

RFP 2018 - 03 Response Form

Chilmark Preschool

Name of organization: Chilmark Preschool

Address: P.O. Box 425 Town Chilmark State MA

Phone: 508.645.2562 Fax: ex. 110 Cell #: _____ Email: director@chilmark-preschool.

Program Website: www.chilmarkpreschool.com

Principal Members of organization: Lindsey Scott, Rebekah Thomson, Robin Smith, Alicia Knight, Anne Mayhew, Anja May, Pia Gundersen

Please attach your proposal to this form and submit sealed 5 copies to the town.

(Circle and/or fill-in your responses)

Minimum Requirements

1. Non collusion form is completed and attached. YES NO
2. I/We acknowledge receipt of addenda # _____ None
3. The leased property will only be used for a Preschool facility. YES NO
4. I/We propose to establish and operate a preschool beginning September 4, 2018 and to follow the Martha's Vineyard School calendar as published annually by the Superintendent of Schools. YES NO



chilmark preschool

**8 STATE ROAD, P.O. BOX 425
CHILMARK, MA 02535
508-645-2562 x110**

1. RELATIONSHIP WITH THE CHILMARK SCHOOL

In March of 2004, a Chilmark School Task Force explored how the school could increase enrollment and better meet the needs of its community. From this task force, a preschool committee was assembled to investigate the possibility of housing a private, non-profit preschool within the school. The Chilmark Preschool opened in September 2005 and has successfully delivered a quality program for the last thirteen years.

The Chilmark Preschool philosophy mirrors that of the Chilmark School in its belief that it is essential to create a physical and social environment that promotes respect for all, a positive learning atmosphere and a safe place where children are valued as individuals. Children are viewed as competent, curious, resourceful and creative. It is their genuine enthusiasm for learning about the world around them that drives the curriculum in both the Chilmark Preschool and the Chilmark School.

Collaboration and cooperation between teachers, parents, children and the community is central to the success of our inclusive early childhood program. The preschool children are incorporated into the larger school community and invited to attend many of the activities and events occurring daily in the Chilmark School. They work closely with the K-1 class to develop a sense of belonging and comfort. This provides a seamless transition for families entering the Chilmark School.

The Chilmark Preschool has consistently been instrumental in increasing enrollment at the Chilmark School and the majority of Chilmark Preschool students matriculate into the Chilmark School kindergarten. In the 2017-2018 school year, there was 100% interest in matriculating the graduating preschoolers into the kindergarten, resulting in one of the most robust kindergarten classes in the history of the Chilmark School. Many preschool families have older siblings already attending the Chilmark School.

The Chilmark Preschool's schedule is aligned with the Chilmark School's, offering childcare from 8:00-3:00 pm Monday-Friday, and adhering to the public school calendar for vacation weeks and professional development days.

Sample Day

8:00: Arrival/Sign In

Parents or other caregivers sign in, communicate any necessary information to teachers, help their child get ready for their morning by assisting them in putting their clothes, lunch etc. in cubbies and on hooks, washing their hands, applying sunscreen if necessary and seeing that they are settled with a teacher or activity.

8:00-10:45 Free Choice/Play

Our classroom is set up to facilitate exploration and experimentation, encouraging independence and the children's ability to make appropriate choices. Their interactions with the environment, materials, peers and teachers foster creativity, socialization and self-regulation. Through their play and other experiences children develop the cognitive, physical and social/emotional competencies that provide the strongest and broadest foundation for their growth.

9:00-9:15: Morning Meeting

We gather as a whole group in our meeting area. This time is used to greet one another, discuss the day's activities, introduce new concepts, share thoughts and ideas and collaboratively solve problems that may have arisen.

10:00-10:45 Snack

Children are invited to come to the snack table. We will provide a daily snack. The menu will be posted at the start of each week.

10:45-11:00: Clean-up

Teachers and children work together to clean up the morning's activities.

11:00-11:15: Music/Movement Circle

A teacher leads the children in a whole group music/movement activity (The first Tuesday of the month we go to the Chilmark Library for Stories & Songs, Wednesdays Becky Barca-Tinus joins us for violin).

