

JANICE S. P. INMAN, MS. Ed., CPSI  
Childcare Operations and Child Supervision Expert

A childcare operation and supervision expert with over 40 years of experience as an educator, care provider, and childcare facility director. Evaluates the adequacy of administrative and procedural policies, and investigates safety issues related to injuries and incidents at childcare centers, preschools, schools, and other organizationally based childcare facilities.

**Classroom Teacher/Instructor**

*Classroom Teacher:*

Preschool Lead Teacher & Junior Kindergarten Teacher:

Taught classes daily, established classroom routines to ensure child safety and wellbeing. Set-up/supervised classroom and outdoor learning spaces, organized and supervised off-site fieldtrips. Monitored and evaluated child's progress, and supervised a team of co-teachers and classroom parent volunteers.

High school Teacher:

Taught vocational skill instruction to 11<sup>th</sup> and 12<sup>th</sup> grade childcare/education students. Developed curriculum involving developmentally appropriate instructional practices, supervision, health & safety, and classroom management techniques. Coordinated externship assignments with community elementary schools, conducted site visits, assessed and submitted students' course completion grades at end of term.

*Extended AM and PM Teacher/Director:*

As a teacher, created safe classroom environments and supervised children ages 5-12 years. Planned and provided student enrichment/learning activities, and engaged in positive/nurturing interactions with the children.

As a director, developed and managed a school-age AM/PM extended day and full time summer program for a private elementary school. Developed policy and procedure for supervision of children and staff. Coordinated programming with the elementary school principal, planned and implemented age appropriate indoor and outdoor activities, arranged and coordinated for the transportation and supervision of summer program off-site fieldtrips, and trained and supervised extended daycare teachers.

*Adult Education Instructor:*

Taught parenting classes within the public school system for children infant through 5 years of age and their parents. Developed and implemented child development curriculum, planned classroom and outdoor learning activities, modeled age appropriate expectations, lead parent discussion groups, and facilitated the formation of parent support groups within class.

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*Community Parent Educator:*

Designed and presented a parenting class for new parents with infants age 1-12 months, offered within a hospital based Community Education Program, and through a church based Adult Education series. Provided parent lectures for various community organizations. Topics included: child development, positive parent-child interactions, motor skill activities, sleep and eating patterns, family communication models, sibling rivalry, child spacing and adjusting to a new baby and change in family dynamics roles, and parent support networking.

**Childcare Center Director:**

*Community Based Preschool:*

Responsible for state licensing criteria required to open a new preschool facility, maintained ongoing licensing and health and safety compliance. Developed policy and procedure for supervision of children and staff. Arranged improvements to the physical site and grounds to ensure safety and supervision of children. Transitioned a privately owned community preschool (200+families) to corporate owned childcare center, conducted screening, hiring, training, and supervision of classroom teachers and staff, addressed Human Resource issues and conducted faculty performance reviews. Ensured enrollment, financial health of the center, and implemented community outreach projects.

*Corporate Childcare Centers:*

Directed and managed employer-based child care centers, responsible for health, safety, and well-being of enrolled children; ages 6 weeks-5 years. Conducted screening, hiring, training, and supervision of childcare personnel on all levels. Modeled best practices for teacher interactions/supervision of young children, and assessed child needs and classroom management. Maintained compliance with state licensing regulations, health and safety guidelines. Managed Human Resource issues, conducted faculty performance reviews, improvement action plans, and termination when necessary. Served as facility site Incident Commander during practice safety drills, initiated and implemented improvements to facility site for increased safety and supervision of children. Created Annual Report for the client served by the childcare center, participated in the National Association of Young Children (NAEYC) accreditation process, ensured overall program quality, parent/client satisfaction, and fiscal success of the childcare center.

*Faith-Based School:*

Director of school-age extended AM/PM daycare and all day summer program; developed, organized, and conducted care programs serving 75-85 children ages 5-12years of age. Developed policy and procedure for supervision of children and staff. Provided age-appropriate indoor and outdoor activities, assisted with student homework assignments, trained and supervised the childcare teachers. Worked as a Parish Education Associate/ Coordinator within the American Lutheran Church South Pacific District. Chaired the congregation education committee, coordinated multi-generational parish education activities.

