

Paris Navarro

Kid Connection Site Lead

☎ (952) 555-6831 ✉ paris.navarro@example.com

🌐 linkedin.com/example/parisnavarro 📍 Burnsville, MN 55337

STRENGTHS

- ♥ **Calm De escalation**
During difficult moments, used calm redirection and positive choices to restore safety and help children rejoin activities.
- 👥 **Staff Coaching**
Instructors received practical feedback after observations and check ins, and site routines became easier to follow.
- ♥ **Accurate Records**
Careful attendance checks and student files kept counts reliable. That quiet consistency supported safer arrivals and departures.
- 🗨️ **Family Communication**
Regular updates helped families stay informed about schedules, behavior, and student needs without creating unnecessary concern.
- 📅 **Program Planning**
Weekly activity plans balanced movement, literacy, creativity, and cooperation, giving children meaningful choices throughout care.

SKILLS

School Age Care Site Leadership

Staff Coaching Lesson Planning

Child Supervision

Positive Guidance De escalation

Attendance Management

Data Privacy

Family Communication

Emergency Procedures

Field Trip Supervision

CCAP Procedures

Google Workspace

Written Communication

SUMMARY

School age child care professional with five years of experience supporting safe, developmentally appropriate programs and leading daily site operations. Plans weekly activities, maintains accurate attendance and student records, supervises children across indoor and outdoor settings, and provides calm **positive behavior guidance**. Leads instructors through scheduling, observation, coaching, meetings, and practical feedback that supports consistent care. Communicates clearly with families, school staff, program leadership, and community partners about schedules, student needs, behavior, and program updates. Uses **Google Workspace** and child care management systems for rosters, **lesson plans**, **family communication**, and documentation. Current Adult and Pediatric First Aid, CPR, and AED preparation supports sound decisions during field trips, drills, injuries, and behavioral escalations. Brings dependable judgment and steady follow through to site quality, staff support, and welcoming family service.

EXPERIENCE

School Age Program Site Lead

Northstar Youth Enrichment 📅 August 2024 - Present 📍 Burnsville, MN

Leads daily care and enrichment for approximately 55 elementary students while coordinating instructors, family communication, records, activities, safety, and site operations. Provides clear direction and calm support across routine programming, **field trips**, drills, and changing student needs.

- Led daily activities for approximately 55 students using developmentally appropriate enrichment and recreation plans.
- Scheduled six instructors through observations, check ins, and meetings that supported consistent supervision and lesson quality.
- Maintained rosters, pickup details, incident records, and **student files** under **student data privacy** requirements.
- Published weekly **lesson plans** combining creative, movement, literacy, and cooperative activities for varied ages.
- Communicated with families and school staff about **schedules**, behavior, student needs, and program updates.
- Directed responses during drills, injuries, escalations, and field trip transitions using **emergency procedures**.

School Age Child Care Instructor

Prairie Grove Community Education 📅 September 2022 - July 2024 📍 Eagan, MN

Delivered structured care for groups of up to 30 children through enrichment, homework, recreation, outdoor play, **non school day programming**, and field trips. Supported accurate records, positive guidance, **family communication**, and dependable daily operations.

- Delivered enrichment, homework support, recreation, and outdoor play for groups reaching 30 children.
- Used positive guidance and proactive transitions to defuse conflict and document significant incidents.
- Verified attendance and **child counts** during arrivals, departures, room changes, and outdoor activities.
- Prepared activity materials and weekly lesson ideas around developmental levels and student interests.
- Supported field trips through participant lists, supervision groups, and **emergency procedures**.
- Used **Google Docs**, Sheets, **Gmail**, and shared systems for schedules, plans, communication, and records.

Child Care Assistant

Riverbend Learning Center 📅 June 2021 - August 2022 📍 Apple Valley, MN

LANGUAGES



MY CAREER



- School Age Program Site Lead at Northstar Youth Enrichment (2.2 Years)
- School Age Child Care Instructor at Prairie Grove Community Education (1.8 Years)
- Child Care Assistant at Riverbend Learning Center (1.2 Years)

Supported elementary age care across classrooms, playgrounds, meals, transitions, enrichment, sanitation, and **family communication**. Built reliable site readiness through careful records, calm redirection, timely preparation, and attentive support for children with varied needs.

- Supported daily care across classrooms, playgrounds, meals, transitions, and enrichment activities.
- Facilitated games, art, reading, and movement sessions for children with varied ages and interests.
- Reinforced expectations through calm redirection and positive choices during challenging moments.
- Maintained sign in materials, activity supplies, and confidential student information with care.
- Shared routine updates with parents and referred health or behavior questions to site leadership.
- Completed opening, closing, sanitation, and activity preparation tasks punctually each day.

PROJECTS

Weekly Enrichment Planning 📅 2026

Created a reusable planning approach for creative, movement, literacy, and cooperative activities across varied ages. Organized ideas around developmental needs, student interests, transitions, and available materials, giving instructors a clearer starting point for engaging daily programming.

Field Trip Safety Coordination 📅 2025

Built practical field trip routines using participant lists, supervision groups, attendance checks, transition points, and emergency procedures. Focused on calm movement, accurate counts, and clear communication so children could participate safely beyond the regular site.

LEADERSHIP & AWARDS

- Recognized by site leadership for dependable student counts, punctual operations, and accurate daily documentation.
- Selected as a trusted resource for calm de escalation, positive guidance, and field trip supervision.
- Advanced from child care assistant to instructor and site lead through consistent preparation and staff support.

EDUCATION

Associate of Applied Science in Early Childhood Education

Dakota County Technical College 🎓 GPA: 4.0 📅 2021 📍 Rosemount, MN

Coursework: Child development, guidance strategies, curriculum planning, health and safety

CERTIFICATIONS

- Adult and Pediatric First Aid 📅 2026
- CPR and AED 📅 2026

TECHNICAL SKILLS

- **Google Workspace:** Google Docs, Google Sheets, Gmail
- **Child Care Systems:** Student rosters, attendance systems, student files
- **Documentation Tools:** Incident records, behavior documentation, pickup records
- **Lesson Planning:** Weekly plans, activity plans, curriculum activities
- **Safety Procedures:** CPR, First Aid, AED
- **Supervision Practices:** Indoor supervision, outdoor supervision, field trips
- **Behavior Guidance:** Positive guidance, calm redirection, de escalation
- **Staff Operations:** Scheduling, observations, staff meetings
- **Communication Tools:** Email, family updates, school communications
- **Privacy Practices:** Student data privacy, confidential records, file access
- **Attendance Controls:** Child counts, arrival tracking, departure tracking
- **Program Administration:** CCAP procedures, rosters, schedules

PROFESSIONAL AFFILIATIONS

- Early childhood education community, Dakota County Technical College graduate.
- School age enrichment teams, supporting families, instructors, and school personnel through daily coordination.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST