

**PASADENA UNIFIED SCHOOL DISTRICT  
DEPARTMENT PLAN  
COVER SHEET 19-20**

*Fill in the boxes below, feel free to expand to additional page:*

<b>DEPARTMENT</b>	Early Childhood Education
<b>DEPARTMENT STATEMENT OF PURPOSE</b>  <i>Insert statement describing what your Division does and its purpose</i>	The mission of Pasadena Unified School District's Preschool Program adheres to the view that children learn best when they are involved as initiators and active participants in their own learning. The program staff will provide an environment that is physically and emotionally safe, nurturing and one that promotes exploration and experimentation for all children. Children will have the opportunity to participate in both structured and unstructured activities that foster development in the areas of socio-emotional development, language and literacy, cognitive and creative development.
<b>DEPARTMENT THEORY OF ACTION (TOA)</b>  <i>Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.</i>	<p>The child is a unique individual who has been entrusted to our care to be respected, instructed, and guided. Each child is respected for his/her individual needs, interest, and differences, thereby promoting positive self-esteem and fostering independence.</p> <p>The culture, customs, and beliefs of each family are incorporated into the curriculum. Every child has the right to a safe, healthy, and nurturing environment that enhances self-esteem, encourages creativity, promotes appropriate social skills, provides positive learning experiences, and fosters independence.</p>
<b>DEPARTMENT ORGANIZATIONAL CHART</b>	<i>All FTEs attached</i>
<b>DEPARTMENT BUDGET</b>	<i>Fund 12</i>
<b>DEPARTMENT CONTACT</b>	Ree Hudson
<b>TELEPHONE/E-MAIL</b>	(626)396-5762 ext. 10099

**1. Return to Dr. Stammer By Oct.1, 2019 2. Add to DLN folder Department Plans 19-20**

**PASADENA UNIFIED SCHOOL DISTRICT  
DEPARTMENT ANNUAL PLANNING FORM**

*Fill in the boxes below:*

<b>DEPARTMENT NAME:</b>	Early Childhood Education
<b>DEPARTMENT STATEMENT OF PURPOSE (A):</b>	The mission of Pasadena Unified School District's Preschool Program adheres to the view that children learn best when they are involved as initiators and active participants in their own learning. The program staff will provide an environment that is physically and emotionally safe, nurturing and one that promotes exploration and experimentation for all children. Children will have the opportunity to participate in both structured and unstructured activities that foster development in the areas of socio-emotional development, language and literacy, cognitive and creative development.
<b>LIST OF SERVICES</b>	<p>We offer high-quality Early Childhood Education programs by providing a safe and nurturing environment that promotes the physical, social, emotional, creative, linguistic, and cognitive development of each child through developmentally and culturally appropriate practices while responding to the needs of the child and his or her Parent.</p> <p>All staff members are looking forward to sharing this special time of development with your child. Our staff is committed to fostering positive self-esteem in children through modeling responsive listening skills, teaching effective ways to solve issues, and encouraging and supporting your children through these very important educational experiences.</p> <p>Full-day and Part-day Preschool for children ages 3-5. Dual Language Preschool classes in Mandarin, Spanish, and French. Inclusion classes. Before and After school care.</p>
<b>DEPARTMENT THEORY OF ACTION:</b>	<p>The child is a unique individual who has been entrusted to our care to be respected, instructed, and guided. Each child is respected for his/her individual needs, interest, and differences, thereby promoting positive self-esteem and fostering independence.</p> <p>The culture, customs, and beliefs of each family are incorporated into the curriculum. Every child has the right to a safe, healthy, and nurturing environment that enhances self-esteem, encourages creativity, promotes appropriate social skills, provides positive learning experiences, and fosters independence.</p>

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

<b>1. Department Goals (Outcomes) 2019-20 (B)</b> <i>What outcomes do you want to see? For who?</i> <i>Are they aligned to Strategic, LCAP, other plans?</i>	<b>Metrics (C)</b> <i>How will you measure impact?</i>	<b>Targets (D)</b> <i>Include baseline level, if available</i>
<p>The department goal will continuously address the monitoring of the plan for children to improve and move along the Developmental continuum working closely with teachers, and keeping parents informed and updated.</p>	<p>Using child assessments, teacher and parent surveys, the department plans for five Parent Advisory Council and Parent Education meetings, to review all measurable outcomes.</p>	<p>Two parent/teacher conferences are held each year to using the outcomes to inform the parents and share strengths and areas for improvement for each child. Teachers are evaluated each year and monitored to ensure that they meet or exceed the departments and classroom goals.</p>

<b>2. Department Actions for 2019-20(E)</b> <i>What will we do in 19-20 to achieve our goals and meet our targets?</i>	<b><i>Will this take additional resources to do in 20-21?</i></b> <b><i>Yes/No</i></b>
<p>Demonstrate Knowledge of instruction, curriculum, and assessment. <i>The Creative Curriculum® for Preschool</i> is a comprehensive, research-based curriculum designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.</p>	<p><i>No</i></p>

**Return to Dr. Stammer by Oct. 1**