November 4, 2013

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
Architect’s Project Number: 213007.00

Lakeshore Campus Expansion Programming Meeting Minutes

Summary of the Children’s Learning Center Programming Meeting held at Noon on November 4, 2013 at College of Lake County-Lakeshore Campus, Room 1NG 325. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Sandra Groeninger, Director, Children’s Learning Center, CLC
Carlotta Conley, Coordinator, LSC Children’s Learning Center, CLC
Ted Johnson, Director, Construction Management, CLC
Drew Miller, Program Manager, Cotter Consulting
Jeffrey Sronkoski, Principal, Legat Architects

ITEMS DISCUSSED

1. Jeff gave a brief overview of the project and programming process.
2. A discussion covering existing conditions, goals and objectives progressed into a discussion of the following space needs;
   a. The exiting playground is too small.
   b. More storage space is needed.
   c. Space for teachers’ workstation and storage is needed:
      1) Meeting table with seating for 10 for parent advisory board meetings
      2) Shelving for resource materials
      3) Storage for personal items
   d. Observation Room for Early Childhood Education (ECE) classes to view both classrooms, similar to GLC.
   e. Classrooms
      1) Pre-K (4-5 year olds) (20-students)
      2) Toddlers (2-3 year olds) (16 students)
      3) Infants (12 students)(this classroom currently does not exist)
      4) School Agers (5-12 year olds) (20 students that share the Pre-K Classroom before and after school.
   f. Coordinator Office
      1) Workstation
      2) Three 5-high lateral files
      3) Bookshelves
4) Access to Reception Area

   g. Reception Area
      1) Seating for 2
      2) Table for registration material
      3) Kiosk for forms and information
      4) Parent resource area with bookshelves and video capability

   h. Kitchen/Prep Room
      1) Food is brought in by Quality Catering in Lake Villa
      2) Food prep equipment is also needed including stove, refrigerator, microwave, dishwasher, industrial size freezer and storage for snacks, dishes, etc.
      3) Daily deliveries should not have to go through the classrooms.

   i. Restrooms:
      1) Each with 2 stalls
      2) Changing table
      3) Storage of diapers
      4) Age appropriate
      5) Wash sink
      6) Sink just outside restrooms
      7) Must meet DCFS requirements

   j. Playground with bike path, tunnels and no deck; the GLC playground is a good example. A storage shed (on wheels) should be provided to store bikes. An 8’ high fence is currently provided because of the urban location.

   k. Storage Room for paper, collage materials, resource books, etc.

   l. The columns in the existing classrooms are not desired as they limit flexibility.

   m. Operable windows are desired in the classrooms and offices; drawstrings on window blinds create a safety hazard for the children.

   n. Built-in shelves should be minimized as they limit flexibility; movable cubbies or shelves are preferred.

   o. Any child who is in attendance in the facility for over 5 hours is required to take a nap. Currently, only one of the classrooms is used for nap time with nap music. Sometimes, noise from the hallway and from the 2nd floor is disruptive to nap time.

   p. A dedicated parking area for parent dropoff of children is desired; additionally, dedicated parking spaces for 6 staff members is desired.
      1) Dropoff hours: 8-8:30AM
      2) Pickup hours: 4:30-5:30 PM

   q. 50% of the children currently stay all day.

   r. Adjacencies: Safe, but not centralized location, close to Police.

   s. Door required for school agers.

   t. Artwork needs to be displayed in the classrooms at the children’s eye level.

3. Meeting Adjourned: 1:30 pm
Thank you.

Sincerely,
Legat Architects, Inc.

Jeffrey Sronkoski, AIA, LEED AP
Principal

JFS
ATTACHMENTS

CC     File: 213007.00 CLC Lakeshore Master Plan: B3

FILENAME     CLCLakeshore MIN 20130923-PDChildren’s LC.docx