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**PROFESSIONAL EXPERIENCE**

2020 to present **Robson Forensic, Inc.**  
*Associate*

Provide technical investigations, analysis, reports, and testimony toward the resolution of commercial and personal injury litigation involving childcare centers, home-based childcare sites, drop in centers, schools, educational environments, parent-cooperative programs.

2009 to 2019 **Dayspring Preschool**  
*Center Director*

Responsible for fulfilling licensing requirements needed to open and operate a newly constructed preschool licensed for an enrollment capacity of 80 full time children. Managed day-to-day preschool operations. Developed center-wide program/curriculum, purchased furnishings and materials; Maintained enrollment, licensing and health and safety compliance; recruited, screened, hired, trained, supervised faculty, addressed Human Resource issues, and processed payroll; coordinated marketing, developed and implemented community outreach, provided parent education opportunities, conducted parent conferences of enrolled children, partnered with the local public school district, processed Accounts Receivable, Accounts Payable, and maintained the financial health of center. Arranged for improvements and upkeep of the physical facility site and grounds. Reported to the church board.

2009 to 2010 **Tri-Valley Regional Occupational Program (ROP), Livermore High School**  
*Instructor – Developmental Psychology of Children I & II*

Taught Early Child Education (ECE) vocational skills to 11th and 12th grade high school students. Developed classroom lessons for developmentally appropriate expectations and practices; supervision, mandated reporting, health and safety. Arranged for student's externship assignments to local elementary schools within the community, conducted site visits and assessed student's externship progress. Submitted course completion grades at the end of term.

2004 to **Bright Horizons Family Solutions**

2008 *Executive Director, Cisco Systems Campus*

2006-2008

Managed employer-based childcare for Cisco Systems, responsible for 500+ families, 120 staff and faculty, accountable for the overall operation of the childcare center.

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Directly supervised Assistant Directors, Administrative Assistants, Age-group Program Coordinators; Developed collaborative relationship with client liaison, expanded services provided to families; facilitated parent leadership team relationships; conducted classroom observations, assessed program/children needs, conducted faculty trainings, wrote procedures, implemented revised best practices, addressed inclusion needs; managed licensing, health and safety, and facility issues; conducted faculty performance reviews, faculty corrective action plans, managed Human Resource issues, and facilitated employee termination when necessary; chaired faculty National Association for the Education of Young Children (NAEYC) accreditation planning committee.

Center Director, EFI Campus 2004-2006  
Managed employer-based childcare for EFI, Foster City. Responsible for the supervision and wellbeing of 100+ children, ages 3 months to 5 years, and a staff of 30 faculty. Responsible for center operations, classrooms, and fiscal success of the center. Hired, trained, and supervised faculty; managed Human Resource issues, faculty reviews, licensing, health and safety; established and maintained positive family and corporate client relationships. Served as a facility site "Incident Commander" (for the building that housed the childcare center) during corporate-client (EFI) safety drills.

2004 **Knowledge Beginnings**

*Center Director*

Managed a childcare center with a staff of 26 teachers, which served 100 Stanford University and Stanford Hospital affiliated families. Responsible for program quality, supervision and well-being of the children, fiscal success, and parent satisfaction. Managed waitlist, worked closely with Stanford liaison and parent group; observed/assessed classrooms, trained teachers, modeled classroom management and best practices; and made improvements to the physical site improving the safety and supervision of children.

1996 to **Children's Academy of Danville (formally Creative Learning Center-Danville)**

2004 *Center Director* 2000-2004

Responsible for transition of a privately owned community preschool (200+ families) to a corporate owned childcare center. Ensured full center enrollment; quality curriculum and programing; licensing and health and safety compliance; screened, interviewed, hired, trained, supervised staff and faculty, addressed Human Resource issues; Assessed classroom and children's needs; Responsible for Accounts Receivable, Accounts Payable, payroll, marketing, and the financial health of center, provided tours, community outreach and marketing, planned and oversaw school-wide events.

