



Calabasas Klubhouse Program Expansion at DeAnza Park

Overview and Program Review

Since 2003, Little Learners, LLC, under the ownership of Bridget Nelson and Carly Armacost, has been operating Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally). In 2018, Little Learners, LLC took over day-to-day operations of the Calabasas Klubhouse Preschool (“Calabasas Klubhouse”).

Over the past 17 years, Little Learners, LLC has established relationships within the Calabasas community and with its residents. Our devoted staff have fostered life-long relationships with those who have attended our programs. The reputation that Little Learners, LLC, has within the community is a positive one.

Many current and past families are seeking safe and trusted care for their children as they work to create a healthy work/life balance for themselves and their children. Little Learners, LLC is exploring creative ways to accommodate the needs of the residents of Calabasas in the short term. We look forward to the when the COVID-19 pandemic is over with the hope that we are able to reopen our Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally) and our Klubhouse Preschool programs without restriction.

Since early Spring 2020, with the closures due to the COVID-19 pandemic, everyone involved with Little Learners, LLC and its programs have faced dilemmas and extreme financial hardship within both Camp Calabasas and Klubhouse Preschool programs and have had to make multiple serious business decisions. Families were not charged their monthly tuition fees since the closure began, however, full-time, salaried staff, remain working remotely during the closure.

Income during our forced closure was limited to the sale of virtual Zoom Preschool sessions and Art and Activity Kits (previously submitted, weekly status updates detail a majority of the work being completed by the staff). Monthly payroll had to be decreased and we were forced to lay off our dedicated part-time staff and 1 full time salaried staff member. A claim was filed against our Business Loss Insurance Policy and is still being reviewed (as the COVID-19 pandemic is not deemed as a reason to file a justified claim). The SBA PPP loan was applied for and was received – however that loan allowed Little Learners, LLC to continue to meet payroll prior to our June 1, 2020 re-opening and continues to dwindle as operating costs are supplemented by enrollment that is limited to less than half of pre-COVID-19 guidelines.



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Following the July 4, 2020 holiday, Little Learners, LLC has been contacted by several families whose children were on the waitlist for the district TK/Journeys program and recent graduates of the Calabasas Klubhouse, some of whose parents are LVUSD and City of Calabasas employees.

In addition, others in the community who are looking for an all-day school and childcare provider while they wait to hear from LVUSD about school resuming after Labor Day. Due to the distance learning model adopted by Las Virgenes Unified School District on Thursday, July 16, 2020, and other nearby school districts (for example: Conejo, Simi and others), there is an increased need for families to find child care placement for their children, and Little Learners, LLC wants to be that provider. While the interest is strong, tuition has not been charged to families not attending, continuing the financial stress that Little Learners, LLC has been operating under for nearly 5 months. By expanding our program to DeAnza Park we will be able to increase our revenue, shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines and will allow us to pay the City of Calabasas an additional weekly/monthly fee.

Due to limits on our capacity on site at the Klubhouse Preschool as a result of COVID-19 and in keeping with the California Department of Public Health COVID-19 UPDATED GUIDANCE: Child Care Programs and Providers (<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>), we are looking for an alternate site to hold an advanced Pre-K program to satisfy the needs of our local community. In an effort to be proactive and meet the needs of the community, Little Learners, LLC is proposing an expansion of the Creekside/Calabasas Klubhouse Program to include DeAnza Park. This change would allow continuation of the program successfully in place at the Klubhouse Preschool site and would expand services in order to offer a high quality child care program offsite. We will continue to maintain state required reduced class-sizes, will keep up with health, safety and sanitation protocols that have been streamlined both at the Klubhouse Preschool and Camp Calabasas campuses since our reopening in June 2020.



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PROPOSED PROGRAM, IMPLEMENTATION AND PROCEDURES

By offering a program with a similar framework to the Calabasas Klubhouse Preschool Program with an expansion at DeAnza Park (“DeAnza Expansion Program”), we can offer a program that strikes a work / life balance for our families while maintaining the highest safety protocols possible and offers a potential for Little Learners, LLC to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

The DeAnza Expansion Program would be run as an Early Childhood / Advanced Pre-K program with a play-based and academic curriculum. A transition for this program will be done by utilizing the current model being used in the same room(s) for our DeAnza Park Summer Camp. In order to adhere to the highest sanitation, health and safety protocols, additional supplies will be brought on-site on an as needed basis and will not be stored on-site, as in the past. Each child will be provided their own basket to store any personal belongings and school supplies and sanitation guidelines will be applied to those baskets to ensure minimizing COVID-19 exposure to children, teachers and staff.