11:15-12:00: Outdoor play @ the CCC playground

12:00-12:45: Lunch

Children will bring lunch to school or sign up for school lunch - sold daily for \$2.75.

12:45-1:15: Story Circle

1:15-2:00: Rest

Children nap or rest. Children who choose not to sleep or awaken early will be offered quiet activities (e.g., books, puzzles, manipulatives). The school provides cots for rest time. Children may also bring a special blanket, soft toy or pillow for napping.

2:00-2:45: Quiet indoor activities or outdoor play

2:45-3:00 Departure/Sign Out

2. COORDINATION WITH CTAC SUMMER PROGRAMS

For thirteen years, both the Chilmark Town Affairs Committee and the Chilmark Preschool have been very happy with a mutually supportive and beneficial relationship in which the Chilmark Preschool uses the classroom and playground space from September through June, and the CTAC uses the same spaces in July and August. In the annual Chilmark Preschool Collaboration Agreement with the CTAC, the following details are outlined:

“It is agreed that the Chilmark Preschool will make available classroom space, bathroom and play yard for the use of the CCC summer program each summer starting one week after the last day of the Preschool school year. All play materials for inside and outside deemed useful by the summer program shall be left for their use. A log of materials will be initialed by both Preschool and summer Directors for the purpose of recording any loss or damage at the end of the summer programming. The CCC shall reimburse any such damage or loss.

Cleaning supplies, paper goods and art materials will also be made available as needed for the initial set-up of the summer program. The Directors of both programs will remain in communication over the summer period to address any building, material or logistic issues that arise. The Preschool Director will coordinate with the Chilmark School Principal and custodian to ensure smooth building running and coordinated efforts for September readiness of the Preschool space.” – June 2018

3. ORGANIZATIONAL STRUCTURE

An appointed Board of Directors, called “Friends of the Chilmark Preschool”, serves as the Chilmark Preschool’s governing body. “Friends of the Chilmark Preschool” is a 501 (c)(3) non-profit organization. The Board’s bylaws specify that the Board include representatives of the Town of Chilmark, Chilmark School & Chilmark Preschool parents, a Chilmark School teacher and other members of the community served by the program. The Co-Directors of the Preschool serve as ex-officio members of the Board and provide regular updates about classroom activity and parent feedback. The following are current Board members:

Lindsey Scott - Co-Chair (former CPS & CS parent and Chilmark resident)

Rebekah Thomson - Co-Chair (current CPS & CS parent)

Robin Smith - Treasurer (Chilmark School Teacher)

Alicia Knight - (former CPS & CS parent, Chilmark resident and educator)

Hannah Beford - (current CS parent and educator)

Anne Mayhew - (former CS parent and Chilmark resident)

Anja May - Co-Director Chilmark Preschool

Pia Gunderson - Co-Director Chilmark Preschool

The Board is responsible for overseeing the Co-Directors of the Preschool. They perform periodic evaluations of the Co-Directors, determine parent satisfaction with the program and oversee the budget and expenditures. The Co-Directors supervise and provide ongoing evaluation of the teaching staff. The Board meets quarterly to discuss: programmatic policies, enrollment, budgets, staff oversight, delinquent payment, State certification, etc.

In addition, a Parent Advisory Council (PAC) supports the program by organizing fundraising activities to supplement the annual budget. Professional development expenses, violin, drama, Island Grown Schools (IGS) and ice-skating programs are regularly funded by the PAC's fundraising success. The current PAC President is Sarah Waldman. Five to ten other families actively participate in annual fundraising efforts.

4. STAFF

In 2018-2019, the Chilmark Preschool will be lead by two Co-Directors Anja May and Pia Gundersen. A third, full-time teacher will be Lily Crowell and Elizabeth Hirsch will work in a part-time mentor role. With no more than sixteen students present on a given day, the student:teacher ratio of 5:1 is far below the standard MA State ratio of 10:1.

