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PASADENA UNIFIED SCHOOL DISTRICT
MADISON ELEMENTARY SCHOOL PRE-SCHOOL AND FAMILY CENTER
D+D No. 20941 A5
October 5, 2009

Family Center and Pre-School Programming

The following attendees met on October 1, 2009 to program the Family Center and Pre-School.

Steve Brinkman	Facilities
Gerald Schober	Facilities
Sandra Macis	Principal
Ann Rector	Health Program Coordinator
Mirsa Serrano	Program Coordinator, Family Center
Teresa De LaTorre	Case Manager, Family Center
Vicky Greening	Program Coordinator, Pre-School
Seung Paek	Dougherty + Dougherty
Joe LoBasso	Dougherty + Dougherty

The existing pre-school building and family center will be demolished to make space for the new building. The goal is to combine both functions into one space to share common facilities and create an entry statement for the entire school in keeping with the historical significance of the site.

The Family Center will be used by the entire community and is staffed mainly by volunteers. The Center is open from 8:00 AM to 5:00 PM and has night classes. It often has after-hours visitors.

The following activities take place in the **Family Center**:

Administrative Functions

Reception for users and visitors.
Recording and filing case management records.
Ordering supplies.

Main Functions

Adult education classroom instruction including nutrition and ESL for up to 25 students.
Adult exercise classes for up to 25 students.
Adult education cooking classes.
Adult instruction on gardening and related activities.
Childcare for children as young as infants during adult education class time.
Homework help for up to fifth grade students, one-on-one and small group.
Tutoring up to six students after school.
Drop-off and pick-up of used items for distribution to the community.
Repair and cleaning of used items for distribution to the community.
Storage of used items.
Case management of families.
Informal socializing by families and staff.
Dental clinic that examines teeth and performs minor dental work. Equipment and supplies are provided by the dental group.

Other Functions

Distribution of literature
Delivery of furniture and used items.

The following spaces are needed to accommodate these **Family Center** functions.



Reception area with literature display, bookshelves, display system, two computer stations, table and chairs for waiting.

Classrooms with classroom equipment storage (cabinets) audio-visual equipment, tack boards and marker boards.

Exercise Room with equipment storage.

Kitchen to include counter, sink, stove, oven, microwave, dishwasher, commercial refrigerator-freezer unit and pantry space. The kitchen will serve as a classroom, hospitality space, and storage for donated food supplies.

Private office space for three staff members where confidential issues can be discussed.

Meeting rooms for 2 to 6 people for tutoring, case management meetings, small group teaching, counseling.

Used items spaces include:

Processing area to receive, repair, and package goods; including a hand washing sink.

Washer and dryer to clean used items.

Storage area to keep used items.

Display area accessible to the public for distribution of goods.

Bookshelves and file cabinets.

Hospitality counter for snack foods and drinks served during classroom breaks and for visitors.

Garden

Outdoor seating and meeting area.

Three single compartment restrooms, two for the public, men and women, one for staff. Diaper changing station required in public restrooms.

Janitor Room

Electrical Room

Other

Computer access via wireless connections.

Fax machine requires an analog line.

Exterior display board.

The entry should allow after-hour visitors to be screened and safely admitted.

Exterior lighting is important for night classes and after-hour users.

The following activities take place in the **Pre-School**:

Main Functions

Instruction and care of pre-kindergarten children ages 3 to 5.

Rooms are arranged with "stations" for different activities.

Two classes of 24 children, morning and afternoon.

Parents sign-in and sign-out their children.

Parent-volunteers assist teachers.

Outdoor play

Meals and snacks.

The following spaces are needed to accommodate these **Pre-School** functions.

Classroom space with activity stations.

Casework with lockable storage.

White boards and tack boards.

Hooks for backpacks.

Office space for three teachers.

Work area for volunteers.

Restrooms with visibility, four water closets and four sinks.

Sink area for hand washing and clean-up, can be shared with restrooms.

Computer area for two computers minimum, connected to school network.
Laundry and janitor area (shared with Family Center).
Cold storage, refrigerator and freezer (shared with Family Center).
Lunch area protected from sun.
Play area with play equipment, play mat, sandbox (engineered wood chips) with cover, shade structure (not over play equipment) and a tricycle path.
Outside toy storage.
Drinking fountains.

Other

Computer access via wireless connections.
Fax machine requires an analog line.
Exterior display board.
Indigents in the area should be screened from child care facilities.
Pre-School program minimum requirements set by the State will be part of the spaces.

Architectural Considerations

Provide appropriate mix of daylight and artificial lighting.
The building should have a clearly defined entry and lead the public to the main school entry.
The building should be sensitive to the historic nature of the campus.

Copy: Attendees
File