Supplies and PPE needed to safely open this program are on-hand. No-touch thermometers and a plexiglass barrier will be used on-site at the drop-off station. Cleaning supplies, gloves, masks for staff, and an isolation area with a PPE kit (gown, gloves, face shield, shoe covers) will be on-site in case someone comes down with COVID-19 symptoms while participating in the program.



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OVERVIEW/REVIEW OF GENERAL SAFETY PROTOCOLS

All current regulations and suggestions given by the Department of Social Services Community Care Licensing Division, California Department of Public Health, Los Angeles County of Public Health and other governing agencies will be followed. Daily health and safety checks will take place at drop off and throughout the day, to ensure as healthy of a campus/program as possible.

DAILY

- Temperatures (staff and children)
 - Temperatures will be taken using touch-free thermometers at drop-off time.
- Health Checks
 - Daily health checks, including specific questions supporting public health guidelines will be asked each day at drop-off time.
- Hand Sanitizers
 - Hand Sanitizers will be placed on the check-in table and at multiple locations throughout the facility.
- Signage will be placed throughout the facility, as required, to remind people of COVID-19 related protocols and procedures.
- Sanitizing of the facility will be done multiple times throughout the day and a deep-clean will be done at closing time.
- Outdoor equipment will be sanitized after each use.
- Personal belongings including water bottles will be wiped down upon arrival each day

RESTROOMS/CLEANING

- Bleach-water cleaning solutions will be made every morning when staff arrive and the bottles will be dumped at the end of the day, per regulatory guidelines (Bleach-water must be made daily as it rapidly degrades in the presence of light and when diluted with water).
- Bleach water will be used to clean the restrooms, tables, counters and other high touch surfaces.
- Signage regarding cleaning will be placed throughout the facility and hand washing signs will be placed over each sink to show pictures of proper hand washing. We will go over the song that the children sing to reinforce the proper length of time required for effective hand washing.



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PROPOSED GENERAL CURRICULUM AND PROGRAM LAYOUT

Classroom space will be set up utilizing oblong 6-foot and round tables allowing for 6-feet of space between participants. Outdoor games, materials and space will be marked to further support currently mandated social-distancing guidelines.

All activities modified to be more of an individualized recreation-based program.

1. Social distancing will be implemented by limiting seating to 2 children at a table (one at each end) and by having some activities taking place on the covered patio at DeAnza Park.
 2. Arts and craft supplies will be sanitized and bagged individually for each child. A set of school supplies (age appropriate writing instruments, liquid glue, glue sticks, playdough toys, manipulatives, craft supplies, etc.) will be issued to each child and will remain in their personal table basket/caddy.
 3. Students will have their own sensory bin that is kept at their personal space.
 4. Science activities will be done as experiments on an individual basis. Items will be sent home at the end of the day/week.
 5. Cooking activities will be modified to be done on an individual basis. Items will not be shared by the children and staff will continue to wear food service gloves when touching food items.
 6. Worksheets and school materials will be provided to each child.
 7. Supplies will be disinfected once they are done being used by each child (Legos, fuse bead boards, action figures, etc.) as each item is ready to be returned to the general supply.
2. Games and outdoor activities will limit touch to reduce cross-contamination and will include built-in water breaks and hand washing.
 3. Water Play will be limited to using spray bottles and other non-touch models of play.

Sports equipment will be color coded and each child will be assigned a specific color ball or outdoor equipment (chalk, bubbles, jump rope, etc.) in order to comply with COVID-19 guidelines for health and safety.



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GENERAL INFORMATION

OPERATING HOURS

- 8:00am through 5:00pm
 - An early drop-off program may be considered, based on the needs of the participants and the community.

STAFFING

- Staff will be assigned to work with specific children. Staffing will remain the same daily and weekly in order to further support having a stable group.
- Staffing would include 2 morning/opening staff and 2 afternoon/closing staff members or a similar model based on our staff members availability and the model currently being used at the Klubhouse Preschool.

DAILY DROP OFF AND PICK UP

- Parents/guardians may not enter the facility. Daily drop off and pick up will take place at the designated station, with full health and safety protocols in place.

SNACK

- Snack will be provided by Little Learners, LLC, as required by licensing.

LUNCH

- Children will bring their own sack lunch in a disposable bag, stored in their personal table basket.



