



Operations Plan

The following will be the operations plan of the Fairwood 21st Century sponsored by J. Jireh Development Corporation (JJDC).

Operation Functions:

- Rev. Dr. Norman J. Brown will be the Program Manager of the facility. Rev. Brown will develop all curriculums for each class, hire and schedule all teachers, and be the person communicating with all families. She will also lead all marketing efforts when visiting elementary schools and businesses.
- Two (2) fully licensed and certified Early Education teachers. There will be two teachers allotted per classroom and two floating teachers to assist with the after school program, snack time, playground time, and bathroom breaks.
- Rev. Brown will hire a third-party accounting firm, Wells CPA LLC., to handle all payroll, bookkeeping, tax payments, and permitting on behalf of the business.
- Rev. Brown will handle all technological issues with the live streaming and secure-access to the facility. He will be on call and on-site as needed.

Milestones:

JJDC will have the following milestones completed within the next six (6) months.

9/1/2023 – Finalize lease agreement for daycare facility, J. Jireh Ministries Church.

8/15/2023 – Begin build out of classrooms, playground, etc.

8/20/2023 – Begin visiting Fairwood Alternative Elementary School to advertise upcoming 21st Century Grant After School Program.

9/12/2023 – Begin recruitment and hiring of teacher staff for the after school program.

9/15/2023 – Final walk-thru of after school facilities, J. Jireh Ministries Church and Fairwood Alternative Elementary School.

11/6/2023 – Grand Opening of the Fairwood 21st Century sponsored by JJDC.

Fairwood 21st Century Team Meeting

Goal: 40 participants (10 per grade level) in year one

Five (5) types of Programming:

	4-H Club	Counseling	Student engagement Program	Parent Engagement Program	Family Engagement
When	During school (need teacher partner)	During school (possible lunch check-in)	After School (3:30-6:30 pm) Navigators will serve as tutors	Evenings/Weekends	Mid-Saturday of the month
Where	Fairwood	Fairwood	Fairwood/	Fairwood/	COSI
Goal	*STEM *Leadership development	*Improve student psychosocial outcomes	*Improve Reading/Math Metrics *Improve student attendance	*Increase parent participation in student outcomes	*Improve family outcomes

J. Jireh Ministries Church (JJMC)

	Summer Enrichment Program
When	Mid-June to Mid-August
Where	JJMC
Goal	*STEM *Leadership development *Urban Farming

Students will be divided into four (4) *Ngunga Saba* Tribes:

- *Umoja* (3rd Grade)
- *Nia* (4th Grade)
- *Imani* (5th Grade)
- *Ujima* (6th Grade)

Potential Service Models for Afterschool Programming:

- Clubs (reading, math, civics)
- Gameshow
- Stations
- Project Based

Daily Schedule

	Mon/Wed	Tues/Thurs	Friday*	Saturday (9am to 12pm)
3:30-4:00p m	Check-in & Snack	Check-in & Snack	Check-in & Snack	Pickup families at Fairwood
4:00-4:30p m	Non-structured time	Non-structured time	4-H Club	Trip to COSI -once a month
4:30-6:00p m	Math Club	Reading Club	Civic and Cultural Awareness Club	Improve family outcomes
6:00pm	School Homework	School Homework	Speakers	
6:30pm	Dismissal	Dismissal	Dismissal	

*Students will alternate between field trips and guest speakers on Fridays. Field trips are incentives for consistent participation in after-school programming.

Parental Engagement:

Goal: 20 parents (adopted grandparents) participating in three (3) events per year
 The Community Engagement Director and Assistant will participate in weekly parent communication to improve engagement outcomes.

“Empowering Lives to Live Again”



Potential Events for Parent Participation:

- Holiday Celebration
- Service Projects
- Workshops (incentivized by offering gift cards)

Topics include: Educational Advocacy, Academic Refresher, Mental Health Awareness, Financial Literacy



Fairwood 21st Century Fiscal Team

Program Name and Grant Number:
Fairwood 21st Century - 20258

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