

# SAMPLE SCOPE OF WORK (pg. 1 of 5)

From July 1, 2009 to June 30, 2010

**Organization:** Love Your Baby Lots **Project Goal:**     child health     child development     family functioning

**Project Summary:** Love Your Baby Lots proposes to increase parental knowledge regarding child development a) through a series of quarterly classes, b) through weekly development screening sessions (60 per month), and c) through 4 community outreach events per year.

- **NOTE: REPORTING AND EVALUATION REQUIREMENTS WILL BE DEFINED TO COMMISSIONS SATISFACTION**

Project Strategies / Activities	Timeline	Responsible	Measurable Process Outcomes [Products or Deliverables]	Measurable Program Outcomes	Measuring Tools
<p><b>EARLY INFANT CLASS</b></p> <p>GOAL: Increasing parental knowledge of child development through this quarterly 6-week class for pregnant parents and the parents of newborns to be held once a year in each of these four locations: Bishop, Big Pine, Lone Pine, and Round Valley.</p> <p>Parents will learn how their baby's curiosity and capability will unfold over the course of their first year, and gain information regarding early nutrition, immunization, and developmental screening resources.</p>	<p>9/15-10/30/09</p> <p>1/15-2/28/2010</p> <p>3/15-4/30/2010</p> <p>5/15-6/30/2010</p>	<p>9/15-10/30/09 <b>Mary Schumann</b></p> <p>1/15-2/28/2010 <b>Crystal Evers</b></p> <p>3/15-4/30/2010 <b>Joyce Witt</b></p> <p>5/15-6/30/2010 <b>Crystal Evers</b></p>	<p>*Number of parents participating (sex, age, income, ethnicities, and primary language)</p> <p>*Frequency of participation</p> <p>*Whether family contains other children under 5</p> <p>*Introductory understanding of first year development</p> <p>*Graduation understanding of first year development</p>	<p>Parents will have increased knowledge of stages of baby's development through year 1.</p> <p>More parents will read 4 or more times a week with their infant</p> <p>More parents will feel equipped to make healthy decisions regarding breastfeeding &amp; early nutrition, immunizations, and developmental screenings.</p> <p>Increased repeat participation in other First 5 programs.</p>	<p>Parent introductory &amp; graduation developmental knowledge surveys.</p> <p>Sign in sheets from each class and a roster of participants including their names &amp; contact information.</p> <p>Yearly phone survey of past participants regarding literacy, nut/fit, and F5 participation habits.</p>
<p><b>MOMMY &amp; ME CLASS</b></p> <p>GOAL: Increased parental knowledge regarding positive toddler developmental play and activities. 4 6-week class series are to be held quarterly. One class is to take place in each of these locations: Round Valley, Bishop, Big Pine, and Lone Pine.</p>	<p>9/15-10/30/09</p> <p>1/15-2/28/2010</p> <p>3/15-4/30/2010</p> <p>5/15-6/30/2010</p>	<p>9/15-10/30/09 <b>Mary Schumann</b></p> <p>1/15-2/28/2010 <b>Mary Schumann</b></p> <p>3/15-4/30/2010 <b>Joyce Witt</b></p> <p>5/15-6/30/2010 <b>Mary Schumann</b></p>	<p>*Number of parents participating (sex, age, income, ethnicities, and primary language)</p> <p>*Frequency of participation</p> <p>*Whether family contains other children under 5</p>	<p>Parents will have increased knowledge of positive ways to play and engage their toddler.</p> <p>Preschool and Pre-K entrance skills will be higher among the children whose families participated in these classes.</p>	<p>"What did I learn?" documented parent comments from last 5 minutes of every class.</p> <p>Program entry &amp; exit testing abilities in 4 foundational areas.</p>

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