

**United Evangelical Church Of Christ
Pre-School Program**

Directed By Mrs. Concetta Clark

History

In the mid 1960s an informal Parent/Child Play Group was formed within the Canton neighborhood. As the groups popularity grew and the numbers of children involved increased, it became apparent that in order to continue the program, professional help would be needed.

In 1967 the Parent group approached the Baltimore City Public School System and requested that a professional teacher be assigned to enhance the quality of their Community Program.

In 1968 Mrs. Concetta Clark, a teacher employed by the Baltimore Schools Parent Education Program, agreed to author a curriculum and teach a Parent/Child Pre-School program in the Canton Community. This Program has been teaching our children for over twenty six years.

In 1986 the program moved to a new facility in the Fortview Recreation Center under the direct control of the Department of Recreation for the City of Baltimore. This past May after meeting with administrators for the Department of Recreation, the parents group felt that support for educational excellence was lacking at Fortview, replaced by a curricula geared more toward recreation.

Throughout the years the Parent Group has had more autonomy in choosing educational materials and programs for both the children and the parents support group. Rather than see the program become weakened by a non-supportive bureaucracy, the Parents Group has decided to seek a location that will support our efforts.

Objectives:

Parents Program:

To enable the parent to step outside their rolls and objectively view parent problems and sharpen parent skills. To discuss with other Parents and learn that they share the same problems and fears, parents soon learn that they are better able to make good decisions. Topics such as helping children become better readers, the importance of large muscle development, self esteem, and guiding character are all goals of the curriculum.

Observation: Parents frequently feel more relaxed, more confident, and loving toward their child as they learn the skills taught during the class semester.

Two Year Old Program:

The primary goal is to have them feel comfortable separating from their parents. Throughout the year they will learn to become part of a group, relate to other adults, and experience the learning toys and projects within the class environment.

Three and Four Year Olds:

The primary goal is to increase the comfort level of classroom participation. During the year activities such as speaking in front of the class, sharing, taking turns, respecting each other and following rules are pursued. Crafts, toys, and special projects are the tools used throughout the year to increase confidence in the use of hands and imagination. To supplement learning the children and parents are exposed together to the community resources with field trips to the Maryland Science Center and other facilities available within the region.

All program staff is encouraged to offer positive support and encouragement. The goal of the entire program is to nurture the positive characteristics of the adults and the children who attend.

For program details please see the letter to lillian Augustus.

The Rev. Robert M. Armstrong
UNITED EVANGELICAL CHURCH
945 S. East Avenue,
Baltimore, MD 21224
(410) 276-0621

June 20, 1994

Lillian Augustus
Childcare Administration
2701 N. Charles St., 3rd Floor
Baltimore, MD, 21218

Dear Ms. Augustus:

On Friday, June 17, 1994, Concetta Clark telephoned asking for direction in getting our parent child involvement program operational by September of this year. As requested a plan for that program was submitted to me and we forward it to you for your information and review so that we can determine what we need to do to come into compliance with your regulations.

Program for Two Year Olds:

These children attend with a parent who remains on site. Their session meets on Tuesday morning for one and a half hours. There will be no more than twelve children enrolled in this group. The parent's discussion/support group meets in a room adjacent to the children's room. Two rotating parents and a paid adult will stay in the room with the children and conduct the program.

Program for Three Year Olds:

On Monday morning these children will come with their parents who also participate in a discussion/support group on site. This session is two hours long. There will be no more than fifteen children enrolled in this group. Two rotating parents and a paid adult will stay with the children and conduct the program.

On Thursday morning these children will return for another two hours. Two paid adults and one rotating parent will help with the children's program.

Program for Four Year Olds:

The four year olds will meet on Monday, Tuesday, and Thursday afternoon for two hours each day. There will be no more than fifteen children enrolled in this program.

On Monday the children will attend with their parents who stay on site for their support/discussion group. Two rotating parents and one paid adult will stay with the children and conduct the program.

On Tuesday and Thursday afternoons the children return for

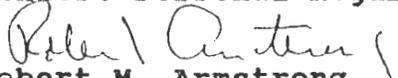
additional sessions. On these days two paid adults and one rotating parent will stay with the children.

Facility Description:

The facility includes a large room for the children, a kitchenette, and a large indoor play area which will be furnished with gym equipment, and a separate room equipped with visual aides and a blackboard for the parent\support discussions.

Because we want to prepare for opening this service in September, time is of the essence. Because of the large group of young adults who are moving into Canton with young children and also those who are starting new families, we are anxious to hear from you soon so we can make any changes necessary to meet your regulations and plan our promotion of this opportunity for the people in our neighborhood. We look to hear from you soon.

Kindest Personal Regards,


Robert M. Armstrong
Pastor

Promotion & Publicity

Because of our attempt to move to a new location, the June registration will not occur. We will need to be aggressive in order to fill the spaces in the programs for all ages.

In the past we have been successful using fliers and posters throughout the Canton neighborhood. Word of mouth from parents already enrolled will also be helpful.

Equipment

The Parents Club has purchased over the years all the equipment necessary to operate the program. A committee of parents has already approached the City of Baltimore in order to move the equipment to our new location.

The only furniture needed at this time would be a small table and ten pre-school chairs.

GARTLAND

& COMPANY, INC.

P.O. BOX 88 • BALTIMORE, MD 21203-0088
410-837-0574 • FAX: 410-752-2815

June 27, 1994

Mr. Harvey Jacob, President
The Chesapeake Machine Company
210 South Janney Street
Baltimore, MD. 21224

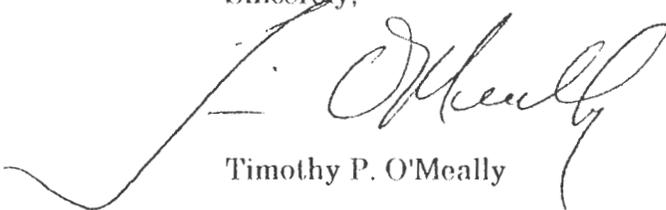
Dear Mr. Jacob,

I would like to thank you for taking the time to meet with me this morning to discuss the insurance program now in force for the United Evangelical Church. As discussed during our meeting, the insurance program is sufficient to cover a preschool program through it's Comprehensive General Liability package Blanket Contractual Provision concerning the assumed liability of a third party.

There are also specific provisions for Teacher Liability, Nursery School and Day Care Liability coverage should the Church consider sponsoring the program outright. That said, we then must consider the status of Mrs. Clark as either contractor or employee. As an employee of the Church the Church will have an additional premium to pay for workers' compensation. The classification code is 8868, College: Professional Employees & Clerical as stated in the manual for workers compensation and the manual rate is \$.30.

I hope that this information is helpful to you and I look forward to meeting with you again soon.

Sincerely,



Timothy P. O'Meally

**Proposed Budget
for the Class Year To Begin September 1994**

Revenues:

Registration @\$25.00 X 39 Parents	\$975.00
Tuition:	
14 Four year Olds 9 months @ \$50.00	\$6,300.00
14 Three year olds 9 months @ \$43.00	\$5,418.00
11 Two year olds 8 months @ \$38.00	\$3,344.00
	<hr/>
Total Revenue	\$16,037.00

Expenses:

Salaries	
Director	\$7,500.00
Teacher Aids (\$6.00 to \$8.00 per hour)	\$2,600.00
Supplies, Trips, Snacks, Books, Etc.	\$2,000.00
	<hr/>
Total Expenses	\$12,100.00
Total Surplus	\$3,937.00

Steps We Need To Take Now

To comply with Baltimore City Guidelines concerning the Licencing of the Pre-School Program.

- a. Building requirements
- b. Staffing

Temporary Financial Support -

In this first transitional year we may need some financial support because we have not had a normal enrollment campaign. We are confident that after the first year the program will be as self supporting as it has always been. The Parents Club is willing to support any fundraising activity deemed necessary