

PENN FOSTER CAREER SCHOOL

925 Oak Street
Scranton, PA 18515

OFFICIAL TRANSCRIPT

MS Shirley Fikes-Funches
1804 Lake Salvador Dr
Harvey, LA 70058-5156

CHILD DAY CARE

Student No.: 22365171

Program No.: 00312105

Enrollment Date: 02/16/16

<u>Course Code</u>	<u>Subject</u>	<u>Grade</u>	<u>Date Completed</u>
003068	WORKING WITH PARENTS	90	12/28/17
003069	FINANCING AND BUDGET	94	12/28/17
003863	PARENTS, FINANCES, & SCHOOL-AGE CHILDREN PRACTICAL EXERCISE	90	12/28/17
605794	PREVENTING ILLNESS AND INJURIES	90	02/07/18
605795	NUTRITION, PHYSICAL ACTIVITY, AND HEALTH EDUCATION	95	02/07/18
605796	HEALTH SERVICES, FACILITY DESIGN, & SPECIAL NEEDS CHILDREN	95	02/07/18
003883	FINAL GRADED PROJECT	91	02/02/18

Lesson Average: 94

The above program has been rated by Penn Foster Faculty and staff as the equivalent of 28.5 Continuing Education Units (CEUs). One CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

This is to certify that the above named student has qualified for the grades specified.

Diploma to be granted upon fulfillment of requirements.

X Diploma granted. 02/02/18

C226

This officially sealed and signed transcript is printed on blue security paper with the name of the institution printed in small white type across the face of the document. A raised seal is not required. When photocopied the word void should appear. A BLACK AND WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED!

Connie C. Dempsey

Connie C. Dempsey
Chief Certification and Licensing Officer

02/09/18

PFTR01

Henn Foster Career School

Upon the recommendation of the Faculty and by the authority of the Chief Certification and Licensing Officer

SHIRLEY FIKES-FUNCHES


is hereby awarded a

CAREER DIPLOMA

for the completion of the program

CHILD DAY CARE

In testimony whereof, the undersigned has subscribed her name and
affixed the seal of this institution this 2nd Day of February, 2018


Connie C. Dempsey
Chief Certification and Licensing Officer



Certificate of Training



This certifies that

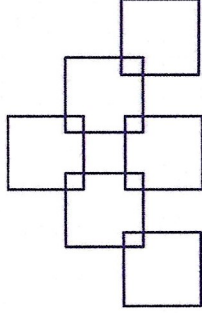
Shirley Funches

has participated in the following:

Directors' Collaboration Meeting

NAC Areas: ADM 3
Training Hours: 1 hour

LA Pathways Trainer/CCR&R Staff	IND-011399	5/1/2023	2/15/2023
	Pathways #	Exp. Date	Date of Meeting



Be it known that
Shirley Funches
has successfully completed the requirements for
Director III
as established by

Louisiana Pathways Early Learning Center Career Development System

Nancy Alexander
Director, NSU Child and Family Network

January 24, 2022
Date

Jenny Cowan
Coordinator, Louisiana Pathways
Early Learning Center Career Development System

CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

#FTR-01904

7/14/2022

LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting



CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

#FTR-01904

5/26/2022

LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting



CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

#FTR-01904

4/21/2022

LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting



CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

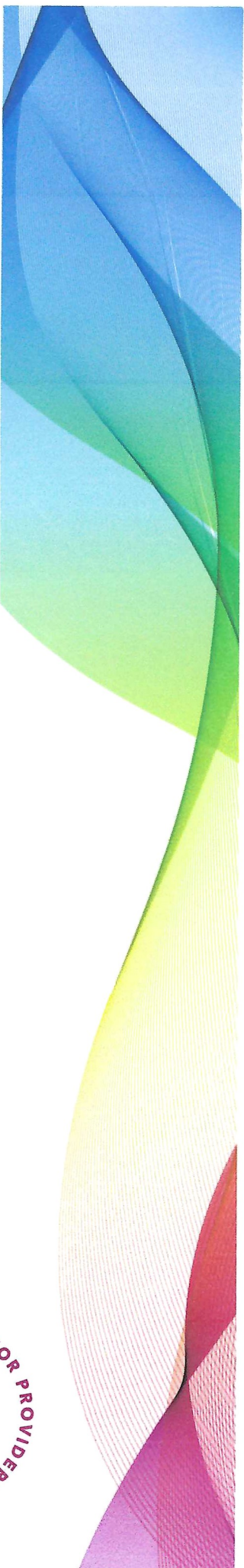
#FTR-01904

3/17/2022

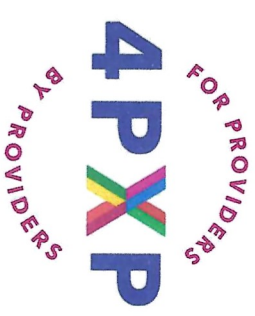
LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting



CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

#FTR-01904

3/10/2022

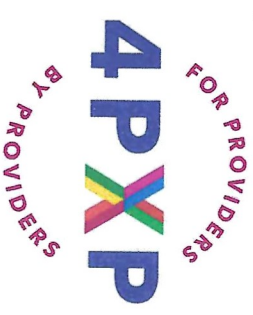
LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting



CERTIFICATE OF PARTICIPATION



THIS ACKNOWLEDGES THAT

Shirley Funches

HAS PARTICIPATED IN THE FOLLOWING:

For Providers By Providers Administrative Meeting

NAC Areas: ADM 3

Training Hours: 1 Hour

Rochelle Wilcox

#FTR-01904

1/10/22

LA Pathways Trainer/4PXP Staff

Pathways #

Date of Meeting

Certificate of Participation

awarded to

Shirley Tunches

Completion of 3 hours of training in

Oh What to do about Lesson Planning

Date: 06-09-2022

Time: 8:30 – 11:30

Location: The Hilton New Orleans
901 Airline Dr. Kenner

presented by:

Jefferson Parish Early Childhood Collaborative



Janet Taylor

LA Pathways Trainer # FTR-011623



Certificate of Participation

awarded to

Chirley Stunches

Completion of 3 hours of training in

Don't Stress and How to Manage

Date: 06-09-2022

Time: 12:30 – 3:30

Location: The Hilton New Orleans

901 Airline Dr. Kenner

presented by:

Jefferson Parish Early Childhood Collaborative



Isach Taylor

LA Pathways Trainer # FTR-011623





Child Care Civil Background Check System

Issue Date: 02/08/2023

Expiration Date: 02/08/2028

Kids House of Learning
Shirley Funches

711 Derbigny
Gretna, LA 70053

RE: Provider/Entity Notice of Determination of Eligibility for Child Care Purposes Application ID #: 108409

To Whom It May Concern:

In accordance with 45 C.F.R. 98.43, a Child Care Criminal Background Check (CCCBC) was requested by Kids House of Learning 14264 from the Louisiana Department of Education (LDOE) for:

FUNCHES, SHIRLEY
Application ID: 108409

LDOE has reviewed the information received in the CCCBC, and finding no disqualifying event or offense in the information received, determined that they are:

ELIGIBLE FOR CHILD CARE PURPOSES

Please note that this determination of eligibility may be withdrawn at any time upon receipt by LDOE of written notice of a disqualifying event or offense for this individual. If this determination of eligibility is withdrawn, you will receive written notice of the change in eligibility from LDOE in the same manner in which you received this notice.

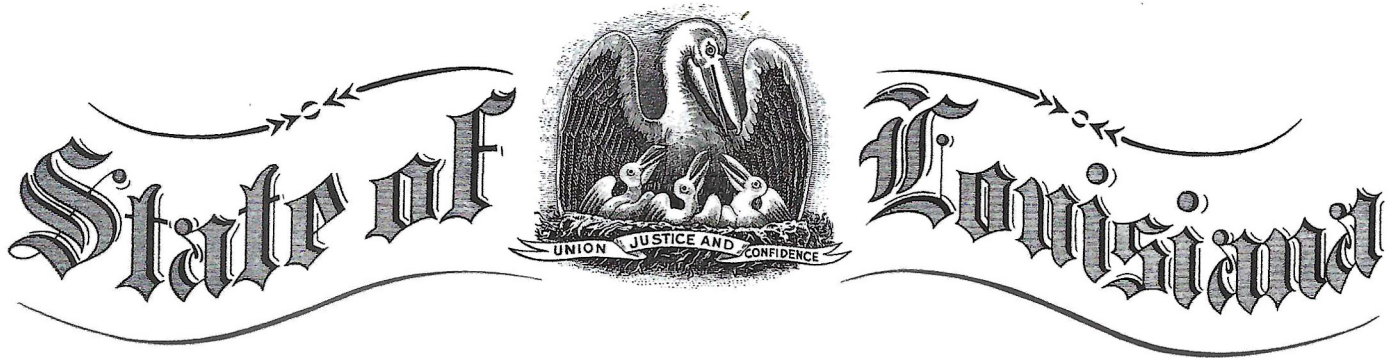
This CCCBC eligibility is valid from the date of issuance 02/08/2023. This CCCBC based eligibility determination does not indicate that this person has not committed a crime or other offense since the date the CCCBC results were received by LDOE from the applicable state or federal agencies.

