Shooting Star Preschool

By

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Shooting Star Preschool is located in the heart of Chinatown, San Francisco, and serving majority of the Chinese community.  Shooting Star Preschool is available to low income families who are looking for a head start in their children's education by learning through play and academics.  In this preschool program, we believe that every child learns at their own pace and they learn differently.  Although this program is dominantly occupied by the Asian community, all cultures and backgrounds will be explored in their daily activities.  The children will learn by interacting with their fellow peers and teachers in group based activities, individual activities, as well as teacher to child activities.  All activities will teach the children self-help and independence.

Shooting star preschool is a non-profit organization that is functioned by a program director, five teachers, parent/guardian volunteers, and other community volunteers. Shooting Star Preschool is open Monday to Friday starting from 9:00 am and ending at 5:00 pm during the regular school year but is closed on major holidays, spring, and winter break.  Summer time hours are only operated half days from 9:00 am to 1:00 pm.  It serves approximately 25 children at the age range from two and a half to five and a half years old. For every five children, one teacher will be focusing on each group.   Funding for this program is through the tuition of the children, fund raising events, monetary donations, as well as in-kind donations.

At Shooting Star Preschool, our main focus is to meet the children’s needs.  By doing so, communication with parent and teacher is crucial to the well-being of the child.  It is apparent that parents have busy lives, but we believe that it is very important that teachers and parents are always able to have a chance to communicate, therefore, quick weekly parent-teacher check-ins are mandatory so that the child's needs will be met. Education and family is a big part of the children’s life as they grow. Time spent at school and at home will mold the child’s personality, and attitude, therefore, working together with the parents to make sure information is accurate is extremely important.

**Program Director Job Description:**

**Job Title**: Program Director

**Job Duties:**

* Recruit and enroll families.
* Hire and supervise staff.
* Support staff.
* Manage development and operation of program.
* Communicate with parents (parent teacher meetings) and community.
* Oversee and manage preschool.
* Maintain confidentiality of students and families.
* Budget responsibilities.
* Office supervision.

**Knowledge and experience:**

* BA in early child development, early childhood education, education, or related field.
* Over 4 years experience in supervising or managing staff and program in a preschool or child care setting.
* Experience in financial budgeting.
* Knowledge of children’s emotional, metal, and physical growth development.
* Excellent written and oral communication.
* Experience with curriculum development and implementation.
* Have genuine passion for the well-being of children.
* Knowledge of Microsoft Word, Excel, Quickbooks.

**Education/permits/clearances:**

* BA in early childhood education, child development, education, or related filed.
* Able to pass fingerprint/background check.
* Early childhood teaching permit.
* Proof of negative Tuberculosis screening.
* First Aid/CPR certified.
* Passed physical.

**Beginning Salary:**

* $34,000 annually.

**Benefits:**

* Medical.

**-Qualified individuals should submit cover letter and resume with references to** **info@shootingstarprek.org****.**

**-Closing date for applying is March 31, 2012 or until position is filled.**

**Lead Teacher Job Description:**

**Job Title**: Lead Teacher

**Job Duties:**

* Develop and implement age appropriate curriculum.
* Provide nutritious snacks and lunches.
* Establish policies and procedures.
* Be familiar with emergency procedures.
* Communicate with parents (parent teacher meetings) and community.
* Oversee preschool needs and maintain program administration.
* Maintain confidentiality of students and families.
* Observe and supervise children.
* Perform other related duties as needed.

**Knowledge and experience:**

* Over 2 years experience in teaching in a preschool or child care setting.
* Knowledge of children’s emotional, metal, and physical growth development.
* Excellent written and oral communication.
* Experience with curriculum development and implementation.
* Have genuine passion for the well-being of children.
* Knowledge of Microsoft Word, Excel, Quickbooks.

**Education/permits/clearances:**

* 24 +ECE units including core courses or BA in Child Development or Early Childhood. Education, 16 General Education (GE) units.
* Master Teacher permit.
* Able to pass fingerprint/background check.
* Early childhood teaching permit.
* Proof of negative Tuberculosis screening.
* First Aid/CPR certified.
* Passed physical.

**Beginning Salary:**

* $15 per/hr. DOE.

**Benefits:**

* Medical.

