



DIVINE PROVIDENCE
— ACADEMY —

Administration Update January 9th, 2020

Staffing and Enrollment

Community Open House on December 8th went very smoothly. Greg Gering from the Diocese videotaped and took pictures to use towards marketing.

Early Childhood Center at Saint Joseph Campus opened on December 9th, 2019.

Infant Room:

- Amy Gilbert has accepted the position as Lead Infant Teacher/ Early Childhood Director for Saint Joseph Campus.
- Brittany Carmody has moved from serving as our Aftercare teacher to assistant infant teacher/ lunch aide part time
- Infant Room: 7 Infants enrolled. 2 full time and 5 part time.
- In the process of hiring a 2nd full time assistant teacher

Toddler Room:

- Devon Houghton has accepted the position as Lead Toddler Teacher
- Toddler Room: 9 toddlers enrolled. 1 full time and 8 part time.
- In the process of hiring a 2nd full time toddler teacher

After Care:

- Jan Dressander has accepted the position of After Care teacher.

Preschool-8th grade:

- 41 students.

Saint Catherine's Campus

- Mrs. Stone returned from Maternity leave December 2nd, and has taken over the responsibilities for Child Care Licensing.
- Mrs. Lewis has requested to cut back her hours from 30 hours a week to 24 hours a week. Her new hours are Monday-Thursday from 7:30-1:30pm. Mrs. Stone will be in the office on Fridays during Admin time to oversee the office.

Infant and Toddler Room:

- Current enrollment 11. 2 new students starting January 13th which will put us at 12 students on Tuesdays.
- As new students are enrolling in LW our numbers are above 8 during the week. DPA is in need of a teacher 4 days a week to cover LW staff so they do not go over hours. Current schedule 4 days a week at 10 hour shifts.

Preschool:

- 26 students, full on Tuesdays.

Y5-4th grade:

- 39

Before and After Care:

- 11 Before Care
- 36 After Care

Noncriminal Justice Agency Audit at Saint Joseph campus is schedule for the end of January.

Winter Survey for DPA