) we need better information on the cost. Some type of info sent home with the kids would be great.

In the newsletter, have just a small clip about each classroom and what they are doing. Spotlight an employee in each newsletter.

We liked it when each individual child got a progress square at the end of the day not just if it is yellow or red.

We enjoyed reading the weekly progress reports and thought all activities were announced with adequate time.

I think the school, especially the teachers, are very open and communicate well with our child's progress &/or problems. We are very comfortable that we can ask any questions and get a straight and honest answer.

Monthly newsletters

When squares other than green are given, the parents need more details of the problem(s) that occurred at school.

I think communication is great.

I think communication is fine (More newsletters).

More newsletters.

Communication is great.

Working great as it is. Parents need to be responsible as well.

Communication is great.

I think you do a good job of leaving notes in mail boxes. Newsletter (monthly) good too.

I think you do an excellent job, newsletter, postings on doors...

A weekly child specific report detailing your child's progress, mishaps, and experiences throughout the week.

You do a great job.

5. Please share any additional comments or suggestions you may have about KPS.

Ms. Jean is wonderful!

You're doing a great job!

Thank You!!

Great school with a great curriculum.

Your school is great! What you offer cannot be beat. Great facility, great teachers, great administration, great play areas!! We wish you went beyond Kindergarten.

This has been a wonderful place for my child to be for the past 4 years - helped me as well!

I think Ms. Angelica, Mr. Jim and Ms. Deb have done a wonderful job preparing the kids for Kindergarten - Excellent Job!

We have seen an outstanding change in the learning that our boys have received then when they were at another facility. Thank you for loving our children. They definitely love everyone at Kiddie Prep School.

I didn't like having to wait so long to get the pictures that were taken. I got my sons pictures 3 weeks after they were taken in Sept., in plenty of time for the holidays. Maybe you should change the date for the pictures or get a new photographer.

Mrs. Jen and Mr. Ryan are both wonderful!

I'm sad to see my son leaving but he'll be going on to Kindergarten in the fall. We have really loved KPS.

Stricter rules on parking lot safety need to be published and enforced. (I.E. Parking spaces, driveway speed, etc...). Some child or parent will be injured soon if rules aren't enforced.

I am so glad we bring our daughter here! She loves going to school :)

Very blessed to have KPS!

When a teacher is changed, a note home would be nice since one parent may only see the morning teacher and the other parent the afternoon teacher, a new teacher may be missed.

Thank you. I don't worry about her being in your care each day (unlike other sitters).

I WOULD LOVE TO HAVE VACATION Bible School as a week theme for summer camp. Due to the fact I work, Emily can't attend the one at our church!

I have really enjoyed the teachers and staff at Kiddie Prep and the care and concern for my child. Thank You!

May 26, 2006

This morning, I was provided with a Parent Evaluation form and asked to take a few moments to complete the survey.

As I reached the "Additional Comments" section of the survey, (specifically "What do you like best about our program?"), I started to reflect on my experience and quickly realized two lines were not enough space for my comments.

Three years ago, I enrolled my daughter in the Kiddie Prep program. I was hesitant to enroll her in a child care facility, as I had struggled over the years finding a child care facility for my son that I trusted and felt comfortable leaving him at. There were some rough experiences, including my son and several young children being left in a transportation van unattended with the vehicle running as well as a family member walking into a facility and removing my child without anyone every questioning who this person was. There was also an incident where my son, escaped from the home of a child care provider and chased me down the street as I was heading off to work. I stopped the vehicle and he was frantically crying, "don't leave me here." I didn't know how I was ever going to get through these years as a working mother and was relieved when finally reached the age to attend school full time.

After my daughter was born, it made me sick to think about going through this experience again. I was fortunate that I had a friend who was doing home care at this time and she agreed to care for my daughter. Four years later, due to a job change, I found myself seeking care for my child. I started my search and made an appointment to meet with the Kiddie Prep staff to tour the facility and obtain information about their program as well as other programs in the area. We chose the Kiddie Prep program, as the facility was very clean, organized, and the children all appeared happy during our visit.

