



2024 – 2025 Beginning of School Year Training Agenda-Leadership

Saturday, August 10

YPW Central & YPW Westlake 9:00 – 2:00 Lunch: YPW provides. Location: YPW Westlake

SHARING POSITIVE / SOMETHING PERSONAL OR PROFESIONAL

WHAT IS THE WHY OF YPW? CORE VALUES?

in 2024 - on the eve of our 20th anniversary - we updated YPW's why and core values to reflect the school we want to be as we embark on the next 20 years.

HOW DO WE GET TO THIS WHY AND HOWS?

By answering these questions:

- what is our purpose? what difference our school is making?
- what difference are you making?
- what is important to you?
 - o being able to trust our employees,
 - o making sure our team has a fun work environment,
 - o and expecting each staffer to represent the company well in client interactions
- reflect on past experiences - think about moments in work/life when you felt most proud, satisfied or true to yourself
- What makes you proud to work at this company?
- why YPW ?
- why you work here?

These guiding principles dictate our behavior and can help us understand the difference between right and wrong

THE WHY? – OUR PURPOSE -

To provide an exceptional nurturing environment to every student through fun, educational, creative, hands-on experiences

THE HOW? – OUR CORE VALUES -

- ✓ Putting children first - all else will follow
 - o Providing our students with a nurturing and safe environment, emotionally *and* physically
- ✓ Partnering with our families to create a community where we treat each other with respect, fairness, and integrity
 - o Encourage parent-teacher partnerships through clear communication and mutual support
- ✓ Doing the right thing. Always
- ✓ Caring to create a school environment that is inviting, fun, unique, nurturing and educational
 - o Promote a strong sense of community

- Cultivate a supportive workplace that respects individual teaching styles, fosters creativity, and encourages teacher loyalty and growth
 - ✓ Taking responsibility of our words, actions and our results. Learn from our mistakes and meet our commitments.
 - ✓ Striving to exceed our families expectations and constantly improve everything we do
 - Be receptive to the needs of parents
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Share the ways they made the values come to life, or situations where the values where violated and they did something to fix it.

- No more clorox! Green products – diaper paper –
- Monthly calendar includes from infants to kínder , after school

Examples of creating community with parents

- welcome coffee / coffe with the director
- Parent orientation
- Fall & Spring Internal Open House (What to Expect from)
- Fall Festival
- Easter Egg Hunt

Examples of creating community with teachers

- Monthly staff meetings
- Turkey in disguise, Dr. Seuss etc.

YPW GLOBAL MAIN OBJECTIVES – ADD MORE? KEY PERFORMANCE INDICATORS

- NAEYC Certification
 - Meeting cohort / scott deadlines
 - Reuniones formales
- YPW Enrichment Activities
 - Parent Aware / Children Enjoy!
 - Teacher engage and with ownership
 - Clase regularment
 - Dos fotos Maestra de enrichment sube la foto con descripción Tadpole
 - Add observation checklist enriment (afterschool)
 - Sacar a los niños del salón – lugar especial para enrichment –
 - Incluir what to expect in enrichment
 - Veryfi Info is monthly newsletter
- Teacher Rentention – plan anual
 - Programa de retención de maestrose
 - La que tenga horas de entrenamientos mas
 - Teacher of the month?
 - Break certificate
 - Cuando cumple un ano certific
 - Lluvia de Ideas de premios
 - ½ day free -
- Teacher Education / Training / Mentoring
 - YPW Estrella
 - Ongoing Training – annual teacher plan
 - Monthly meetings
 - Teachers studing / enroll in CDA or equivalent
- Monthly Targets – Anecdotal notes, Student Portfolio, etc

- Super Green
- Green
- Red

- Curriculum Support / Coordinator Every day Work Flow / To Do List

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Comunidades con los papas

- Compartir el Curriculum - recursos familiares
- Tarea de los padres en FrogStreet – usando los recursos de FrogStreet
- Family engage
- YPW Afterschool
- Comunicación de los padres – email
- Unificar procesos – reporte del mes – template
- Registro de afterschool online
- **El primer pago online no en cheque – tarjeta de crédito – Zelle?**
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HOW WAS DAY 1? QUESTIONS / CONCERNS REGARDING DAY 2 & 3?

- Welcome back newsletter – use canvas –
- Day 2 – Monica first part of training.
 - After Hygiene training YPW Central – Dental, Hand Washing, Disinfection & Sanitation
 - Lesson Planning & Prep Checklist – YPW Central
 - Curriculum Overview – YPW Westlake
- Day 3 – Afternoon Brain Smart, Interacciones Positivas, Positive Discipline,
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ANNUAL OPERATIONAL CALENDAR

- Overview
- Weekly Curriculum newsletter
- Weekly reminders
- Monthly calendar – community activities / events -

Email Format to Billing and Operations – Quick Reference

<https://www.ypwkids.com/wp-content/uploads/Training/Email-Format-to-Billing-and-Operations.txt>

Take time to read email and answer conciously – re-read the email before clicking send

Lesson Planning and Prep Checklist

<https://www.ypwkids.com/wp-content/uploads/2014/SummerCamp/LessonPlan-Prep-Checklist-Template.pdf>

Beginning of School Year Office Checklist

https://www.ypwkids.com/wp-content/uploads/2013/04/Office_Checklist_Getting_Ready_for_First_Day_of_School.pdf

Curriculum Support / Coordinator Every day Work Flow / To Do List

<https://www.ypwkids.com/wp-content/uploads/Training/DailyCurriculumSupportToDo.pdf>

Management Field Trip Checklist

<https://www.ypwkids.com/wp-content/uploads/2014/SummerCamp/Field-Trip-Check-List.pdf>

First Aid Supplies Checklist / Label

<https://www.ypwkids.com/wp-content/uploads/2013/04/First-Aid-Supplies-Checklist.pdf>

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- Back to School registrations
 - o **Student Folder Checklist** https://www.ypwkids.com/wp-content/uploads/2013/04/Folder_Check_List.pdf
 - o Allergy & Medical Condition Table ready by => August 30th
- Weekly check Admin face to face name report **Admin – Checking Face To Name Report**
- <https://www.ypwkids.com/wp-content/uploads/Training/Admin-Tadpoles-FaceToName-Report.pdf>
- **Personnel File Checklist – Left Hand Side –**
- **Licensing File Checklist – Right Hand Side –**

WANDA

- will start working full time – extra responsibilities – Audits – more Info to come
- she is a resource – Support – use her!

Organizing – Helpful Hints

- <https://www.ypwkids.com/wp-content/uploads/Training/Organizing-HelpfulHints.pdf>
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