Any questions concerning this determination of eligibility for child care purpose may be submitted via email to LDECCCBCprocessing@la.gov or by calling the LDOE General Help Desk at (225) 342-2716.

Sincerely,

Kayla Batiste

Kayla Batiste
Early Childhood Operations, Program Specialist
Child Care Civil Background Check System



STATE DEPARTMENT OF EDUCATION

CERTIFICATE TYPE
ANCILLARY CERTIFICATE

NUMBER
AN 582054

VALID
12/3/2021 TO 12/3/2024

This Certificate is issued to **SHIRLEY FIKES FUNCHES**

By the Louisiana Department of Education, based upon the following:

ELIGIBILITY: The holder of this certificate is eligible for the following area(s) and/or terms:

VALID FOR 3 YEARS - 12/3/2021

VALID FOR 3 YEARS - 2/23/2018

EARLY CHILDHOOD - 2/23/2018

Proof of Certification



Certified Toddler CLASS™ Observer

Shirley Funches

may conduct classroom observations as a Certified Toddler CLASS™ Observer.

This Certified CLASS Observer has demonstrated proficiency in observing and coding classroom interactions reliably using the CLASS measure.

Date: November 10, 2018

Certificate is valid through October 08, 2019

DIRECTOR / ASSISTANT DIRECTOR JOB DESCRIPTION

This is a position of responsibility involving maintaining the daily operation of the entire school. Your total daily working hours (8) will be spent ensuring that the day to day operation of the school runs smoothly.

JOB REQUIREMENTS:

All applicants must be 21 years of age, meet director qualifications in LA Administrative Code, Title 67, Chapter 73.

DUTIES INCLUDE:

1. Management of day to day operations, i.e., including filling in where necessary
2. Develop job descriptions, hire, train, and evaluate staff.
3. Develop and implement personnel policies and procedures that are in conjunction with Kids House of Learning, Inc.; update and improve annually the personnel and parent handbooks.
4. Insure on-going professional development and compliance with relevant state regulation
5. Develop academic calendar; insure inclusion of academic competitions, school activities, etc.
6. Select a uniform that is affordable and feasible for all of the kids in the school.
7. Work with maintenance department and staff to insure the facility is clean and operational at all times.
8. Maintain structure and organization within the work environment.
9. Become very familiar with ProCare Software.
10. Produce informational material (i.e. letterhead, brochures, newsletters, etc.)
11. Create and maintain organization of corporate and administrative files; set up school programs and organizational goals to be implemented each year.
12. Create and implement new ways to increase enrollment.
13. Develop an atmosphere of harmony between parents and staff. Encourage parental involvement.
14. Collect receipts from parents in a timely manner, adhering to late payment guidelines per parent handbook
15. Follow up with Cook/Assistant as it pertains to their duties, meal counting, menu planning, etc.
16. Job duties are not limited to the responsibilities listed above.

EXPETATIONS:

1. Keep a positive attitude and display that attitude while interacting with the staff, parents as well as congregational members.
2. Do not discuss operational matters of the school with parents or others outside of the school.
3. Lead by example with an attitude of excellence and professionalism at all times.
4. Assure staff that all are expected to demonstrate in their work ethics excellence and professionalism
5. Use each negative situation as an opportunity to demonstrate a positive approach and/or learning experience.

WORK SCHEDULE: (ONE OF THE FOLLOWING WILL APPLY)

8:00 AM – 4:00 PM

Shirley Jikes-Juncha Sept. 21-00

Employee Signature

Date

Certificate of Participation

Is awarded to:

Shirley Fikes-Funches

Completion of __135.00__ hours training in

CDA Credential Training Course

CDA AREAS 1	18 Hours	CDA AREAS 5	12 Hours
CDA AREAS 2	27 Hours	CDA AREAS 6	27 Hours
CDA AREAS 3	15 Hours	CDA AREAS 7	12 Hours
CDA AREAS 4	12 Hours	CDA AREAS 8	12 Hours

SEED of DESTINY 

Child Care Technical Assistance and Training Program

Trainer: Magelene Brown

Signature:

Magelene Brown

Training Dates

03/16/2015 – 07/29/2015