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ENROLLMENT

- Based on COVID-19 guidance, we propose limiting registrations to full time attendance/registration (Monday through Friday) to provide a stable group of participants.
 - By limiting attendance/registration to those attending full time, we would eliminate enrollment for children who attend on a daily or part time (2-4 days per week) basis.

FEES

- Fees will be charged on a weekly basis. Parents are used to being charged weekly fees for seasonal camps and due to the evolution of COVID-19 we feel that it would be beneficial to follow this model for the Creekside/Calabasas Klubhouse DeAnza Expansion. Some families' income models have changed significantly during the COVID-19 Pandemic, and by charging fees weekly, parents will not have to front a significant amount of money (as with a traditional monthly preschool tuition model). Additionally, Little Learners, LLC will not need to worry about crediting-back families a large sum if there were to be a program closure. The proposed fee schedule is as follows:
 - A flat rate of \$350 weekly will be charged for the Full Day program; and
 - Families receiving funding by the Child Care Resource Center (CCRC), Child Development Resources (CDR) and the Department of Child and Family Services (DCSF) will be approved at the regional rate (Childcare funding is available for Essential Workers and others based on a variety of factors). Parents will be urged to reach out to our local Resource and Referral agencies to secure funding.



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STAFFING

STAFF SCHEDULE/ GROSS COST SCHEDULE	DUTIES	HOURS/PAY RATE	WEEKLY PAY
7:00am-1:00pm	Open/Health Checks	30 hours x \$16	\$480
7:15am-12:15pm	Set Up Room	25 hours x \$16	\$400
12:15am-6:15pm	Closing Staff	30 hours x \$15	\$450
12:45pm-6:15pm (1:00-6:00PM if we have 10-12 participants)	Closing Staff	27.5 hours x \$16	\$440
	Closing Staff	25 hours x \$16	\$400
			Weekly Total \$1770 Or \$1730

PROJECTED POTENTIAL REVENUE

Maximum Participants	Weekly Fee	Maximum Weekly Revenue
15	\$350	\$5,250
12	\$350	\$4200
10	\$350	\$3500



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OPERATIONAL BUDGET SAMPLES

PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)

CITY PROFIT CREATED USING FACILITY USE FEE

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue Based On 15 Participants	\$5,250	*Does not take into account City Employee Discount
Weekly Pay	-\$1,770	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600.00	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
City Facility Use Fee \$34 hour x 11 hours x 5 days	-\$1,870.00	Based on Published Facility Rental Fees
Cell Phone	-\$25.00	
PPE/Cleaning Supplies	-\$150	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
TOTAL PROFIT (NEGATIVE)	-\$225	



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PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)
CITY PROFIT CREATED USING FACILITY USE FEE

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue Based On 12 Participants	\$4,200	*Does not take into account City Employee Discount
Weekly Pay	-\$1,730.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
City Facility Use Fee \$34 hour x 11 hours x 5 days	-\$1,870.00	Based on Published Facility Rental Fees
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$125	
General Supplies	-\$750	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
TOTAL PROFIT (NEGATIVE)	-\$1,860	



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PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)

USING 15% PROFIT SHARE MODEL

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue Based On 15 Participants	\$5,250	*Does not take into account City Employee Discount
Weekly Pay	-\$1,770.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
City Facility Use Fee (15%)	-\$788	The actual amount would be 15% of the weekly revenue
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$150	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
TOTAL PROFIT	\$857	



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**PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)
USING 15% PROFIT SHARE MODEL**

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue Based On 12 Participants	\$4,200	*Does not take into account City Employee Discount
Weekly Pay	-\$1,730.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$280	Sensory Bins, Playdough, Etc.
City Facility Use Fee (15%)	-\$630	The actual amount would be 15% of the weekly revenue
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$125	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
TOTAL PROFIT	\$50	



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PROGRAM GOALS

Our goal in offering this Calabasas Klubhouse Preschool Program with an expansion at DeAnza Park (“DeAnza Expansion Program”), is to offer a program that supports the needs of the Calabasas families during this difficult and unprecedented time. Additionally, by offering this program, Little Learners, LLC hopes to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

As we all face hardship during the COVID-19 pandemic and attempt to adapt to the “new normal”, we hope that in the end, we are able to overcome the losses incurred since early Spring 2020. The relationship Little Learners, LLC has had with the City of Calabasas, with city staff, the Las Virgenes Unified School District staff, community members and residents, is one that we want to continue to foster for years to come.