The first day that my daughter attended the program, she was taken from me by Ms. Chris and placed in her loving arms as she started to cry and seemed terrified that I was leaving. She had cared for in a private home by a friend and this was her first experience being left with what she knew was strangers. I drove to work feeling very guilty and worried about how scared she must be. I worried about her the entire day and even called throughout the day to check on her. I couldn't wait to arrive that first day to pick her up, because I just knew she had been frightened all day. To my surprise, I found her happily playing with the other children, and in fact she didn't want to leave and cried that she had to go home for the night. From that day forward, I have been relieved and have never worried what she was going through during the day while I was away.

The teachers my daughter has had the honor to be with over the three years has been an extremely rewarding experience for our family and for our daughter. Ms. Kris, Mr. Anthony, Ms. Darla, Ms. Jean, and Ms. Lisa (to mention a few) probably don't realize what an impact they have made on my life! Knowing your child is safe, happy, and being cared for in a facility by professional loving women and men while you are away is a blessing from God!

Although I am excited about my daughter growing up and moving onto 1st grade, it saddens me that we have to leave Kiddie Prep. I know my daughter will miss her friends and teachers as much as I will.

Kiddie Prep has been a wonderful experience and I pray that the Kiddie Prep staff will continue to bless children and their families with the loving care we have had.

God bless,

Terri Reed

Kiddie Prep School Staff,

June 7, 2006

I just wanted to take the time to thank Kiddie Prep School for the last four and a half years. A lot has happened in Emily's life, from her father and I getting divorced to me remarrying. She has NEVER said I don't want to go to school. Every teacher she's had has been very caring and wonderful. I'm proud of the fact she has received Jesus in her life, because of a school that promotes great love for Him. My parents have always commented of how she always prays before meals no matter where we eat. (Everyone must hold hands and pray together) Even at the young age of 3 she could tell me that "Jesus died on the cross to save us from sin!" She has my Mother listening to christen radio and singing loud and proud. I grew up with a wonderful religious back ground and I wanted Emily to have the same. My cousins (age 21 & 24) went to Kiddie Prep MANY years ago and love talking to Emily about how much they loved the school. She thinks that is so cool!!

Miss. Nicole has been a wonderful teacher and a wonderful friend. When Emily had hard times with the divorce she was always there to comfort her. There were some days she even helped me get through some very hard mornings. She is a VERY dedicated teacher and friend. Any time we would see any of her teachers out side of school she would go running over to say "HELLO". Miss Darla, Mrs. Chris, Miss Cheryl, Miss Lisa, Miss Denise, Mr. Colin, Mr. Ryan, and many more have made a wonderful impression on Emily. Kiddie Prep School is VERY BLESSED to have them.

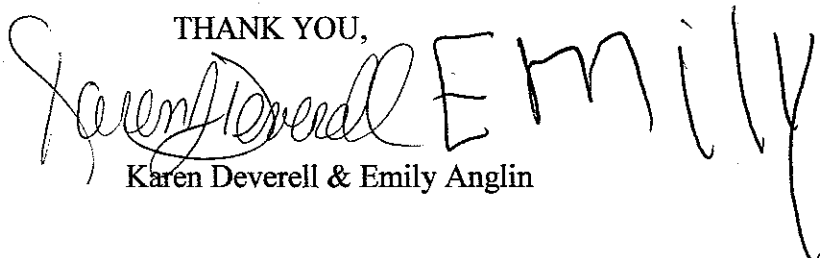
This past years has been Emily's favorite. She has enjoyed Ms. Jean VERY MUCH. Every day she would come home with something new she had learned. Ms. Jean is VERY easy to talk with VERY open about what is best for my child, and VERY helpful on the mornings when Emily was just plain crabby!! We will both miss her VERY much!!!! I feel Emily is very prepared not only for 1st grade at St. Vincent's, but also to be able to deal with everyday life skills.

This may be Emily's first summer of summer camp, but from what I see on the calendar she is so excited about being here that she turned her Grandma down when asked if she would like to spend part of the summer at the lake with her. She loves being with her friends, and I love knowing she is having fun and is safe.

I hope this letter lets you know just how much the school means to me and my daughter. Even though she'll only be able to attend summer camp. I know every year when school gets out she'll be looking forward to returning to Kiddie Prep and all her favorite teachers.

