



Memorandum

TO: ALL CHILDREN ACHIEVE
COMMITTEE

FROM: Sara L. Hensley
Jane Light

SUBJECT: SEE BELOW

DATE: 04-23-04

Approved

Date

**SUBJECT: UPDATE ON EARLY CARE AND EDUCATION YOUTH PROGRAM
BUDGET PRIORITIES**

PURPOSE

The purpose of this memorandum is to provide a status report on the strategy to merge the Parks, Recreation, and Neighborhood Services' Office on Early Care and Education Services and the San José Public Library's Partners in Reading Program.

BACKGROUND

In spring of 2003, the All Children Achieve Committee recommended that the Library's Early Literacy program and the Parks, Recreation and Neighborhood Services Department's Early Care and Education Services program explore areas of possible collaboration. This exploration led to the acknowledgement that both the Library and PRNS were providing similar early care and education services and targeting the same client base. This reality, coupled with the need to identify General Fund savings, led to the mutual strategy of merging both programs.

ANALYSIS

This year the San José Public Library's Partners in Reading (PAR) Program and the Parks, Recreation and Neighborhood Services Office on Early Care and Education (OECE) Services discussed and aligned programs that offered professional development to early educators. The Library focused on adult and family literacy, as well as building the capacity of early educators to support children's emerging literacy; the Office on Early Care and Education Services provided professional development and academic coursework in the areas of school readiness, program quality and opening and operating quality early care and education centers and homes. This examination has shown that a merger of the two programs will be advantageous for both departments.

A PRNS/Library leadership team is working out the details of the merger to ensure a successful and smooth transition. The team has reviewed and identified program similarities and overlaps (see Attachment A). The team has also identified how to streamline the programs in order to achieve greater efficiency and provide General Fund savings. A preliminary draft organizational chart has been developed. Outreach efforts, partnership building and delivery of early education services are areas identified so far which the merger will effectively simplify. The following benefits also will be realized from our efforts:

Benefits:

- ▶ All of the City's school readiness programs will be offered from one department; enabling one point of access for those in the early care sector;
- ▶ Resources for children, families, and early educators will be combined to reduce duplication of services;
- ▶ Increased coordination of services;
- ▶ Synergy of expertise amongst staff in the design of improved services; and
- ▶ General Fund ongoing savings currently estimated as approximately \$200,000.

Next Steps:

- ▶ The PRNS/Library leadership team will continue weekly and other regular discussions, working towards a smooth transition, and will incorporate and address recommendations made by the All Children Achieve Committee;
- ▶ A joint working session between appropriate Library and Office on Early Care and Education staff will be convened;
- ▶ Staff from both departments will continue to provide updates to Council Offices and to the Library and Early Care and Education Commissions;
- ▶ Representatives from the Library and Early Care and Education Commissions will meet and develop mechanisms for collaboration and forums to discuss, align and clarify respective purposes, roles and responsibilities; and
- ▶ Staff forecasts complete transition by June 30, 2004.

COST IMPLICATIONS

There will be an ongoing savings of approximately \$200,000 to the General Fund.

COORDINATION

This report was prepared in coordination with the City Attorney's Office and the San José Public Library.

SARA L. HENSLEY
Director of Parks, Recreation
and Neighborhood Services

JANE LIGHT
Director of the Library

**San José Public Library and
San José Office on Early Care and Education Services
Program Similarities as Defined By Program Goal Areas**

PROGRAM GOAL AREAS	SAN JOSÉ PUBLIC LIBRARY- CHILD AND ADULT LITERACY	OFFICE ON EARLY CARE AND EDUCATION SERVICES
School Readiness	<ul style="list-style-type: none"> ▸ Books for Little Hands — classroom book bags, theme kits ▸ Reading to Children program ▸ Story times at libraries 	<ul style="list-style-type: none"> ▸ Smart Start San José Program Quality Standards ▸ School Readiness Assessment Tool ▸ Program review using Early Care and Education Rating Scale (ECERS)
Expansion of Quality Early Care and Education Spaces (capital construction)	<ul style="list-style-type: none"> ▸ Provides incentives for programs to reach Smart Start San José standards 	<ul style="list-style-type: none"> ▸ Creation and expansion of early child development centers and family child care homes ▸ Bring existing programs under the Smart Start San José umbrella
Family Literacy	<ul style="list-style-type: none"> ▸ Books for Little Hands — take home books and instructional video for parents (“My Books & I”) ▸ Adult Literacy Assessment & Tutoring ▸ Family Literacy Services and referrals to City and community partners 	<ul style="list-style-type: none"> ▸ Connecting families to needed services (Family Services Broker)
Professional Development	<ul style="list-style-type: none"> ▸ Workshops teaching parents and early educators how to read to young children ▸ Site visits and ongoing telephone contact for program training and compliance 	<ul style="list-style-type: none"> ▸ Academic coursework on opening a family child care business ▸ Academic coursework and professional development on all aspects of working in the early child development industry
Public Education and Awareness	<ul style="list-style-type: none"> ▸ SJPL Web site ▸ In-person referrals at Dr. King Library and all SJPL branches ▸ Events and outreach (MOYC, Book Circus, Children’s Fair) 	<ul style="list-style-type: none"> ▸ Smart Start San José Program Quality Standards Awareness Campaign ▸ San José Child Care Tax Credit Education and Awareness Campaign
Increase Political and Community Advocacy	<ul style="list-style-type: none"> ▸ Presentations to ACA Committee 	<ul style="list-style-type: none"> ▸ Early Care and Education Commission works with the Mayor’s and Council Offices ▸ Presentations to ACA Committee
Integrate the Early Care and Education Strategic Plan with Local, State, and National Initiatives	<ul style="list-style-type: none"> ▸ Library staff partners with local early care and education programs, organizations, and stakeholders. 	<ul style="list-style-type: none"> ▸ PRNS staff partners with local, state and national early care and education organizations.