

Irvine



Project

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BOARD  
RUTH ANDERSON, President  
DARIN LOUGHREY, Vice President  
BOB CURLEY, Clerk  
JEFFREY LALLOWAY, Member  
MIKE PARHAM, Member

April 4, 2011

Dear Prospective Applicant:

Irvine Child Care Project is releasing an application to provide licensed school age child care at Alderwood Elementary School beginning July 1, 2011. Alderwood has an estimated enrollment of 850 students in kindergarten through sixth grade.

Please review all of the material before beginning the application process, and be aware of the following:

- Only non-profit child care providers will be considered;
- The child care program would optimally serve between 70 and 100 children daily and provide both before and after school care on school days, and full day programs when school is not in session;
- Alderwood follows a traditional Irvine Unified School District school schedule (not year round);
- Irvine Child Care Project will provide three modular units at an approximate monthly rental fee of \$5,271, which includes maintenance, custodial services, and utilities;
- Irvine Child Care Project will monitor the program annually. Renewal of the program lease is contingent upon meeting Irvine Child Care Project program quality standards; and
- Services will begin before or on July 1, 2011.

When submitting the application, answer all sections completely. Keep the sequence of items required in the same order as presented in the application and tab each section. Please use only the forms provided for the start-up and monthly operational budgets.

Additional attachments and any materials to support the application, including staff and parent handbooks or letters of support may be included.

One completed original application, clearly marked and seven (7) copies are due on or before 5:00 p.m., April 22, 2011; no late, incomplete, e-mailed or faxed applications will be accepted. Mailed applications must be received by April 22, 2011 to be accepted.

Deliver completed applications to:

Irvine Child Care Project  
Attn: Susan McClintic  
Child Care Coordination Office  
14341 Yale Avenue  
Irvine, CA 92604-1901

Applications will be available both in hard copy from the Irvine Child Care Project office at 14341 Yale Avenue and electronically at the City of Irvine's website, [www.cityofirvine.org](http://www.cityofirvine.org). Application submissions will only be accepted in hard copy format. The following is the timeline for the applicant selection process:

April 22, 2011, 5:00 p.m.	Applications due to: <b>Irvine Child Care Project</b> <b>14341 Yale Avenue</b> <b>Irvine, CA 92604-1901</b> (Late applications will not be accepted)
April 23 - May 1, 2011	Selection Committee Review of Applications
May 3, 2011	Applicant Interviews
May 9, 2011	Notification of Provider Selection

If you have any questions, please feel free to contact me at (949) 724-6697.

Sincerely,



Susan McClintic  
Irvine Child Care Project Administrator  
(949) 724-6697  
smcclintic@cityofirvine.org

## **IRVINE CHILD CARE PROJECT Provider Selection Process Timeline**

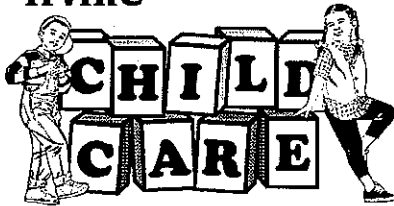
The child care provider selection process timeline will be as follows:

April 4	Irvine Child Care Project Special Meeting
April 7	Publish Press Release
April 7-22	Application Process Open
April 15	Identify Selection Committee Members*
April 22	Proposal Submissions Due
April 25	Deliver Proposals to Selection Committee Members
May 3	Applicant Interviews/Provider Selection
May 4	Notify Selected Provider of Recommendation to Irvine Child Care Project Board
May 9	Irvine Child Care Project Board Approval of Applicant Selected
May 10	Notify Selected Provider and Notify Providers Not Selected

\*Review Committee may include the following members:

- Irvine Child Care Project Board
- City of Irvine Child Care Coordinator
- Irvine Unified School District
- Program Assessment and Review Committee (PARC)
- Irvine Child Care Committee
- Alderwood principal or representative
- Alderwood parent representatives (2)

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IRVINE CHILD CARE PROJECT

APPLICATION FOR CHILD CARE FACILITY OPERATION

Identifying Information

Name of Non-Profit Organization:

Address: Street City Zip

Contact Person: Phone:

Legal Status:

List Names of Governing Board (indicate profession and/or relationship to program):

I hereby certify that the information provided in this application is true and correct, to the best of my knowledge:

Name:

Signature:

Title:

Please respond to the following items in the sequence provided and number the page in sequential order. Please use tabs to separate each section. Adjustment to spacing is allowed. Identify each section and question with the appropriate title and same numbering so reviewers can easily locate information in the packet.

If this application is selected, it will become an attachment to the lease agreement the agency will be required to sign. Irvine Child Care Project Board members' expectations are the overall quality of the program described in this application will be maintained throughout the term of the agreement.

Questions will be taken until April 21. Questions can be asked via phone or e-mail to Susan McClintic at (949) 724-6697 or smcclintic@cityofirvine.org.

1. **INTRODUCTION**

Briefly describe your organization for the review panel.