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- Program Director* 1996-2000  
Responsible for a private-owned community preschool that served 200+ families. Managed enrollment and waitlists, provided tours, reviewed curriculum, supervised 24 faculty and 75 parent participants; ordered classroom materials; planned special school-wide events.
- 1994 to **Creative Learning Center - Alamo**  
1995 *Junior Kindergarten Teacher*  
Developed and implemented a Jr. Kindergarten program and curriculum; set-up and maintained a safe classroom environment, daily taught using techniques and classroom management that supported child safety and wellbeing; supervised classroom Teacher Aide and parent participants; assessed children's progress, held parent conferences to ensure kindergarten readiness.
- 1991 to **Creative Learning Center - Danville (became Children's Academy of Danville)**  
1994 *Pre-School Head Teacher*  
Developed and implemented lesson plans for children ages 2.9 to 5 years of age; set up and supervised daily classroom and outside environments, implemented best practices for health and safety, conducted daily assignments, and supervised of a team of 6 teachers, supervised 10 parent volunteers; conducted parent conferences; ordered classroom supplies; communicated classroom needs to Program Director.
- 1987 to **Torrance Unified School District**  
1991 *Instructor-Parent Education*  
Taught Child Observation classes to children ages infant-5 years and their parents through the Parent Education Department of the TUSD Adult School. Developed course outlines, set-up classroom and outside play environments, taught child development, planned and lead activities that provided positive parent/child interaction experiences, presented parent discussions based on a variety of child development topics, coordinated parent/child fieldtrip outings, facilitated parent support group.
- 1989 to **St. Mary's Medical Center**  
1991 *Instructor, "Sleepers, Creepers, and their Keepers"*  
Developed and implemented curriculum for a weekly parenting class offered within the hospital's Department of Education, Community Education Program. Taught a 2 hour class entitled: "Sleepers, Creepers, and their Keepers" in 4 week sessions designed for parents of infants ages 1-12 months. The curriculum included hands-on demonstrations of parent-child interaction, infant motor skill activities, and group discussions regarding infant development, parenting skills, parent support networking, and Question and Answer topics.

THE EXPERTS  
**Robson Forensic**

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- 1984 to 1987 **Learner's World USA**  
*Educational Materials Consultant/Manager*  
Served as sales consultant and team manager for a direct selling company that distributed educational books and materials designed for children ages 1-10 years to teachers and parents. Assessed teacher needs related to instructional objectives and matched learning materials to the classroom. Represented the company at educational trade shows, provided product presentations; recruited, managed, trained, and reviewed the sales activities of 10-20 sales team representatives, evaluated and marketed the company's product line.
- 1980 to 1982 **Christ Lutheran Church**  
*Parish Education Associate*  
Coordinated the parish education activities for adult, youth, and children programs. Taught weekly Sunday school classes for children ages 9-10 years of age, planned and carried out church-wide family events, recruited, trained volunteer Sunday school teachers regarding the different stages of child development and positive classroom management techniques; chaired the education committee at Christ Lutheran Church, Long Beach. Served as a Parish Education Associate Coordinator for the South Pacific District of the American Lutheran Church. Planned, coordinated, and lead Sunday school teacher training workshops throughout Los Angeles and Orange Counties; coordinated a pilot Bible Study program involving 100 adults; served on the district's education planning committee from 1981-83.
- 1978 to 1980 **First Lutheran School**  
*Director, Extended Day Care Center*  
Directed the extended AM and PM daycare program for 75-85 children ages 5 to 12 years of age. Developed, organized, and conducted a school-age extended day program that provided a study hall, snack, and developmentally appropriate indoor and outdoor activities; trained and supervised the year round extended daycare teaching staff; and arranged for transportation and supervision of the all-day summer program's weekly off-site field trips.
- 1977 to 1979 **Long Beach Unified School District**  
*Elementary Teacher Substitute/Teaching Assistant, ECE Center*  
Served as a teacher assistant to teaching staff and director of the Carver Elementary School Child Development Center. Provided set up/clean-up of the classroom environment, assisted teachers with enrichment activities; interacted with children ages 5-12 years; and escorted Kindergarten children to their classrooms. Fulfilled substitute-teaching assignments for Kindergarten and 2<sup>nd</sup> grade classrooms.