THANK YOU FOR ALWAYS TAKING WONDERFUL CARE OF THE MOST PRECIOUS PERSON IN MY LIFE. AND FOR THE PEACE OF MIND KNOWING SHE WAS IN A SAFE, HAPPY, AND CHRISTAN ENVIROMENT. KIDDIE PREP SCHOOL WILL ALWAYS BEEN IN OUR HEARTS AND PRAYERS.

THANK YOU,

A handwritten signature in black ink, appearing to read "Karen Deverell Emily". The signature is written in a cursive style and is positioned above the printed names.

Karen Deverell & Emily Anglin

End of the Season Survey

Fall 2005-2006

Complete by KPS team for Administrative team review

1. *Did you feel esteemed by the Administrative Team during the Fall Session?* Yes (12) No (3)
- I was encouraged by Administrative team when I was told I could use the church for prayer time if I needed.
 - Quick to jump to they're own conclusions without the real facts. Proverbs 12:17=A truthful witness gives honest testimony, but a false witness tells lies.
 - I liked the assessment on the teachers. I like to know when I'm doing a good job and what I need improvement on. It makes me a better teacher.
 - They were always encouraging and supported my decisions. Flexible and understanding.
 - Yes/No - I feel the office staff is very helpful and caring although multiple times Deb seemed unapproachable, to busy, uninterested and that a question is a hassle.
 - Yes-I've been told I've been an asset to the teachers and that my work is appreciated. No-I've been told a raise is in the works (hopefully) but have not gotten any update.
 - Sometimes the office can get wrapped up in the office and don't listen to staff feelings.
 - For the most part, yes.
 - I appreciate the administrative team and the hard work they do. I think the teaching staff needs to let you know you are appreciated more. ☺
 - When I had concerns about certain items that were happening around here at KPS, they had gotten resolved.
 - I felt like in most ways, the Admin. Team does an awesome job with the teachers.
2. *Do you have any questions/concerns that need to be forwarded to the Administrative Team in order to answer or improve on?*
- There was a lot of miscommunication during busy times at the end of the year and sometimes I felt like I couldn't or shouldn't come there for help with the kids.
 - Back-stabbing among KPS team. Proverbs 22:5=In the paths of the wicked lie thorns and snares, but he who guards his soul stays far from them.
 - Sometimes it feels like Deb uses the phrase "God told me..." as a backbone to the requests she makes of us. She's the boss. If she feels that it's the right thing to do, just tell us. She does not need to try to convince us that "God told her" for us to respect her decision.
 - What is the dress code for summer? What is appropriate clothing for summer?
 - More leading/explanations/need to be clearer. A lot of things aren't addressed and are just expected to know, need more follow through. Ex: conferences, letter of the week, assessment records at end of term.
 - I have generally felt that when Deb is approached, it appears that I am "interrupting" her work – that she is too busy to be bothered.
 - Better new staff info. Not knowing the little things (boys sit to go potty – flip chart program)
 - No
 - Just the "raise" situation.
 - I think the meetings with Deb are a good idea but can be awkward at times. If we saw Deb a little in and out of classrooms, saying hello and see things running smoothly, we may feel closer and as through our relationship is not just in the meetings.
 - Definitely reprimands.
 - No
 - My only concern is with communication to teachers when people call in sick or leave – There was an instance when no one communicated from the office that an afternoon closer wasn't here and I ended up having to stay 45 min. later than usual. I felt like the situation would have been much more respectful if someone on the office staff would have just communicated the absence and asked if it would be ok for me to stay (or anyone else who stayed over).

