

12. BUSINESS / ORGANIZATION OPERATIONS PLAN

Puente Ave Preschool ICC LLC -Operations Plan

1. Business Overview

Puente Ave Preschool ICC is an early childhood education center providing a safe, developmentally appropriate, and culturally responsive learning environment for children ages 3 – 6 years old. Our program focuses on social-emotional development, academic readiness, and family engagement. The school will operate in compliance with the California Department of Social Services (CDSS) Community Care Licensing Division requirements and all City of West Covina municipal regulations.

2. Days and Hours of Operation

- **Days:** Monday - Friday
- **Hours:** 6:30 AM - 6:00 PM
- **Extended care:** Offered based on parent need and staffing availability
- **Closed:** Major federal holidays and designated staff training days

3. Staffing Plan

- **Director:** Oversees daily operations, licensing compliance, staff supervision, and parent communication.
- **Lead Teachers:** Responsible for curriculum implementation, classroom management, assessment, and supervision of aides.
- **Teacher Assistants/Aides:** Support classroom instruction, supervision, and daily routines.
- **Support Staff:** Front office administrator, custodial/maintenance personnel (in-house or contracted).
- All staff will meet state licensing requirements, maintain CPR/First Aid certification, and complete mandated reporter training.

4. Enrollment and Capacity

- **Maximum enrollment:** Based on approved occupancy and CDSS licensing ratio requirements (typically 1:12 for preschoolers).
- **Age groups served:** 3 – 6 year olds.
- **Class sizes:** Balanced to maintain safe ratios, support individualized learning, and reduce noise/traffic impact on the surrounding area.

5. Daily Operations & Program Structure

A typical daily schedule includes:

- Arrival, health screening, and check-in
- Free play and learning centers
- Circle time and structured group instruction
- Outdoor play and gross-motor activities
- Breakfast, lunch, and snack periods following CACFP guidelines
- Rest/nap time
- Afternoon enrichment activities (art, literacy, music, STEM)
- Parent pick-up and end-of-day facility safety check

6. Safety, Security & Supervision

- Controlled single-point entry with visitor check-in procedures
- Staff monitoring of all indoor and outdoor spaces
- Emergency preparedness plan including fire, earthquake, lockdown, evacuation drills
- Compliance with zoning, ADA, and fire safety requirements
- Locked storage for cleaning chemicals and hazardous materials
- Daily sanitation of classrooms, restrooms, and play areas

7. Facility Use & Maintenance

- Classrooms designed for age-appropriate learning and safe movement
- Secured outdoor play yard with approved equipment and fall-zone surfacing
- HVAC, lighting, and plumbing maintained regularly
- Janitorial services scheduled daily and deep cleaning performed weekly
- Maintenance logs kept on-site per licensing requirements

8. Traffic, Parking & Drop-Off/Pick-Up Management

- Staggered arrival and departure encouraged to reduce congestion
- Staff supervision during all arrival/departure windows
- Clear signage directing traffic flow and parking behavior
- Compliance with West Covina Planning Division traffic mitigation measures

9. Community Impact & Noise Mitigation

- Outdoor play scheduled in rotating groups to limit noise impact
- All activities conducted within allowed operational hours
- Landscaping and fencing used to buffer sound and maintain neighborhood character
- Community engagement events scheduled with advanced notice

10. Emergency, Health & Compliance Protocols

- Illness and injury policies aligned with state licensing and public health guidelines
- Parent communication system for emergencies and notifications
- First Aid kits maintained in each classroom and outdoor area

- Required forms and records maintained on-site (LIC forms, staff files, child files)

11. Waste Disposal

- Regular trash disposal following city sanitation guidelines
- Safe disposal of diapers, cleaning materials, and food waste
- Recycling program in place to support environmental standards

12. Curriculum & Educational Approach

- Play-based, research-supported curriculum aligned with CA Preschool Learning Foundations
- Focus on social-emotional development, language and literacy, math readiness, and creative expression
- Parent involvement encouraged through conferences, workshops, and events