

# Parent Advisory Board Minutes – 5 May 2010

17 in attendance including Carol Shafer, Chris Wecas, Christy Allie, Kristin Kilgore

Priscilla McLean – Opening and Welcome – passed out Agendas, sign-in sheet and Introductions.

## UPDATES/FOLLOW-UP ITEMS

- Teacher Appreciation Month – We have kicked off our month of May Teacher Appreciation Events. Events are similar to last year and our goal is to include ALL Child Development Center Staff (Teachers, Front Desk, Central Registration, Kitchen, and Management)



Fellow Parents,

To show our appreciation for the Child Development Center teachers and staff, the Parent Advisory Board (PAB) has set up activities for the month of May that you may want to participate in. They are:

**Week 1:** Purchase books for your child's class at the CDC Book Fair. Buy One, Get One Free! (Donate your Free Book to your Child's Teacher) Class Wish Lists will be posted.

**Week 2:** Thank you notes will be available in the lobby for you to fill out. We will also provide refreshments, baked goodies, cheese & crackers, desserts for the teachers/staff. (See Week 2 Sign-up Sheet)

**Week 3:** Parents may donate items for the Continental Breakfast in the break room. We will also have a Teacher/Staff Gift Raffle. (See Week 3 Sign-up Sheet).

**Week 4:** Parents will provide a sheet cake for the staff.



You are encouraged to show your appreciation in any way that is comfortable for you.

- The Parent Advisory Board



At the end of April, we placed posters at the CDC and distributed flyers to the parents to inform them of planned events for the Teachers and Staff. Previously, we planned for 80 staff members, but because we are including all CDC Staff, the headcount is closer to 90.

Update: Week 1 (Book Fair) – Week of 3-7 May. Teachers created their book wish lists and plastic tubs were filled with the books on their wish lists to make it easier for parents to select books and pay for them without having to search the shelves for these items. This was a great idea offered by a parent! This was a great success!!!

Update: Week 2 (Thank You Notes/Baked Goods, Cheese, Crackers, etc) – Week of 10-14 May. Parents will fill out Thank You Note Cards for the staff. On Tuesday, 11 May, the CDC Leadership will sponsor a catered lunch by the Trails West Golf Course. Staff will have lunch based on their individual schedules and/or breaks. On Wednesday, 12 May, parents will provide baked goods, cheese, crackers, beverages, etc.

Update: Week 3 (Continental Breakfast & Teacher/Staff Gift Raffle) – Week of 17-21 May. Many parents have already signed up for Week 3 food items. Parent volunteers have been visiting local businesses and handing out the Donation Request Letter stating who we are and what we are doing in an effort to collect enough donations towards the Teacher/Staff Gift Raffle to include ALL CDC Staff. We currently have 80±

donations. A list of donated items and the businesses names were read to the parents. Donations towards the Gift Raffle are going extremely well and we are just a few short. If you can help with a \$5 or \$10 gift card that would be FABULOUS!! (Subway, Burger King, Food Court at the PX).

Update: Week 4 (Cake & Punch) - The Parent Advisory Board Officers will provide cake and punch for the staff to end the month long celebration. The cake will read "Thank You for your Dedication and Hard Work!"

-The Holiday Policy - The ARMY wants parent involvement with the Holiday Policy. CDC has asked the Parent Advisory Board to put out a survey to the parents asking what Holidays they would like to see.

There are 3 levels to the holidays: Level 1 – mention the holiday, read a story about it, Level 2 – a little more in depth, and Level 3 – would possibly include a classroom party. PAB and CDC decided to have the questionnaires back by August 2010 so the teachers can start working on lesson plans and ideas for the year coming up. Karla Wesson said they are working on putting together packets to have on hand that the teachers will be able to check out and use for the specific holidays. These packets will be age appropriate. Mattie' created and brought in the parent questionnaire so parents can see what it will look like and get feedback before we distribute the form to all parents in the Fall. We need to add the date that we will need the questionnaire back by. We will email out the questionnaire, print and distribute hard copies. PAB will take all parent input and finalize any last minute ideas and get it out to the parents. Questionnaires will also be put out to the new PDPS parents when they register their children. PAB asked if it was possible to borrow the clear box for parents to put questionnaires into (they belong to MWR – Carol/Chris will check and see if we could borrow it.) PAB will then tally the results when they are all in and compile the stats and then put out a results sheet to the parents.

- Parent Participation Program – information on how the program works is explained in the Parent Handbook and the slips to turn are located by the sign in/sign out sheets in the classrooms or by the front door of the CDC Entrance. Please pass the word along to other parents to take advantage of this program! The discount will show up on the next month's bill. Hours do roll over from month to month if you have more or less than 3 hours. If you are disenrolling before the next month – your discount will be applied to the current month.

-Kansas City Young Audiences( KCYA) – KCYA plays for preschool children visited the CDC with their program called Shapes, Letters, Colors, & Numbers on 19 & 20 April. It was a great turnout – the students were engaged and the parents liked it as well. Chris Wecas said she is going to try and book them in the month of April for next year during the Month of the Military Child. This was such a good idea that the CDC is looking to see what other programs are available.