**-Qualified individuals should submit cover letter and resume with references to** **info@shootingstarprek.org****.**

**-Closing date for applying is March 31, 2012 or until position is filled.**

**Teacher Job Description:**

**Job Title**: Teacher

**Job Duties:**

* Assist lead teacher in developing and implementing age appropriate curriculum.
* Provide nutritious snacks and lunches.
* Work closely with lead teacher to foster a positive, happy environment.
* Be familiar with emergency procedures.
* Communicate with parents (parent teacher meetings) and community.
* Support lead teacher on maintaining classroom supply budget.
* Maintain confidentiality of students and families.
* Support lead teacher in maintaining proper ratio and staff scheduling.
* Perform other related duties as needed.

**Knowledge and experience:**

* Over 2 years experience in teaching in a preschool or child care setting.
* Knowledge of children’s emotional, metal, and physical growth development.
* Excellent written and oral communication.
* Experience with curriculum development and implementation.
* Have genuine passion for the well-being of children.
* Knowledge of Microsoft Word, Excel, Quickbooks.

**Education/permits/clearances:**

* 12 early childhood education units including core classes.
* Associate Teacher or Teacher Permit.
* Able to pass fingerprint/background check.
* Early childhood teaching permit.
* Proof of negative Tuberculosis screening.
* First Aid/CPR certified.
* Passed physical.

**Beginning Salary:**

* $13 per/hr. DOE.

**Benefits:**

* N/A

**-Qualified individuals should submit cover letter and resume with references to** **info@shootingstarprek.org****.**

**-Closing date for applying is March 31, 2012 or until position is filled.**

**Teacher Aide Job Description:**

**Job Title**: Teacher Aide

**Job Duties:**

* Assist teacher in developing and implementing age appropriate curriculum.
* Provide nutritious snacks and lunches.
* Work closely with teacher to foster a positive, happy environment.
* Be familiar with emergency procedures.
* Communicate with parents (parent teacher meetings) and community.
* Support teacher on maintaining classroom supply budget.
* Maintain confidentiality of students and families.
* Follow basic principles of early childhood development
* Perform other related duties as needed.

**Knowledge and experience:**

* Some experience working with children of preschool age.
* Knowledge of children’s emotional, metal, and physical growth development.
* Excellent written and oral communication.
* Experience with curriculum development and implementation.
* Have genuine passion for the well-being of children.
* In process of taking early childhood education or child development classes.

**Education/permits/clearances:**

* High school degree or GED
* Able to pass fingerprint/background check.
* Proof of negative Tuberculosis screening.
* First Aid/CPR certified.
* Passed physical.

**Beginning Salary:**

* $11 per/hr. DOE

**Benefits:**

* N/A

**-Qualified individuals should submit cover letter and resume with references to** **info@shootingstarprek.org****.**

**-Closing date for applying is March 31, 2012 or until position is filled.**

**Shooting Star Preschool Administrative Schedule**

Daily:

* Check in, check messages via email, letters, phone messages
* Clean areas if missed from day before
* Welcome parents during drop off
* Welcome children, health check
* Sanitize environment, tables, toys and other unsanitized items or spaces
* Prep food, snacks
* Put away toys, balls, bicycles and organize if not done already by the children
* Check bedding
* Daily logs
* Proper Garbage disposal
* Wash dishes, cups, and utensils
* Roll call before and after outdoor activities
* Check kitchen for perishable foods or other items that do not belong
* Check bathroom for supply refill and clean up
* Staff breaks
* Set up for next program day

Weekly:

* Paperwork (throughout the week as needed)
* Parent/teacher check-ins for updates and information as needed (Monday or Friday)
* Buy snacks and food (Friday)
* Plan and post meals (Thursday)
* Water plants and garden (once a week or as needed)
* Clean out perishable foods (Friday)
* Pack children’s personal belongings, blankets, bedding, artwork, to go home (Friday)
* Change out toys, environment (Friday)
* Update staff schedules (Wednesday and Thursday)

Biweekly:

* Payroll (Friday)

Monthly:

* Pay bills
* Collect and record tuition
* Conduct fire drill
* Create program newsletter
* Fill out student reports
* Small staff meeting

Quarterly:

* Taxes
* Parent/teacher meetings

Biannually:

* Deep clean entire facility (rugs, carpets, play area, bathroom, kitchen)
* Plan and conduct fundraising
* Safety inspection (fire alarm, fire extinguisher, hazardous levels)
* Staff meeting and individual employee evaluation
* Upkeep children’s health record

Annually:

* Graduation
* Update all paperwork, fliers, brochures, staff files etc.
* Interview, evaluate, hire new staff
* Plan yearly schedule
* Develop new budget
* Check liability, insurance, and other responsibilities
* Welcome suggestions on improvements

**Nutrition Policy**

At Shooting Star Preschool, we strive for healthy diets and eating habits. Education on health is just as important as other academic subjects children need to learn about. In providing appropriate snacks and lunches for children ages 2 and a half and up that meet the USDA Food Pyramid standards, children will be able to enjoy a wide variety of each food group. Such food groups consist of fruits, vegetables, meats, breads, cereal, rice, and pasta. It is very crucial to get an early start on healthy eating habits because healthy diets will help children’s brain and physical development.

Children will be seated in small tables fit for 4. Each table will have a teacher or adult who will sit there and interact or eat with them as well. That way, children are able to understand that having meals is a pleasant time of the day and be able to be social and learn to facilitate conversations.

Children are never forced to eat or finish everything. Their snacks and lunches come in small portions so that they are able to sample each type of food. Second servings are available if the children are still hungry. Shooting Star Preschool’s lunches and snacks are culturally diverse. We will consider and accommodate any specialized diets or religious beliefs in food.

Shooting Star Preschool menu changes every week. Each week, we will introduce a new type of food and some basic information about the type of food such as what part of the food group it’s from and the origins of the food. High allergy snacks such as peanuts, raisins and others will not be served at any time.

Occasions such as birthdays are welcomed and encouraged to be celebrated in the program. At Shooting Star Preschool, we want kids to be kids, to be able to enjoy all different types of snacks within moderation. We allow cake, milk, and juice on special occasions, but children are not encouraged to have seconds on sweets. Other sweets such as soda and candy are not encouraged to be brought to the classroom as well.

Every child has the right to be fed. With that said, food is never used as a reward or punishment at Shooting Star Preschool. We believe that using food as a reward can confuse children and will cause future complications on eating habits. We want children to be able to enjoy their food at all times as well as have a healthy concept for nutrition.

**SAMPLE BREAKFAST MENU**

**(One classroom of 12 children, ages 4-5)**

Monday 12 children ½ cup milk

 ½ cup cereal

 ½ cup banana

Tuesday 12 children ½ cup milk

 1 slice of whole wheat toast

 ½ cup pears

Wednesday 12 children ½ cup milk

 1 English muffin

 ½ cup apple sauce

Thursday 12 children ½ cup milk

 ½ cup oatmeal

 ½ cup mixed berries

Friday 12 children ½ cup milk

 1 slice banana bread

 ½ cup oranges

2 ½ cup x 12 children = total of 30 cups of milk this week

½ cup cereal x 12 children = total of 6 cups of cereal this week

½ cup banana x 12 children = total of 6 cups of banana this week

1 slice of whole wheat toast x 12 children = total of 12 slices of toast this week

½ cup of pears x 12 children = total of 6 cups of pears this week

1 English muffin x 12 children = total of 12 English muffins this week

½ cup apple sauce x 12 children = total of 6 cups of apple sauce this week

½ cup oatmeal x 12 children = total of 6 cups of oatmeal this week

½ cup mixed berries x 12 children = total of 6 cups of mixed berries this week

1 slice banana bread x 12 children = total of 12 slices of banana bread this week

½ cup of oranges x 12 children = total of 6 cups of oranges this week

\*Additional servings available upon request.

\*\* Children are provided and encouraged to drink water throughout the day.

**Shooting Star Preschool: Daily Schedule**

9:00-9:30 - Arrivals, greetings with parents, indoor free play, table arts, blocks, puzzles, dramatic play

9:30-9:50 - Clean up, bathroom time

9:50-10:15 - Morning snack, clean up

10:15-11:30 - Outdoor play: play structure, balls, tricycles, parachute play

11:30-12:00 - Clean up, bathroom time

12:00-12:30 - Lunch time

12:30-12:45 - Clean up, wash up, set up cots

12:45-1:45 - Quiet time

1:45-2:00 - Transition, bathroom time

2:00-3:30 - Outdoor play, play structure, bicycles, group games, balls, local field trips

3:30-3:45 - Clean up, bathroom time

3:45-4:05 - Afternoon snack

4:05-4:25 -  Clean up

4:25-5:00 - Circle time, group sharing, singing, reading

5:00-6:00 - Pick up, indoor freeplay