

## Overview of Santa Cruz County’s Preschool Planning Process

<b>Purpose</b>	Develop a plan for expanding voluntary preschool to children in the last two years before entering kindergarten.
<b>Goals of the Plan</b>	<ol style="list-style-type: none"> <li>1. Present the mission and vision of county stakeholders for expanding preschool access.</li> <li>2. Quantify the supply and demand for high-quality preschool placements.</li> <li>3. Identify the workforce development issues inherent in expanding high-quality preschool slots</li> <li>4. Articulate the essential elements of high-quality preschool</li> <li>5. Address the funding streams needed to establish and sustain preschool options.</li> <li>6. Explore ways to expand access to preschool with current resources.</li> <li>7. Prioritize county neighborhoods to receive resources for preschool expansion as funding is identified from public and private sources.</li> </ol>
<b>Phases of the Planning Process</b>	<p><u>Preplanning</u>: Agree on process for planning, form Committees (6/08 – 7/08)</p> <p><u>Needs Assessment</u>: Committees begin meeting, collect data (7/08 – 11/08)</p> <p><u>Develop the Plan</u>: Work Groups develop recommendations based on results of the Needs Assessment (11/08 – 2/09)</p> <p><u>Finalize the Plan</u>: Draft, review period, approval (3/09 – 5/09)</p>
<b>The Players</b>	<p><b>Steering Committee</b></p> <ul style="list-style-type: none"> <li>• Oversee project development and implementation</li> <li>• Approve final Plan to be submitted to Packard</li> </ul> <p><b>Advisory Committee</b></p> <ul style="list-style-type: none"> <li>• Provide access to resources and data as requested</li> <li>• Provide input and/or guidance to Work Groups on their recommendations that will be included in the final Plan</li> <li>• Aide in disseminating the Plan and building community support for the Plan</li> </ul> <p><b>Work Group Chairs</b></p> <ul style="list-style-type: none"> <li>• Facilitate Work Group meetings; ensure Work Groups complete key tasks</li> </ul> <p><b>Work Groups</b> (Facilities &amp; Finance, Quality/Workforce, Families &amp; Diverse Delivery Systems, Articulation/Transition, Data)</p> <ul style="list-style-type: none"> <li>• Develop recommendations for the Plan based on results from the Needs Assessment</li> </ul> <p><b>Child Care Planning Council</b></p> <ul style="list-style-type: none"> <li>• Participate at all levels of the planning process</li> </ul> <p><b>Consultants</b></p> <ul style="list-style-type: none"> <li>• Project Consultant (Angela Irvine): Conduct needs assessment; provide project management services</li> <li>• Facilitation Consultant (Nicole Young): Assist with planning and facilitating meetings; assist with developing processes for communication</li> </ul> <p><b>SCCOE Staff</b></p> <ul style="list-style-type: none"> <li>• Project Director (Carole Mulford): Oversee implementation of planning grant, leading the work of Steering Committee and producing deliverables</li> <li>• Project Coordinator (Diane Oyler): Act as liaison between Committees, chairs and CCPC; distribute information about meetings, requests for input, etc.</li> </ul>

**Lines of Communication**

- The majority of discussions regarding specific content areas will occur in Work Group meetings.
- Minutes/notes from Steering Committee, Advisory Committee and Work Group meetings will be posted on the Child Care Planning Council's web site.
- When Work Groups want to request input on specific issues or items from the Advisory Committee, other Work Groups and/or the general CCPC membership, the Work Group Chairs will contact the Project Coordinator (Diane Oyler).
- Requests for input will be distributed via e-mail by the Project Coordinator with information about when and how to respond. Anyone who wishes to provide input is encouraged to respond by e-mail.
- Work Group members that have questions or concerns about their tasks or the overall planning process are encouraged to talk to their Work Group Chairs first and then the Project Coordinator and or Project Director if the question or issue hasn't been resolved. The Project Director will work with the Chairs to determine who else to include in the discussion.

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**Process for Approving the Plan**

- The Work Groups will decide what decision-making processes to use within their meetings.
- The Work Groups will develop the recommendations to be included in their respective content areas of the Plan.
- The Project Consultant will create the written Plan that includes a summary of the Needs Assessment results and the Work Groups' recommendations.
- The Advisory Committee and Steering Committee will review the Plan, provide input and make suggestions for modifications.
- The Work Groups will review the suggestions and make modifications as needed.
- The Steering Committee will finalize and adopt the Plan.