Position: CO-DIRECTOR

Anja R. May
3 Church Street
Aquinnah, MA 02535

Bio: Anja May has seven years of experience at Chilmark Preschool, working from 2011 to the present as a full-time teacher. Previously, she was a permanent substitute teacher at Island Children's School, in West Tisbury (2010); and owner/operator of in-home daycare for 4-years in English Harbor, Antigua (2004-2008). Anja has a BA in Social Anthropology & Development Studies at Sussex University, UK and previously completed an International Baccalaureate program at the European School, Culham, UK. No formal complaints have ever been filed against her.

Education and Training:

EEC Director 1 Certified - 2018

NCECP 401.1 Child Guidance course through NCECP; ECE 290 Admin: Early Childhood Program, Cape Cod Community College; CPR & First Aid certified through American Heart Association; Brain research through University of Wisconsin, 2017 Annual Reggio Emilia Institute - Materials, Lesley University; 2016 Annual Reggio Emilia Institute - Documentation, Lesley University; Mindfulness Fundamentals course, Mindful Schools; ECE 105 Intro to Children with Special Needs, Cape Cod Community College; PSY 201 Child Psychology, Cape Cod Community College; ECE 201 Preschool Curriculum Planning, Cape Cod Community College

Position: CO-DIRECTOR

Pia M. Gundersen

23 22nd Street North
Edgartown, MA 02539

Bio: Pia Gundersen has five years of experience at Chilmark Preschool, working from 2013 to the present as a full-time teacher. Previously, Pia worked as a substitute at Grace Preschool in Vineyard Haven from 2010-2013. No formal complaints have ever been filed against her.

Education and Training:

EEC Director 1 & Lead Teacher Certified - 2018

NCECP 401.1 Child Guidance course through NCECP; ECE 290 Administration: Early Childhood Program, Cape Cod Community College; 2017 Annual Reggio Emilia Institute - Materials, Lesley University; 2016 Annual Reggio Emilia Institute - Documentation, Lesley University; Mindfulness Fundamentals course, Mindful Schools; ECE 105 Intro to Children with Special Needs, Cape Cod Community College, Tier 1 Training in Collaborative Problem Solving

Position: TEACHER

Lily Crowell

P.O. Box 432
Chilmark, MA 02535

Bio: Lily Crowell hails from Bali, Indonesia. She has lived on Martha's Vineyard since 2016. In 2017, Lily worked as the kitchen assistant for Martha's Vineyard Public Charter school. Previously, Lily worked as a legal consultant in Bali from 2012-2014. She has a BA in Legal Science from Undiknas University in Bali, Indonesia, with a concentration in Indonesian Business Law. No formal complaints have ever been filed against her.

Education and Training:

EEC Teacher Certification pending (August 24, 2018 course completion date)

ECE 110-89 Child Growth and Development, Cape Cod Community College

Position: MENTOR

Elizabeth Hirsch

50 Bradley Martin Road
West Tisbury, MA 02575

Bio: Liz Hirsch has an extensive background as an educator and has held leadership positions in various settings in Massachusetts and New York. She worked as a Co-Director and Mentor at CPS in 2017. As an educator over the past thirty years working in Preschool, Lower Schools and at the College Level, Liz gained significant experience in the classroom and enjoyed administrative roles,

including spending ten years as the Associate Principal at the Little Red Schoolhouse and seven years as Director of the 14th Street Y Preschool within the Sol Goldman Y, a Jewish Community Center in Manhattan. She led the community on a journey to integrate the Reggio approach, and supported teachers' professional development by including them on study trips to Reggio Emilia, Italy. No formal complaints have ever been filed against her.

Education and Training:

Liz holds an M.S. in Educational Leadership from Bank Street College of Education in NYC, and a B.S in Early Childhood Education from Wheelock College in Boston.

