To:           Dr. Erika Paterson
From:      Julian Hui
Date:       October 13, 2018
Subject:  Proposal for improvements to before-school-care at The Arts Connection.

**Introduction**

The Arts Connection is a centre that is a preschool as well as offering after school art and music classes. Arts Connection also offers before and after school care for parents who need to go to work and is unable to drop off and pick up their children from school.

**Statement of Problem**

While the Arts Connection maintains a high standard for their staff and students, improvements to the overall morning routine structure and staff training will see improvements in staff policies and overall supervision. The current staff are very passionate about their job and often goes above and beyond to provide a good environment for the children, supervision has become lax and unfamiliarity with licensing policies has caused many liability issues to arise.

**Proposed Solution**

Updating the current staff of main licensing rules that need to be followed on the day to day such as maintaining correct child to adult ratios, signing in and out during pick up and drop off, etc. Potentially hiring more staff/volunteers and having proper training sessions for them. Overhauling the current structure of morning care and adding more variety of activities such as playing outside. Changing logistical things such as sign in sheet formats, emergency contact binders, and allocation of staff duties.

**Scope**

To evaluate the possibility of the proposed solutions, I plan to peruse the following areas of analysis:

1. Is it feasible to hire more staff for morning care?
2. Are there enough staff to monitor new activities?
3. How do other centres format their morning care?
4. What do other staff members think about the current state of morning care?

**Methods**

My primary data sources will include interviews with the current Arts Connection Morning Care Supervisors, and interviews with the current Morning Care leaders. My secondary sources will include academic works that focus on childcare and childcare services.

**My Qualifications**

I have been working in community centres and summer camps for over 5 years for various organizations and have seen the way each one organizes their programs and staff.

**Conclusion**

Arts Connection needs to improve the current state of their morning care program as it could potentially become a risk to the children who attend and the centre itself. While their after school programs are the main points of emphasis for the organization, more attention needs to be put into the morning care.