3. ***Do you have any ideas of encouragement that the administrative Team could consider in order to continue showing appreciation of the KPS team?***

- I like the example above ☺ (more staff meetings..) A few more for spiritual purposes.
- Fairness and respect of KPS team. Proverbs 29:14=If a king judges the poor with fairness, his throne will always be secure.
- I think the appreciation and the suggestion boxes are good ideas, but we rarely see either of them. They should be used at staff meetings more often. I really enjoy the Down Time with Deb. Great Idea!
- 1 a month pizza lunches.
- Staff meetings are always helpful. I believe the suggestions and encouragement box should be used more often. The suggestions/concerns are important and I feel should be recognized monthly.
- I like the suggestion bag and encouragement box but rarely see them utilized at staff meetings. Make sure new employees are aware they exist and then use them regularly. Put them in a visible spot as a reminder that they are there.
- Fun things, secret pal, not just goodies at staff meetings.
- No
- More raises in pay – that would be very encouraging and show appreciation to me.
- I think they do a great job! Additional ideas could just be letting us know when they see us do something well in the class or in dealing with a problem child. Reinforcing that and telling us when they see positive things can be very encouraging. ☺
- I think when you know a teacher has done or gone out of their way to do something for KPS besides writing a note, you should maybe take them to the office and let them know. Not everyone wants to write down a note.
- No
- I think the office should remind everyone about the encouragement box and what it's for because I didn't even find out about it until 2 months after my employment began.

4. ***We have come a long way in our team environment and we would like to recognize all the staff/team members for doing such a great job. Is there anything else you would like to see incorporated during this next session at Kiddie Prep?***

- More accountability between co-workers for spiritual walks and growth.
- Deuteronomy 11:1=Love the Lord your God and keep his requirements, his decrees, his laws and his commands always.
- The office should be more aware of what is happening in the classrooms. When something needs to be dealt with, I think it is better if it comes from the boss. I know for myself, if I need to be reprimanded, I would respond better to the boss than I would to my co-worker. (Unless it is a relationship problem between co-workers, then you should implement Matthew 18).
- Some tack board or something to display art, pictures, or crafts done by the children outside of the room. This way the parents see things that have been done and other classrooms get different craft ideas.
- KPS is a great team and a great working environment. Although, I do think should be more aware of what goes on in the rooms - knowing what goes on (or doesn't) in the classrooms. Appreciate and see what is being taught. I love working here. It's been very rewarding and a great learning experience, very supportive.
- Some how we've got to incorporate more group time. There really is no time to socialize and get to know other team members. (i.e.: once a month lunches at naptime) I have a hard time feeling like a team with people I barely know. I'm not sure if we have too much turnover, but maybe secret prayer partners would work if they lasted only a semester. Feel more like a team if we're actively praying for each other.
- Teachers of the month. More talking (comment when something good happened). What happened to the brown box pick once a month no matter what. School prayer...
- No
- Clear and written expectations of teacher before reviewing and assessing the teacher for possible raises in pay. (As an example: a written list to hand out to teachers at the very start of the year that states something in the order of "key points to be reviewed by Administrative Team when considering an employee for a raise this year.")

- I think we need to continue with all the new things we have learned and be strong in those areas. Incorporating too many new ideas could cause other things to be neglected or forgotten about. I would like to see the team strong in the areas we have worked on instead of just okay in all the areas.
- Not sure right now.
- No
- Not at this time.

5. Overall, do you feel comfortable being part of the KPS team?

Yes (13)

No ()

- Yes, Matthew 5:39=But I tell you, Do not resist an evil person. If someone strikes you on the right cheek, turn to him the other also.
- Definitely
- Yes, ☺
- Most definitely
- YES – I love it ☺!

Parent/Teacher Conference Survey Feedback Info

(from 2006)

The information below shows the comments we received from the current Parent/Teacher conferences. We had a much better turn out this year verses last. **EXTRAORDINARY JOB!!**

1. Were you comfortable with the information you received during your conference time?

Outstanding Good Fair Could Improve

- Comparison Fall to Spring – great idea.
- Did not fill out back of assessment.
- Could have had more work to show.
- Very easy to discuss learning progression with them. (Ryan and Jen)
- Very thorough! (Castle Room)
- Very well done. (Mary, Chris and Rosey)

2. Were you content with the 15 minute time span for the conference?

Outstanding Good Fair Could Improve

- Time for questions...
- This is our child's first conference, so 30 minutes might have been better.
- When it's your child, you can talk forever.
- Very good length of time.
- Need 1/2 hour.
- It could have been a little rushed, but I was.
- OUTSTANDING - Had ½ hour since no one followed.