- New Building – The final site plan is go to go. Groundbreaking is scheduled for Monday, 10 May at 1000 at the CDC Parking Lot. Construction should only take 6 months and final touches and inspections should take approximately 3 months, so hopefully in 9 months the new Center should be open and ready to go. A parent asked how is the parking going to work out? There is planning going on and set and the new Center will have its own parking – it will not interfere with the parking we have now.

- Hand Sensor Sinks & Automatic Doors – request was brought up recommending automatic doors for parents with their hands full. The work order has been put in and the Garrison commander is working the issue for the funding. DPW has told CDC that the request is now in the funding queue. Waiting on DPW to call and say they are coming to install. Several CDC work order requests have been put into one large

project order request. PAB reminded everyone that this is something the parents really want added to the CDC.

- Implementation Plan for the Strong Beginnings Pre-Kindergarten Curriculum – This program has been adopted by the Army and is part of the Creative Curriculum. Chris Wecas said the Full Day Room (Explorers) and the Part Day Preschool Room (Discovery) and the children that will be attending Kindergarten in the Fall will be transferred over to this program. Chris said they will enroll the new kids when the fall class disenrolls from Full Day to Before and After Kindergarten program. Each child will have their age level checked before entering the program. This program is more structured at times but it is still part of the Creative Curriculum Program. Progress has been pushed back two weeks and we are working on it now. There will be some summer training and fine tuning. The Fall Class will be completely and fully implemented into the Strong Beginnings program. Some parents are frustrated and they do not see progression with their children in this program. Some would like to see the progress that has gone on. Teachers are trying to pull together information demonstrating children's progress after a surprise staff member leaving the center at the last minute. Mary Erickson will be the new Room Lead. PDPS will also get a new Room Lead.

- Sanitation and the Sand Boxes – there have been some issues with the sand and the sand boxes and furry friends wanting to play in them as well. New covers are being researched now. Chris is looking for more secure lids that will latch to keep animals out. New sand was poured into the boxes. Staff will be reminded that if there are issues with their sand boxes they will need to let management know so they can tell the correct people. Chris gave an update that she is still looking for covers.

- "Caught Ya" Cards - Sara Hoad, a parent, wanted to make other parents aware of the "Caught Ya" card system. When a MWR ICE comment is put in and specifically mentions a CDC employee Carol Shafer said the employee receives one of the cards. After the employee receives 10 cards they are eligible for a day off. Names that go in on the ICE comments are also put in for the MWR Employee of the Month on Fort Leavenworth.

- ICE Comments – Priscilla read off some ICE comments and wondered if CDC had some insight on them. One was on the parking lot and people that continue to speed. The Education Center has given their assurance that they will meet with the schools in the Adult Education Center to see about either changing the start times for the classes to a later time or work out some other parking arrangements. Comments were made about there not being any signage in the top parking lot. There are still no signs posted saying the road in front of the CDC is a "One Way" street nor are there speed limit signs. Parents are requesting that signs be posted for the safety of pedestrians and the children. Speed bumps are not allowed due to a post policy because they make it difficult during snow removal.

- Volksmarch - was cancelled due to inclement weather. Classrooms will go on a day that is feasible for them. Please check the rooms for the new dates of when the classroom will be walking. Parents are encouraged to attend and will receive time towards the Parent Participation Program.

- Alibis – Weather has changed!! Pass on the word to update clothes in their child's cubbies and bags.

Long term employee – Margaret Kinder has turned in her retirement notice and will be retiring after 20+ years of service. There will be a retirement luncheon/reception sometime in early June (between 11-2pm). More to follow on the date of the ceremony. PAB would like to help with this in some way. Recruitment for Mrs. Kinder's position is competitive so it will be posted and hopefully the CDC will be able to hire someone in a timely manner.

- May is Child Abuse Prevention Month – ACS is making a pinwheel garden.
- Mr Stinky Feet Concert and the Hiccups will be here at Merritt Lake June 1<sup>st</sup> – it starts at 5:30pm. There will be \$2.00 hotdog meals and a Free Ice Cream Social at 6:00pm and then the Concert will start at 7:00pm.
- For more upcoming events, please visit the MWR website to view the CYS newsletter. Go to [http://fortleavenworthfmwr.com/mwr\\_youth.htm](http://fortleavenworthfmwr.com/mwr_youth.htm). At the website, click on CYSS Quarterly Newsletter link to view May 2010 events.
- Parents as Teachers are here at CDC and working on hearing checks. This program is offered at no cost to parents.

We appreciate you coming, for your continued support and we hope to see you next month!

**2 JUNE 2010 will be our next meeting!!**  
**See you there.**  
**There will be NO meeting in July.**  
**In August, we will start meetings again.**

PLEASE EMAIL US IF YOU HAVE QUESTIONS, IDEAS, OR CONCERNS AT ANYTIME!

**Parent Advisory Board Officers:**

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