Self Assessing your physical plant needs

- What are the best uses of these grant funds for your center and how do you begin evaluating your center.

- Our Goal: Connect the use of these funds to building improvements that will create higher quality programs.

- Utilizing “how to” guides to identify and develop your facility plan and request for funds. Learn how to identify what works? what doesn’t? ..and how can you improve your environment!
Getting Started

- **Think outside the box – Get excited and be creative!**
  
  - **Think strategically!** Consider immediate and obvious needs as well as long term improvement plans and needs. Step back and think it through.
  
  - **Challenge yourself!** Find out how your space is really working! Consider a walk through of your center and grounds with teachers, parents and children – observe how the space works for them, what minor improvements/adjustments could make it better?
  
  - **Don’t limit yourself!** Tie your improvements to licensing requirements and NAEYC standards that will ultimately create a higher quality environment. **Motto: Ground your request in data!!**
Process – Break it out by steps

- Needs Assessment
- Develop an Overall Facility Plan
- Prioritization Strategy
- Preparing the RFP
Needs Assessment

- **Challenges:**
  - Programmatic challenges
  - Licensing or Accreditation challenges
  - Quality Challenges – are family/staff needs being met

- **Opportunities:**
  - Efficiency Improvements
  - Capacity Improvements
  - Special Spaces
  - Build your team
Develop an overall Plan

- Types of Improvements
  - Infrastructure
  - Design & layout
  - Lighting & Acoustics
  - Program Support Space
  - Outdoor Space

- Choices
  - What do you think is important to your center and program? larger kitchen, natural playground, energy efficiency....... 

- Interdependencies
  - How do these choices and improvements fit together to create a higher quality center? What message do they convey about your center?
Shade

- comfort of the children
- Trees

Outside Storage

- flexible and appropriate
- Adequate capacity

Art Easels

- Messy
- Creative
- imaginative

Safety

- ensure the safety
- great learning experiences
## Checklist

### 1.3 Building is Structurally Sound and Environmentally Safe
- No plumbing leaks
- Roof is in good condition with no leaks
- Heating and air conditioning systems are fully functional
- Building is lead-free
- Building is radon-free
- Building is asbestos-free
- Building is free of mold

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**Comments:**

### 1.4 Parking Area is Safe and Convenient
- Located near center entrance
- Sufficient parking for staff and families
- Parking area and pathways well-lit
- Parking area safe
- Drop-off area located where children don’t have to cross in front of moving vehicles

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**Comments:**

### 1.5 Outdoor Lighting is Adequate and Welcoming
- Security lighting on building and playground
- Exterior lighting makes center more welcoming after dark

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**Comments:**

### 1.6 Building is Handicapped Accessible
- Clearly marked
- Has exterior lighting
- Security system controls access to center and screens visitors via intercom, personal contact or technology
- Pathways free of snow and ice

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**Comments:**

### 1.7 Entrance to Center is Safe and Secure
- Signage directs visitors to reception area
- Clearly defined space for reception
- Controlled access to children’s space
- Clear view of visitors entering center
- Serves as transition into the center

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**Comments:**

### 1.8 Reception Area is Well-Defined and Secure
- Signage directs visitors to reception area
- Clearly defined space for reception
- Controlled access to children’s space
- Clear view of visitors entering center
- Serves as transition into the center

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**Comments:**

### Key
- 0: Does not exist in the center, but should
- 1: Inadequate: requires improvement or repair
- 2: Fair: should be improved
- 3: Good: good quality or in good condition
- 4: Excellent: first-rate or top quality
- N/A: Not applicable doesn’t apply to the program
- PR: Priority! Don’t forget to identify priority items
Prioritization Strategy

- Understand the importance of prioritizing
  - will the improvement help you to better serve children;
  - enhance learning;
  - address parental needs;
  - provide better opportunities for teachers;
  - improve the flow of the center;
  - address shortfall in licensing/accreditation;
  - bring your program to a higher standard of quality?
Evaluate and prioritize ideas

Once you have identified your needs – step back and ask..

- Does your proposal meet the requirements of RFP?
- Is it part of a bigger problem; what other components are affected by it? i.e. health and safety
- Have you “Grounded it in data”? What NAEYC standard does it address?
- Have included all of the components of the improvement and have you considered all of the interdependencies?