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## **PROFESSIONAL CREDENTIALS**

Certificate in Child Development  
Child Development Program Director Permit, CA State issued  
Designated Subject Teaching Credential, Full-Time Clear, California Department of Education  
Certified Playground Safety Inspector (CPSI)  
Certificate in Children's Literature

## **EDUCATION**

M.S. Education/Curriculum Option, California State University, Hayward (East Bay), 1998

B.A. Home Economics, California State University, Long Beach, 1978

Continuing Education:

Working with Your Medical Examiner After a Child Death: Ways to Maximize Your Investigation, National Criminal Justice Training Center, 2020

Trauma Sensitive Practices that can Benefit All Young Children, National Association for the Education of Young Children, 2020

Reducing the Risk of SIDS and SUID in Early Education and Child Care, Pedialink Course, 2020

Promoting Continuous Quality Improvement in Infant Classrooms: Scaling Infant CLASS from Pilot to Statewide Implementation, National Association for the Education of Young Children, 2020

Trauma-informed Practices Across School Settings, National Center for School Safety, 2020

The Impact of Toxic Stress on Children, Adverse Childhood Experiences and Resiliency, National Association for the Education of Young Children, 2020

Darkness to Light, Stewards of Children Online Training, 2020

4 C's for a Trauma-informed Approach: Comprehensive, Connection, Cooperation, and Community, National Association for the Education of Young Children, 2020

Director Observation, University of Wisconsin-Stout, 2016

Organization Management, University of Wisconsin-Stout, 2016

The Intentional Teacher, University of Wisconsin-Stout, 2016

Opening the Door to Family Engagement, Contra Costa Childcare Council, California, 2016

Training to Use the ASQ-3; A Tool to Understand a Child's Developmental Ages and Stages, 19<sup>th</sup> Annual Early Learning Conference of Contra Costa Childcare Council, California, 2013

Teamwork; Director Series, University of Wisconsin-Stout, 2012

Competencies for School Readiness, Exploring the Transition to Kindergarten, Contra Costa Childcare Council, California 2011

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Child Care Center Operations and Record Keeping Orientation, California Department of Social Services; Community Care Licensing, 2010  
Application Orientation for Child Care Center, California Department of Social Services; Community Care Licensing, 2009  
Managing Money; Director Series, University of Wisconsin-Stout, 2009  
Child Care Legal & Practical Aspect & Advice on Employer/Employee and Parent Relationship, Costa Childcare Council, California, 2009  
Recognizing Signs and Symptoms of Childhood Trauma; How Can We Help?, Costa Childcare Council, California, 2009  
Component 3 Orientation for Child Care Center, Orientation, California Department of Social Services; Community Care Licensing, 2006, 2010  
Strategies for Implementation of Inclusion, Contra Costa Childcare Council, Los Medanos College, 2003  
Foundation of Inclusion, Contra Costa Childcare Council, Los Medanos College, 2002  
The Mentor Director Seminar, City College of San Francisco, 2002  
Director Mentor Institute, California Early Childhood Mentor Program, 2001  
Prekindergarten Learning and Development Guidelines Training, CAEYC, 2001  
Early Childhood Environment Rating Scale (ECERS) Training, Costa Childcare Council, California, 2001  
Assessment and Intervention Strategies for Working with the Preschool Child with Developmental Disabilities, California State University Northridge, 1978

**PROFESSIONAL MEMBERSHIPS**

National Association for the Education of Young Children (NAEYC)  
California Association for the Education of Young Children (CAEYC)  
Californians for Quality Early Learning (CQEL)