5. HISTORY AND SUCCESS OF THE PROGRAM

The Chilmark Preschool has offered a quality child care program for the last thirteen years in the Chilmark School. We are generally fully enrolled with a waitlist of interested families that we are unable to serve. There are eighteen families enrolled for the 2018-2019 school year. The phenomenal interest level in the Chilmark Preschool is a testament to the strong reputation the program has developed within the community. Feedback about the preschool is spread by word of mouth from current and prior families sharing their experiences with the program.

The Chilmark Preschool upholds the high standards of the EEC through the hard work of the certified Co-Directors, excellent teaching staff and a dedication Board of Directors. The Chilmark Preschool is committed to nurturing child development and providing ample opportunities for the staff's professional development in order to meet the demands of the EEC standards and the educational vision of the Chilmark community.

The EEC guidelines for preschools are directly reflected in the CPS philosophy. The emergent curriculum that evolves from children's interests demonstrates the focus of the Massachusetts Early Childhood Program Standards for preschool programs. These standards "structure learning through play and meaningful activities." Teachers outline the daily schedule, but the curriculum is flexible and evolves based on the teachers' careful observations of the children and their interests.

Children explore the island community through rich experiences such as walking field trips, nature studies, and community visitors. Our curriculum emphasizes the importance of making children feel a part of their classroom community as well as a part of the larger community. We believe that experiences such as these encourage children to become enthusiastic participants in their community and the world in which they live. CPS implements an inclusive curriculum that is accessible to all children including those with disabilities and complex socio-economic needs.

6. FINANCIAL PLAN

The Board of Directors develops a balanced budget in the spring of each year, prior to enrolling families for the coming year. We establish the lowest possible tuition, while balancing the fiscal responsibility of running a program with competitive salaries, necessary insurance, administrative support, rent and supplies.

We strive to offer a program that is competitive with other affordable programs on the Island. Families are offered 5-day, 4-day and 3-day enrollment plans in order to meet the needs and limitations of a variety of budgets and childcare needs. In the 2018-2019 school year, the average cost per 7-hour day (8:00-3:00 pm) is roughly \$46/day. Tuition is generally increased by no more than 2% per year to reflect Cost of Living Adjustments (COLA).

The Parent Advisory Council (PAC) supplements the annual budget, enabling additional professional development opportunities and expanded programming. Generally the PAC fundraising subsidy ranges between \$1,500-2,000 annually.

A balanced budget for the 2018-2018 school year is detailed and attached below:

CPS Budget 2018-2019

INCOME	Kids	Tuition	Cost/day	Total
Annual increase		2%		
Enrollment fee		\$250		\$4,500
5-day schedule	12	\$9,144	\$45.72	\$109,732
4-day schedule	2	\$7,511	\$46.95	\$15,023
3-day schedule	4	\$5,758	\$47.98	\$23,032
Total Tuition & Fees	18			\$152,286
Tuition & fees				\$152,286
Tuition loss				\$0
PAC fundraising subsidy - PD				\$1,800
TOTAL INCOME				\$154,086
EXPENSES				
Co-Director	Anja	\$23.00	/hr	\$39,560
Co-Director	Pia	\$23.00	/hr	\$39,560
Teacher	Lily	\$18.00	/hr	\$30,960
Mentor	Liz	\$26.00	/hr	\$6,708
Administrator	Pat	\$27.00	/hr	\$5,076
SUBTOTAL				\$121,864
Health Insurance				\$0
Payroll Taxes				\$12,500
Substitute Wages				\$3,600
Bonuses				\$2,450
Rent				\$1,000
Liability Insurance				\$1,802
Workman's Comp				\$1,300
Accident Insurance				\$500
Contingency				\$0
Accounting Fees				\$1,750
Tax Prep.				\$600
Post Office Box				\$88
Advertising				\$0
Custodial Supplies				\$350
Classroom Supplies				\$750
Admin. Supplies				\$400
Computer				\$0
Cleaning				\$2,850
First Aid / CPR				\$180
NAEYC Dues				\$137
Professional Development				\$1,800
TOTAL EXPENSES				\$153,921
Total Income				\$154,086
Total Expenses				\$153,921
TOTAL				\$165