3. Were the scheduled times suitable for your personal needs?

Outstanding Good Fair Could Improve

- It was hard to get away from work that early.
- Later in day or a.m. better – but understand naptime.
- Had to use lunch hour
- They work for my flexible schedule but may not be good for others.
- Very difficult times for those who work 8:00-5:00.
- Later in the day or evening would be best, but I understand why they're scheduled the way they are.
- Early morning or evening appointment would be appreciated.
- Could improve – but I understand the time window is during naptime.
- Had to use lunch hour.
- Not easy to leave work - 1:30-2:45.
- It is sometimes easier later in the day, but we understand the structure.
- Understand it works for teachers – hard for working parent.

4. Were the Kiddie Prep Team Members kind and courteous?

Outstanding Good Fair Could Improve

- Mrs. Donita is wonderful. W kind and caring professional who loves children.
- They're both wonderful and my daughter loves them! (Ryan and Jen)
- We love Kiddie Prep!

- Both teachers were and are always kind and show an interest in each child. (Angelica)
- Very kind (both) with good suggestions for summer work to help with next school year. (Darla and Meg)

5. As a complete process, were you pleased with today's conference?

Outstanding Good Fair Could Improve

- Received a lot of good feedback. (Ryan and Jen)
- Both teachers (Angelica and Deb)

Additional Comments:

- Maybe a little more concise – 2-3 things going well and 2-3 things to work on for the child.
- We love this school!! Thanks!
- Thank You!
- We are so glad our daughter started, we wouldn't change anything! Thanks EVERYONE!
- Thank you so much for all the crafts and artwork. Thanks for taking such good care of our child.
- Thank you!
- Very informative and love the "me books"!! Thank you Kiddie Prep School and Bug room teachers!
- We are very happy that Grant is in the care of Miss Amy and Miss Nicole.
- Amy and Nicole have been great with the kids and communicate well with parents.
- I love that the teachers take time to meet with the parents to go over this information.
- I'm very impressed with your school and with the staff.
- I think they are great. (Ryan and Jennifer)
- Have a sit down time with ABC flashcards and quiz the children everyday.
- Angie and Tonya are Awesome!
- We love this school.
- Great Job!!
- The children's "book" was great. Thank you for the effort. (Castle Room)
- I'm very impressed with the care and instruction my child receives at KPS! Thank You!
- Thanks for all that the Kiddie Prep staff does for the children. It has been a very enjoyable year for our daughter and she has learned a lot. I look forward to her attending Kindergarten there! ☺
- I think the teachers have done an excellent job at preparing my child for Kindergarten – WONDERFUL JOB! (Angelica and Deb)
- I am pleased with the teaching curriculum. What I have learned is that the teachers in the Safari Room are listening to what the kids are saying and trying new educational avenues with the children.
- I love that the teachers take the time to meet with the parents to go over this information. It is very important to me.
- Thank you for everything you have done for our daughter. (Darla and Meg)
- What a blessing it is to have Kiddie Prep School and it's wonderful staff.

WHO WE ARE

† We love one another

† We are the best learning environment

† We teach children who God is and how to experience Him

Meeting Minutes

6/14/06

Attendance: Keila, Crystal, Rosey, Erika and Melanie

Not In Attendance: Esther

Melanie:

Issues to Cover:

- ⊗ Melanie spoke to the afternoon/naptime staff regarding the new Reading Hall. I explained the great responsibilities in which they have with the children during naptime and Reading Hall. All the ins-and-outs of this time was discussed (see attached).
- ⊗ Explained that they are responsible to help the children sleep comfortably at all times. They are not to have their backs turned to the children and they are to put their personal books and games on hold if there is any child in need of help. Among all of the responsibilities they have, I reminded them that they are doing a good job.
- ⊗ Crystal will be heading off the Reading Hall first. It was suggested that they rotate each week so everyone gets to experience the Reading Hall.
- ⊗ 15 kids is ideal for the maximum of children to go to the Reading Hall. The afternoon/naptime teachers will have the responsibility to pick the children going to the Hall. They are to look and see if the child is actually awake or if they are nestling down to fall asleep. Please respect that they know what their responsibilities are.