2. **ADMINISTRATION** (25 points possible)

- a) Staffing Describe hiring criteria. (Staffing requirements that meet the Child Development Permit Matrix are desirable).
- b) Personnel Describe personnel policies. Attach a copy of your Board approved policies.
- c) Licensing History Provide detailed information regarding any type A licensing violations received by the agency at the state or local level over the past five years. Provide detailed information on what corrective action was taken to prevent future violations. Include the following additional information:  
  
Have any centers had a license revoked?  
Have any centers been placed on probation?  
Are there any pending cases regarding potential revocation of a license?
- d) Employee Performance Describe staff evaluation practices.
- e) Health and Safety Describe daily health and safety procedures and emergency procedures. Attach a copy of your Board approved safety and emergency procedures.
- f) Collaboration with School Describe plans for partnering with school principal and teaching staff.
- g) Staff Development Describe staff training program and opportunities for continuing education.

3. **CHILDREN'S PROGRAM** (35 points possible)

Irvine Child Care Project program quality standards recognize learning continues beyond the formal school day. Please address the following points:

- a) Purpose List goals for children in the proposed program. Describe program objectives, stated in observable and measureable terms.
- b) Philosophy Discuss program philosophy. Describe how philosophy relates to goals stated above (in 3a).
- c) Environment Describe the proposed program environment. Include organization of space, materials, furnishings, and equipment.

- d) Schedules                      Include daily schedule samples for before- and after school care, and for full-day programs when school is not in session.
  
- e) Programming                 Discuss plans to enhance, support, and enrich children's total learning experiences through the following suggested program components:
  - i. Social-Emotional Development
  - ii. Physical Development
  - iii. Cognitive Development (including opportunities for creativity, critical thinking, and the arts)
  - iv. Provide specific examples of how the proposed program will support:
    - iv.a Awareness and support of cultural diversity
    - iv.b Inclusion of children with special needs
    - iv.c Older children (e.g. grades 4 – 6)
    - iv.e Homework assistance

4. **PARENT INVOLVEMENT AND PARENT EDUCATION** (10 points possible)

Describe proposed program approach to staff/parent partnerships (e.g. parent education, parent involvement, communication of children's progress and parent concerns).

5. **COMMUNITY INVOLVEMENT** (5 points possible)

Describe how the program will identify and provide referrals for families in need. Describe plans for creating opportunities for community service.

6. **BUDGET** (25 points possible)

- a) Start-up costs                 Submit proposed start up budget, using attached Proposed Start-up Budget Form.
  
- b) Operations                     Submit proposed annual operations budget, using attached Proposed Annual Program Budget Form.
  
- c) Tuition fees                    Submit proposed fee schedule.
  
- d) Scholarships                  Describe scholarship opportunities for income-eligible families.

# Proposed Start-up Budget Form

Program Name

INCOME	Amount	Detail
<b>Wages and Salaries</b>		
Parent Program Fees		
Other		
<b>TOTAL:</b>		
<b>EXPENSES</b>		
<b>Wages &amp; Salaries</b>		
Director		
Teacher(s)		
Aide(s)		
<b>TOTAL:</b>		
<b>Employee Benefits</b>		
FICA		
Health Insurance		
SUI		
Worker's Comp		
Other (provide details)		
<b>TOTAL:</b>		
<b>Supplies and Equipment</b>		
Office Supplies		
Maintenance/Repair		
Printing/Reprographics		
Advertising		
Staff Training Materials		
Program Supplies		
Furniture/Equipment		
Food		
Kitchen Supplies/Food		
Service Materials		
Other (provide details)		
<b>TOTAL:</b>		
<b>Other Operating Expenses</b>		
Management Fees		
Travel		
Mileage		
Training/Conferences		
Consultant Services		
Liability/ Property Insurance		
Auto/Bus Insurance		
Accident Insurance		
Rent		
Telephone		
Licenses/Related Fees		
Other (provide detail)		
<b>TOTAL:</b>		
<b>GRAND TOTAL:</b>		

Please limit financial information to this page only.

# Proposed Annual Program Budget Form

Program Name \_\_\_\_\_

INCOME	Amount	Detail
<b>Wages and Salaries</b>		
Parent Program Fees		
Other		
<b>TOTAL:</b>		
<b>EXPENSES</b>		
<b>Wages &amp; Salaries</b>		
Director		
Teacher(s)		
Aide(s)		
<b>TOTAL:</b>		
<b>Employee Benefits</b>		
FICA		
Health Insurance		
SUI		
Worker's Comp		
Other (provide details)		
<b>TOTAL:</b>		
<b>Supplies and Equipment</b>		
Office Supplies		
Maintenance/Repair		
Printing/Reprographics		
Advertising		
Staff Training Materials		
Program Supplies		
Furniture/Equipment		
Food		
Kitchen Supplies/Food Service Materials		
Other (provide details)		
<b>TOTAL:</b>		
<b>Other Operating Expenses</b>		
Management Fees		
Travel		
Mileage		
Training/Conferences		
Consultant Services		
Liability/ Property Insurance		
Auto/Bus Insurance		
Accident Insurance		
Rent		
Telephone		
Licenses/Related Fees		
Other (provide detail)		
<b>TOTAL:</b>		
<b>GRAND TOTAL:</b>		

Please limit financial information to this page only.