

Jordan's Learning Center LLC
Closing the Gap!

Tutoring Math and Reading
Pre-school - 5th Grade

2021 B Cunningham Dr. Suite 1
Hampton, Va. 23666

Owner/Management: Karen G. Jordan

Narrative Statement

- **Square footage:** The Square footage is 965sq ft. that includes a waiting room, an office, a bathroom, storage space and 2 classrooms. A total of six rooms.
- **Number of dwelling units:** I will rent one dwelling unit
- **Number of employees:** 4 employee will be needed
- **Cooking:** No cooking, or food will be provides
- **Water:** A Water Cooler will be provided inside the rental property
- **Bathrooms:** A bathroom is provided inside the rental property
- **Safety of the students:** I take the safety of my students very seriously, so they must be signed in and out by a parents/guardian. Each visitor must be buzzed in.
- **Covid-19:** safety measurements are in place. Mask are required, temperature checks, hand washing, 6ft apart and no sharing supplies,

Operational Details: The operational details are to open a tutoring center, and work with students in a fun stress free environment on subjects they are struggling with in school. I'm using a personal old school approach to help students discover the joy of learning again. I hope to help each student reach their full potential. I believe all students can learn, just not at the same time nor in the same way.

- Tutoring small groups of (only5) students pre-hour...Monday-Friday
Preschooler hours of operation are from 9:00am-12:00pm
- Tutoring small groups of (only5) students pre-hour...Monday-Thursday
Kindergartner - 5th grade hours of operation are from 4:00pm-8:30pm
- One-on-one private tutoring will be available on Fridays from 4:00pm-7:00pm and Saturdays from 10:00am-3:00pm

Number of existing and proposed parking spaces: The existing parking is plentiful it's a very larger lot (over 250 spaces) no assigned parking and no street parking. The proposed spaces my company will need is a maximum of 15.

Circulation of vehicular traffic on site and to and from site: Vehicular traffic will be at a minimum compactly. Only seven cars will be on site and five car traveling to and from the site each hour for only 4 hours. The traffic flow is not on a main street, but on a quite back road.

Detailed description of business to be conducted:

The business to be conducted at The Jordan's Learning Center will consist of tutoring children that for one reason or another has falling below grade level academically in Math and Reading. My desire is to help

children academically and to build confidence so they can be the best they can be. To give personalized attention to the skills that caused the gap between what a student know and what the teacher is teaching. Sometimes it's just as simple as explaining material in a different way. Sometimes it's just being in a comfortable, quiet and small group environment with fewer distractions.

My plans for **Preschoolers** is to spend one hour a day with five students at a time Monday – Thursday between 9:00am – 12:00pm preparing four and five year olds for school.

Students will work on a structured preschool curriculum:

- Larger/small motor skills
- Recognizing and writing their name,
- Writing and recognizing numbers
- Writing and recognizing letters
- Shapes and colors
- Sharing with other
- Reading four sight words each week
- Reading and writing stories
- I will be alternating weeks with the alphabet and numbers not rushing, but give accurate time to master the skills needed to be successful in kindergarten.
- Introducing these skills or reinforcing them: good manners, self control, self care, bath room care, learning to raise their hand, ask questions and waiting their turn will put them a hide of the game.

My plans for **Kindergartners – 5th grade** are to build on the skills that are being taught in the classroom and also building from the level of the students capability. I will review skills they are weak in and answers question about homework. I will also teach test taking strategies and study skill.

We will work on different math skill like:

Money	Time	Metric	Place value	Addition
Subtraction	Multiplication		Division	

We will work on reading skills like:

Comprehension	Fluency	Vocabulary	Phonic
Decoding		Sentence construction	

Description of ownership/management

I've been married to Tyrone Jordan for 33 yrs, we have 2 children and 3 grandchildren. Four years ago we moved to Hampton Va. area to be close to the grand-kids and help build a strong educational foundation for them. I'm thankful I was given the opportunity to teach them. With the youngest one entering kindergarten in the fall I'm ready to begin the next chapter of my life, by giving back to the community in which I live now.

I've worked 30yrs. in the public school system. Ten years in Washington D.C., and 20 year in Martinsville, Va. with my last 10yrs. working with the special education population. I'm so proud to report two years in a roll special education students passed their SOL.

I've also worked two year in a daycare setting, five years as a director with the YMCA after-school program, and the last four years running my own home childcare program. My passion has always been to work with children. I've had the opportunity to do so for 35 year and I'm not tired yet.

My higher education is from Patrick Henry Community College.

- I have an Associate in Applied Science
- Early Childhood Education Certificate
- Early Childhood Instruction Career Studies Certificate
- Alliance for Excellence Certificate
- 4H Counselor in Training Certificate
- Super Support Staff Award
- Behavioral Training Award
- Certified in CPR, First Aid and AED.
- My business is a LLC (Limited Liability Company)

I want to be a part of this growing community and prepare our future entrepreneurs with the academic skills needed to succeed and one day give back to Hampton Roads. I believe in **"each one teach one"**.

Giving students resources that will afford them the opportunity to continue their education and obtain the desired skills needed to become an effective student. I have spent most of my life in the classroom and I am 100% sure this is my calling. I feel the classroom is my second home and being able to help change the future through one child, one lesson, one day is an intrinsic reward beyond expectations.

By allowing me to become a business owner in this community will open doors for many to see it's good to give and not just receive, you will have chosen an individual who will become that business owner who will positively influence and impact students, families, and communities. I look forward to your investment in someone who defines character with content, who values education, who believes teaching is profession, and who desires the opportunity to influence and enhance the minds of our future.

TUTORING MATH & READING

Offering tutoring in small groups of (5) and one on one sessions

Monday /Tuesday	<i>Math</i>	Kgn – 1st	4:00-5:00
		2nd – 3rd	5:10-6:10
		4th – 5th	6:20-7:20
		As needed	7:30-8:30

Wednesday /Thursday	<i>Reading</i>	Kgn – 1st	4:00-5:00
		2nd – 3rd	5:10-6:10
		4th – 5th	6:20-7:20
		As needed	7:30-8:30

Friday **PRIVATE TUTORING** **4:00Ppm -7:00pm**

Saturday **PRIVATE TUTORING** **10:00am-3:00pm**

Pre-school sessions are available to 4 and 5 year olds

Only (5) spots per-hour

Monday – Friday 9:00am-10:00am 10:10am-11:10am 11:20am-12:20pm

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