

Hillsborough County
2009 Child Care Director of the Year Award
Application Form/Due July 1, 2009

Part I – Applicant General Information

Nominator's Name _____
(if not nominating self)

Nominator's Contact Number _____

Applicant/Nominee's:
Full name _____

Home address _____

_____ (_____) _____
City State Zip Code Phone

Fax number (_____) _____ Cell phone number (____) _____

E-mail address _____ Current title _____

Child Care Center name _____

Center address _____

_____ (_____) _____
City State Zip Code Phone

Previous title and location _____

Date started as Director of this center _____

Number of years in the field of Early Childhood Education _____

Please check one:

_____ Child Care Center Owner/Operator

_____ Director of Child Care Center
operated by corporation or small business

_____ Director of Child Care Center
operated by non profit agency or
faith-based organization

_____ Director of Child Care Center
operated by government, public or
private school or institution of higher
learning

Educational accomplishments _____

Membership in professional organizations _____

Professional office(s), board/committee seat(s): _____

PART 2 – Child Care Center Information

The following information is requested for the child care center under the direction of the applicant:

Center founded in _____ Number of classrooms _____

Legal capacity _____ Total center enrollment _____

Age range of children served _____ Accreditation status _____

Number of classroom staff _____ Number of admin/support staff _____

Affiliation if any (example – Head Start, hospital, church, corporation, charity, school system)

Annual Budget _____

Sources of funding (Check all that apply)

_____ Parent fees _____ Child Care subsidies (State/Federal) _____ VPK

_____ USDA Food Program _____ Charitable Contributions _____ Head Start

_____ Affiliate organization support _____ Contracts & grants _____ Other _____

Months of operation _____ Hours of operation _____

Center Awards or Recognitions (other than accreditation) _____

Special programs or unique activities/events at the Center _____

Ratios: _____ Infants _____ 1-Year-Olds _____ 2-Year-Olds
_____ 3-Year-Olds _____ 4-Year-Olds _____ 5-Year-Olds _____ School Age

Part 3 – Professional Biography

- a. What were the factors that influenced you to become a child care professional?
- b. Describe what you consider to be your greatest contributions and accomplishments in child care and early childhood education.
- c. Why do you stand out within our early childhood community as an example of the best? Describe how the professional is enhanced by your contributions.

Part 4 – Community Involvement

Describe your commitment to your community through service-oriented activities such as volunteer work, civic responsibilities, and other group activities. Include your offices, board/committee seats and affiliations with community and/or faith based organizations.

Part 5 –Philosophy of Leadership

- a. Describe your personal feelings and beliefs about the care and education of young children, including how the center you direct reflects these beliefs.
- b. What is your personal statement of philosophy of leadership as a child care center director? How does your leadership philosophy support your beliefs as stated in (a) above? How has your leadership contributed to a high quality, successful program?

Part 6 – Child Care Issues and Trends

Two of the biggest issues in child care today are staff development and staff retention. How do you encourage the professional development of your staff? What steps have you taken to retain good staff members?

Part 7 – Letters of Support (one double spaced page)

Include three (3) letters of support from any of the following: administrator, colleague, former students, parents, staff member, or civic leader. Each letter should include:

- the letter's author
- the author's relationship to the nominee (for example: Jane Smith, center parent).
- the length of time the author has known the applicant
- how the applicant exemplifies the best in quality child care: his/her skills, strengths, and abilities as a child care professional and leader
- author's signature and the date the letter was written

If the applicant is not the owner of the center, one of the letters of support must come from the owner, governing board, etc. Letters of support must be submitted with the nomination packet.

Part 8 – Required Forms and Documentation

- A. Application Form with Parts 1-7 completed (including three letters of support)***
- B. A complete copy of your child care center's most recent licensing inspection***
- C. Certificate of Accreditation if applicable.***
- D. Copy of proof of current membership in a professional organization.***

Part 9 – Award submission information and Instructions

- Applications that do not meet all the qualifications will be disqualified by the Nomination Comm.
- A completed application form must be submitted along with the letters of support.
- Applications must be **received** no later than **July 1, 2009** (no faxes or e-mails, please).
- Applicants will receive an email verifying receipt of application.

Please send completed application to:

Janet Allyn
Nomination Committee
5701 E. Hillsborough Avenue
Suite 2301
Tampa, Florida 33610

How the Director of the Year is selected: After the deadline is reached, the Nomination Committee meets and looks through all the applications. Any application that does not meet all the required criteria will not be considered. The applications are then sent to five judges who represent various entities of the Hillsborough County Early Childhood community. These judges independently rate each application and return them to the Nomination Committee. The Committee adds the scores from all judges to determine the top two to three applicants, who will be visited by a committee of three persons. These scores will be averaged with the judges' scores to determine the winner.

Hillsborough County 2009 Child Care Director of the Year Award

It is time to recognize and reward outstanding leadership and administration in child care programs. Why? Because we know that effective management is the critical link to superior childcare. Every childcare center director is unique. Yet successful directors are dedicated, innovative and committed to professional development in their field.

If you would like to apply, or nominate another director, you or your candidate **must** meet the following criteria:

- ✓ **Must** be a professional, full-time director of a child care program (multi-service agency administrators, school principals, college professors with center responsibilities, and classroom teachers are not eligible.)
- ✓ **Must** direct a legally operated, full day, full year child care center program serving a range of ages in the early childhood years.
- ✓ **Must** have at least three years director experience by 7/1/09 with the program named in the application.
- ✓ **Must** be in good standing with Child Care Licensing (no administrative actions, i.e. fines, suspensions, probationary license, etc.)
- ✓ **Must** be a current member in good standing with a professional child care organization.
- ✓ **Must** attend the September Hillsborough County Director of the Year luncheon.

Please note:

- *All Center information will remain confidential.*
- *The judging committee will consist of non-partisan early childhood professionals.*

The 2009 Hillsborough County Child Care Director of the Year may receive prizes such as:

- ✓ A cash prize
- ✓ A scholarship towards accreditation fees
- ✓ A NACCP membership
- ✓ Membership in NAEYC, SECA, ECA and HECA
- ✓ Gifts of products and/or services for her/his center
- ✓ Complimentary registration for the 2010 Director of the Year Luncheon

Applications must be received
no later than **July 1, 2009.**

Questions? Contact:

Janet Allyn 744-8941 ext.261

Janet.Allyn@sdhc.k12.fl.us

or

Carole Pandorf 259-6416

cpandorf@hccfl.edu

or

www.hillsborougheca.org

SAVE THE DATE!!!!
DIRECTOR OF THE YEAR LUNCHEON
September 18, 2009
11:00am-1:30pm