#### **New Construction**

## I. PROGRAM PHILOSOPHY

Elementary children should be consistently provided with opportunities for growth in the areas of self-awareness, self-understanding, effective peer relationships, and positive attitudes towards learning. The guidance program is designed to supplement the overall educational program by offering these opportunities to all children and more intensive help to those who require it.

#### II. PROGRAM GOALS

To provide developmental activities to all students in the classroom setting.

To provide individual and group counseling to selected students.

To consult with adults about student needs.

To coordinate special programs and special services.

#### III. PROGRAM ACTIVITIES

Student/Adult: Interviewing, testing, storytelling, counseling, role-playing, media viewing, tape-recording, telephoning, consulting, coordinating, referring, recordkeeping, storing, filing, leading student discussion groups and parent study groups.

The guidance office would be primarily for those occasions when privacy is required for dealing with a child, a small group of children, a teacher, or a parent. Secondarily, it provides a work space for the counselor to plan, store materials and equipment, etc.

#### IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio

Student Capacity per Period

Total Number of Teachers: 1 Counselor

Total Number of Aides (If applicable):

Grade Levels or Age Levels for

Which Program is intended: Prekindergarten - 5

Hours Per Day Space Will Be Used: All day

## V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

NA

# VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

NA

# Melrose Elementary School Administration and Student Personnel (Guidance) - New Construction

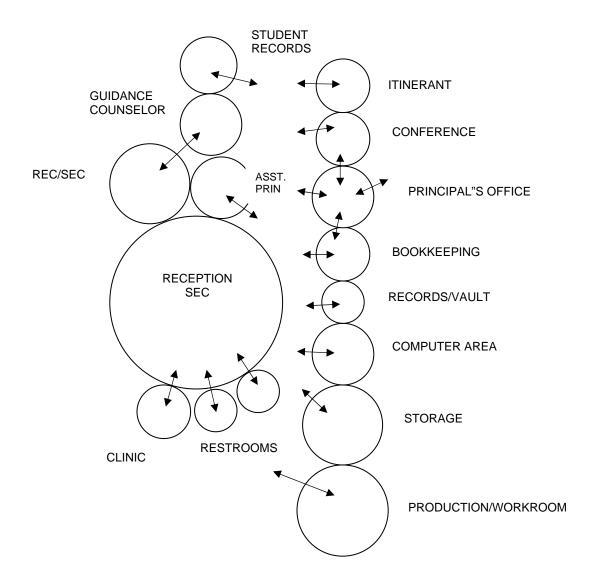
## VII. PROGRAM FACILITIES LIST

VII. PROGRA	M FACILI	TIES LIST					
FISH CODE	NO. OF AREAS	DESCRIPTION OF AREAS	NO. OF STAFF PER AREA	NO. OF STUDENTS PER AREA	NO. OF STUDENTS TOTAL	NET SQ. FT. PER UNIT	NET SQ. FT TOTAL
		NEW CONSTRUCTION:					
300	1	Principal's Office	1			250	
301	1	Assistant Principal's Office	1			175	
302	1	Bookkeeper's Office	1			125	
304/303	1	Reception/Secretarial	2			1000	
305	1	Production Workroom				320	
306	1	,		575	57		
307	1	Clinic (including storage, restrooms and office)			300	30	
308	1	Administration Storage				410	41
309	1	Records/Vault				245	24
314	1	Itinerant Office	1			125	12
822/823	2	Adult Toilets (from Public Allocation)				42	8
		0 11 0 11 0"				450	1.5
301	1	Guidance Counselor's Office	1			150	
314	1	Itinerant Office	1			125	
303/304	1	Guidance Secretary/Reception	1			377	37
				1	SUBTOTAL N	ET SQ. FT	4,26
					6% FOR ME		25
						ET SQ. FT.	4,51
		27% FOR	GRADES	PRE-SCHOOL			1,21
					6 FOR MIDDLI		.,
CIRCULATION,	WALLS.ETC.	34% FOR HIGH SCHOOL					
					TOTAL GRO		5,73
							<u> </u>

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## SPACE RELATIONSHIPS

## **Elementary Administration / Student Personnel**



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# VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

\*Shown on drawings

#purchased and installed by contractor

Space or Area	Number of Items	Description of Furniture/Equipment Needed						
GUIDANCE OFFICE								
	1 *1 1 2 *1 1	Storage Cabinet with Closed Space and Open Shelves Standard Table Desk Standard Executive Swivel Chair with Padded Arms Standard Padded Conference Chair 15" One-Piece Molded All-Purpose Chairs, Open in Back 25" Standard General Purpose Round Reading/Work Table, fixed legs, 36" diameter Four-Drawer Legal Filing Cabinet with Lock Professional Quality Cassette Recorder						
GUIDANCE RECEPTION/SECRETARIAL								
	1	16" Rocker with Arms						
	1 2	14" Rocker with Arms 30" x 46" Two-Sided Art Easels						
	1	Multi-Medium Mobile Table with Cabinet on Rollers						
	1	Sound-Slide Filmstrip/Cassette Projector						
	*#1	Gended Wall Projection Screen, 50" x 50"						
	6 6	13" One-Piece Molded Chairs, opening in back 15" One-Piece Molded Chairs, opening in back						
	*2	19" General Purpose Round Reading/Work Tables, 48" Diameter						
ITINERANT OFFICE								
	*1	Standard Table Desk						
	1	Standard Executive Swivel Chair with Padded Arms						
	1 2	Standard Padded Conference Chair 15" One-Piece Molded All-Purpose Chairs, open in back						
STUDENT RECORDS	4	Four-Drawer Legal Filing Cabinets with Locks						
	7	i dai Dianor Logari ining Cabilloto With Looks						

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## IX. SPECIAL CONSIDERATIONS

#### Built-ins

#### A. Built-in work counter

Guidance reception/secretarial area - one counter, Formica covered, 8'L x 24"W (Height may vary) with adjustable shelving, built-in below, lockable.

## B. Built-in cabinets/shelving

Student records - closed cabinet with lock, 36"H x 10'L x 24"D.

Guidance office - shelving, open for books and display, floor to 36"H x 48"L x 12"D.

## C. Built-in Instructional Aids

All teaching spaces to have minimum per S.R.E.F.