

Como Community Child Care

Como Community Child Care

January 23, 2009

Fees Request for 2009-2010 Academic Year

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Address

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“We acknowledge that the fees committee does not award actual dollars, but rather a penny fee that earns dollars based upon student enrollment levels. Any differences between anticipated and actual income resulting from changes in enrollment are the responsibility of the student organization, not of the fees committee.”

Katie Johnson

Preparer’s Name Here

Joshua del Villar

Co-Preparer’s Name Here

Is your organization an IRS 501 (c)(3) not-for-profit? Yes X No _____

If yes, please provide proof of your organization’s 501(c)(3) status.

Funds are being requested for (check all that apply):

General Operating Support X Start-Up Costs _____ Capital _____
Project / Program Support _____ Technical Assistance _____ Other (List) _____

Budget

Dollar Amount Requested \$70,000
Total Annual Organization Budget \$426,446
Total Project Budget (Apart from General Operating) \$NA

Como Community Child Care

Narrative

Organizational History

Como Community Child Care (CCCC) was founded in 1975 by University of Minnesota student parents residing in the Como Student Community Cooperative (CSCC), a U of M student family housing complex. We are located between the University's Minneapolis and St. Paul campuses on Como Avenue. CCCC, a 501(c) 3 non-profit organization, was founded out of the need for high quality, affordable early childhood education and care, in a convenient location for non-traditional students of the University. CCCC is housed in the community center of CSCC. Our location here helps to ensure that childcare is available on-site to student families.

We have three classrooms offering childcare and pre K schooling to children ages 16 months through 5 years.

Mission and Philosophy

The mission of Como Community Child Care is to provide high-quality, affordable early childhood education to University of Minnesota student families and the surrounding community. At CCCC, we provide an enriched learning environment that is safe and secure, immersed in language and literacy, ideas and thinking, and encourages individuality with enthusiasm. Our approach allows children to learn in their own way, at their own pace, while encompassing all areas of early childhood development.

CCCC maintains its affordability by providing a sliding fee scale for University of Minnesota students, which offers a tuition discount of up to 25%, depending on income and family size. We work with our families to accommodate non-traditional forms of payment, such as county child care assistance, flexible spending accounts, loans, and grants.

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Como Community Child Care fosters early childhood development by providing high quality services. We meet all of the standards set forth by the Minnesota Department of Human Services, Licensing Division for childcare centers.

CCCC maintains a highly developed curriculum, encompassing all of the elements of early childhood development. Our curriculum provides a balance between student-initiated and teacher-directed activities, as well as individual and group projects where children problem-solve and work through activities related to a variety of subjects. All interaction between our students, their teachers, and their peers, is seen as a learning opportunity.

CCCC is very fortunate to serve a wide range of culturally diverse families. We have an on-going commitment to integrate an anti-bias philosophy into every aspect of its program. Our anti-bias curriculum helps children develop and strengthen their self-identity and group identities, while interacting respectfully with others in a multi-cultural environment. Como Community Child Care strives to balance its unique culture with the individual cultural interests of each family served. Respect for the center's diverse community is reflected in the curriculum, classroom environments, parent/teacher/child interactions, staff development, hiring plans, and program goals.

Relationship with Similar Organizations

Organizations with similar missions to CCCC are the University of Minnesota Child Care Center (UMCCC), located near the East Bank campus of the University, which is currently part of the College of Education and Human Development, and the Community Child Care Center (also known as CCCC), which is located in the Commonwealth Terrace Cooperative student family housing complex, adjacent to the St. Paul campus. The Community Child Care Center is also currently registered as a student group of the U of M.

CCCC has a collaborative relationship with these organizations, as all three centers provide a much-needed service to the University community. Como Community Child Care consults with the

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UMCCC and the Community Child Care Center regularly regarding licensing standards, continuing education for teaching staff, and current child care practices related to organizational management, in addition to child development.

Aside from the UMCCC and the Community Child Care, CCCC is involved with a number of other organizations, which include:

- ◆ The Minnesota Visiting Nurse Agency
- ◆ MNAEYC, the MN chapter of the National Association for the Education of Young Children
- ◆ Resources for Child Caring (RCC)
- ◆ The Early Childhood Director's Group, sponsored by RCC
- ◆ Washburn Center for Children
- ◆ The Minneapolis Public School District
- ◆ The National Institute on Media and the Family
- ◆ The University of Minnesota Student Parent Help Center
- ◆ The MN Council of Non-Profits
- ◆ The Minnesota Department of Education: Child and Adult Care Food Program
- ◆ Second Harvest Food Bank
- ◆ South East Como Improvement Association.

CCCC's relationship with these organizations allows us to offer and receive support and resources resulting in a higher quality of service to student parents and their community.

Furthermore, Como Community Child Care has a close working relationship with the Como Student Community Cooperative. Together we strive to create a strong community for our families through social gatherings, multi-cultural events, community activities, and providing family-focused resources.

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Student Need for Services

For student parents, childcare is a basic necessity. Knowing that qualified individuals, in a nurturing environment, are caring for one's children enables our parents to concentrate on their own academic pursuits. This need is magnified for international students, as their support network of family and friends is often thousands of miles away.

Como Community Child Care, as well as, the University of Minnesota Child Care Center and the Community Child Care Center are currently running at full capacity and maintain a lengthy waiting list, clearly demonstrating a need for our program's support of U of M students.

Student Benefit

Because our primary goal is to support the U of M community, CCCC tailors its services to meet the unique needs of student parents. As the class schedules of our student parents vary, we offer ten part-time enrollment alternatives, along with a full-time option. In addition, we offer a two-week vacation period for each family, at a greatly reduced fee, to accommodate students who do not need childcare when the University is on break. For students who do not need childcare during the summer semester, we offer priority positions on the waiting list for re-entry in the fall. Other ways we support our student families during the year is by providing free childcare and study nights during finals weeks, and hosting children's clothing and baby gear drives twice a year for the University's Student Parent Help Center.

In addition to the convenient, flexible, and quality programming we offer, CCCC provides a community for our student parents, who often do not have the amount of time needed to partake in other University activities in which, traditional students would participate. Through our numerous family events and volunteer opportunities, our parents have a chance to develop relationships with other parents from around the world with whom they share a common bond. Serving as a community resource, we share information about various family-friendly events in the community with our families, as well as residents of the Como Student Community Cooperative.

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The presence of a student family housing complex with child care onsite allows the University to attract both international and local non-traditional students. Such diversity on campus enriches the experience of all students as it broadens the scope of the education offered.

Not only does CCCC offer support to our University parents, we also offer additional opportunities for University of Minnesota students as an employer. We employ students in child development related fields with flexible hours to accommodate their academic schedules, in addition to providing internship and volunteer opportunities. This semester, American Indian students of the University will be volunteering in our classrooms, with a presentation of traditional Powwow dancing. We are also welcoming a new intern this semester, who will work one-on-one with a child with Autism. The intern will receive training from our teaching staff, in addition to receiving Occupational Therapy training from specialists in the Minneapolis Public School District. U of M students also complete classroom projects, assignments, and research at CCCC. Students observe our classrooms for Child Development coursework, Linguistics, Family Social Science, and various other classes.

Student Involvement

Continuing partnership between parents/guardians and caregivers is a crucial component of successful child development. CCCC involves student parents in their children's education and care through continual communication in the form of daily face-to face interaction, biannual formal conferences, meetings to create specific developmental plans for individual children, daily written logs, weekly newsletters, regular e-mail communication between parents/guardians and center staff, and posted information on our website. CCCC also provides its families with resources regarding early childhood development, safety and health, assessment and screening for early childhood developmental concerns, as well as cultural and child-centered events in the community.

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Parents are encouraged to volunteer their time in the center, and engage in classroom activities with the children. They can also chaperone field trips, share cultural and familial information with center staff to be used in relative learning experiences, as well as plan and participate in center family events.

In addition, the Como Community Child Care Board of Directors, which meets monthly, is composed of parents/guardians and acts as the governing body of the center. It is through the Board of Directors that U of M students exercise control over the center. The Board makes policy and budgetary decisions, establishes long-term program goals, and evaluates the Executive Director and the performance of the center as a whole.

Total Amount of Fees Requested

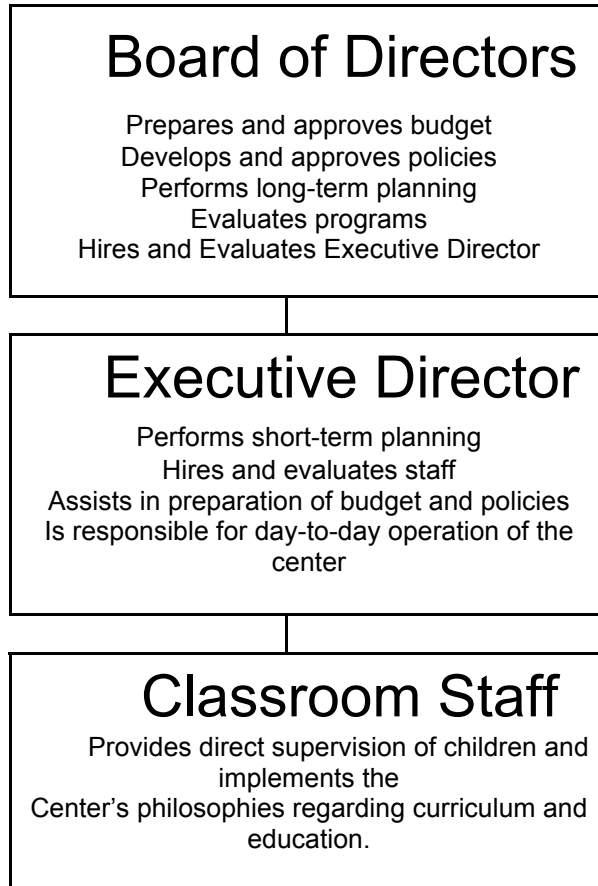
CCCC is requesting \$70,000 for the 2009-2010 academic year. This represents a 17% increase from what was awarded last year. Since 2006, our total annual budget has increased 84%, due to a rapid increase in enrollment; however, the amount of fees requested only reflects a 33% percent increase from what was awarded in that year.

Percentage of Operation for Summer

Como Community Child Care is open year round from 7 AM to 6 PM, with the exception of ten holidays and four staff development days. We will operate at 100% for the summer months of both 2009 and 2010.

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Organizational Chart



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Performance Report

Statistics

- ◆ Over the past year, CCCC has provided care for the children of 75 University Students.
- ◆ 31% of our staff are current University students
- ◆ A total amount of \$40,140.50 was discounted off of the tuition of student parents due to the sliding fee scale.
- ◆ The number of children on the waiting list has increased by 45%, to a total of 96.

2008 Special Events

- ◆ CCCC hosted two Parent Potlucks for the families of children enrolled.
- ◆ CCCC hosted one Parent Volunteer Day, during which building maintenance projects were completed.
- ◆ CCCC participated in two CSCC community celebration events. CSCC houses 333 student families.
- ◆ CCCC participated in the Como Cookout, hosted by SECIA, at Van Cleve Park, which is open to all students living in the South East Como neighborhood.
- ◆ CCCC coordinated two clothing drives. Proceeds were donated to the members of the U of M Student Parent Help Center.
- ◆ CCCC hosted three Finals Study Nights with free childcare provided. These events were open to the parents of CCCC, CSCC, and the Student Parent Help Center.

Field Trips

- ◆ MN Children's Museum
- ◆ Como Zoo
- ◆ Fire Station 23
- ◆ St. Anthony Park Dental Arts

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- ◆ Van Cleve Park
- ◆ Van Cleve Pool
- ◆ The U of M Raptor Center
- ◆ The U of M Bell Museum of Natural History
- ◆ The park located at the site of the former Tuttle Elementary
- ◆ Nine trips to the St. Anthony Park Library's weekly summer entertainment presentations

Program Evaluation

For Como Community Child Care, success in the long term is the continued operation of a quality early childhood program offering convenient and affordable services to the University of Minnesota Community. Specific goals for the next two academic years include:

- ◆ An increase in the amount of community resources offered to student parents.
- ◆ An increase in the number of family events offered to parents.
- ◆ An increase in the number of student volunteers and interns.

Evaluation Methods

The Executive Director in conjunction with the Board of Directors analyzes the results of the following evaluation methods to determine whether program improvements are needed, and to develop program goals.

- ◆ Day-to-day practices are assessed regularly by the center director, as well as the teaching staff.
- ◆ The Board of Directors meets monthly and discusses any current issues.
- ◆ Annually, the center evaluates the overall program performance through a survey, which is distributed to all parents and staff members.
- ◆ The center is evaluated annually by the Minnesota Visiting Nurse Agency.

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- ◆ The center is evaluated annually by the U of M Department of Environmental Health and Safety.
- ◆ The center is evaluated bi-annually by the Department of Human Services, Division of Licensing.
- ◆ The center is evaluated bi-annually by the Minnesota Department of Education; Child and Adult Care Food Program.
- ◆ The center's accounting records are reconciled to bank statements monthly by an independent accountant.
- ◆ A formal report of the organizations fiscal activities is sent to the State of MN and the IRS annually.
- ◆ Beginning this year, the center's financial position will be audited annually by an independent certified public accounting firm. This is required by MN law, as the Center is a 501(c) 3 non-profit organization with an annual gross income of more than \$350,000.

Description of Impact at a 10 Percent Reduction in Fees Request

A 10% deduction in fees allocation would result in a net income for the fiscal year 2009-2010 of **-\$3,270**. In order to balance the budget, the center would need to decrease the percentage of discount given to student parents, increase tuition prices, freeze staff salaries, and/or reduce benefits.

Implementation of any of these scenarios would directly affect the mission of CCCC. An increase in tuition would limit our ability to provide affordable services to student parents, and a reduction in staff benefits would hinder our potential for retaining our qualified teaching staff.

Budget Narrative

You will find the calculation of operational reserves below the bottom line on our budget page. We reported it here in order to accurately reflect net income for the fiscal year. We are aware that the committee is looking for a 10% budget reserve, as you can see we are currently at a 5% reserve. This is an

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issue that we are attentive to and our board has made it a priority to create a larger budget reserve over the next 5 years. Please refer to the additional spreadsheet in our budget page for the details of our five-year plan. This includes limiting our salary expenditures to 3%, seeking more in-kind donations, tapping into our parent resources and skills, continuing our grant and fundraising subcommittee, and as a last resort increasing parent fees.

We are currently budgeting for a 3% cost of living increase for staff salaries and benefits. There is a significant increase in our consultants and professional fees due to our need for an annual audit and increased continuing education requirements for staff.

Our board created a subcommittee seeking early childhood grants, supply and in-kind donations. Early childhood dollars are very competitive; we applied unsuccessfully for two grants over the past year. We are looking at collaborating with other sources for grant funding and possibly opening a business line of credit to help increase our reserves and supplement the generous support received from the Student Services Fees. Our board is dedicated to continuing our search for available grants and collaborations that will support our families and our mission.

As you know in this economy businesses and families are working very hard to stay open and together. We are happy to report that our budget remains in the black, and that we are still able to offer invaluable service to our families. Childcare centers are being forced to close their doors at alarming rates; our success is dependent on your continued support of Como Community Child Care.

BUDGET			
Complete the sections below, as it applies to your organization Shaded sections are formulas and should not be changed			
Student Organization Name: <i>Como Community Child Care</i>			
INCOME	ACTUAL	PROJECTED	REQUEST
	2007-2008	2008-2009	2009-2010
Student Services Fees	\$ 55,009.89	\$ 60,000.00	\$ 70,000.00
Individual Contributions: Program Fees- Parents	\$ 340,360.36	\$ 355,000.00	\$ 365,650.00
Fundraising Measures	\$ 101.83		
In-Kind Support	\$ 2,100.00		
Operation Reserves (Should equal 10%): See Below			
USDA: Child and Adult Care Food Program	\$ 17,002.57	\$ 16,800.00	\$ 16,800.00
Carry over from Previous year: See Net Income from previous Fiscal Year Below			
Total Income	\$ 414,574.65	\$ 431,800.00	\$ 452,450.00
OPERATIONAL EXPENSES	ACTUAL	PROJECTED	REQUEST
	2007-2008	2008-2009	2009-2010
Salaries, Wages, and Stipends	\$ 290,317.36	\$ 291,250.00	\$ 305,315.00
Insurance, Benefits, Taxes	\$ 36,584.54	\$ 38,175.00	\$ 40,500.00
Consultants / Professional Fees	\$ 4,589.55	\$ 9,430.00	\$ 12,000.00
Travel	\$ 111.21	\$ 180.00	\$ 180.00
Food	\$ 41,027.09	\$ 39,300.00	\$ 40,000.00
Supplies	\$ 9,139.82	\$ 10,870.00	\$ 12,000.00
Printing and Copying	\$ 4,586.42	\$ 3,000.00	\$ 3,250.00
Telephone and Fax	\$ 1,322.65	\$ 1,380.00	\$ 1,400.00
Postage and Delivery	\$ 177.47	\$ 168.00	\$ 175.00
Rent and Utilities	\$ 8,046.00	\$ 8,292.00	\$ 8,580.00
Advertising/Promotion	\$ 1,336.25		
Payroll Fees	\$ 2,141.99	\$ 2,175.00	\$ 2,200.00
Board Expenses	\$ 925.18	\$ 600.00	\$ 600.00
Bank Charges	\$ 218.60	\$ 360.00	\$ 360.00
Repairs and Maintenance	\$ 2,006.02	\$ 1,560.00	\$ 1,560.00
Contract Labor	\$ 9,439.80	\$ 12,606.00	\$ 13,500.00
Program Field Trip Expense	\$ 679.75	\$ 650.00	\$ 650.00
License	\$ 650.00	\$ 450.00	\$ 450.00
Miscellaneous Programs	\$ 150.86		
Depreciation Expense	\$ 6,475.00	\$ 6,000.00	\$ 6,000.00
Total Operational Expenses	\$ 419,925.56	\$ 426,446.00	\$ 448,720.00
PROGRAMMING EXPENSES*	ACTUAL	PROJECTED	REQUEST
	2007-2008	2008-2009	2009-2010
Food			\$ -
Room Rental			\$ -
Advertising			\$ -
Entertainment			\$ -
Travel			\$ -
Other			\$ -
Total Programming Expenses	\$ -	\$ -	\$ -
GRAND TOTAL EXPENSES	\$ 419,925.56	\$ 426,446.00	\$ 448,720.00
Difference (Income Less Expenses)	\$ (5,350.91)	\$ 5,354.00	\$ 3,730.00
Total Capital From Previous Fiscal Year	\$ 34,600.82	\$ 27,467.06	\$ 22,116.15
Net Income From Previous Fiscal Year	\$ (7,133.76)	\$ (5,350.91)	\$ 5,354.00
Total Operational Reserves	\$ 27,467.06	\$ 22,116.15	\$ 27,470.15

BUDGET

Student Organization Name: Como Community Child Care

INCOME	ACTUAL		PROJECTED		FIVE YEAR PLAN	
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Student Services Fees	\$ 55,009.89	\$ 60,000.00	\$ 70,000.00	\$ 75,000.00	\$ 75,000.00	\$ 77,500.00
Individual Contributions: Program Fees- Parents	\$ 340,360.36	\$ 355,000.00	\$ 365,650.00	\$ 376,600.00	\$ 387,900.00	\$ 399,500.00
Fundraising Measures	\$ 101.83					
In-Kind Support	\$ 2,100.00					
Operation Reserves (Should equal 10%): See Below						
USDA: Child and Adult Care Food Program	\$ 17,002.57	\$ 16,800.00	\$ 16,800.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Carry over from Previous year:						
See Net Income from previous Fiscal Year Below						
Total Income	\$ 414,574.65	\$ 431,800.00	\$ 452,450.00	\$ 468,600.00	\$ 479,900.00	\$ 494,000.00
OPERATIONAL EXPENSES						
	ACTUAL		PROJECTED		FIVE YEAR PLAN	
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Salaries, Wages, and Stipends	\$ 290,317.36	\$ 291,250.00	\$ 305,315.00	\$ 314,500.00	\$ 324,000.00	\$ 333,720.00
Insurance, Benefits, Taxes	\$ 36,584.54	\$ 38,175.00	\$ 40,500.00	\$ 42,000.00	\$ 43,500.00	\$ 45,025.00
Consultants / Professional Fees	\$ 4,589.55	\$ 9,430.00	\$ 12,000.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Travel	\$ 111.21	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
Food	\$ 41,027.09	\$ 39,300.00	\$ 40,000.00	\$ 41,200.00	\$ 42,400.00	\$ 43,675.00
Supplies	\$ 9,139.82	\$ 10,870.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Printing and Copying	\$ 4,586.42	\$ 3,000.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00
Telephone and Fax	\$ 1,322.65	\$ 1,380.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
Postage and Delivery	\$ 177.47	\$ 168.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Rent and Utilities	\$ 8,046.00	\$ 8,292.00	\$ 8,580.00	\$ 8,900.00	\$ 9,200.00	\$ 9,525.00
Advertising/Promotion	\$ 1,336.25					
Payroll Fees	\$ 2,141.99	\$ 2,175.00	\$ 2,200.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
Board Expenses	\$ 925.18	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Bank Charges	\$ 218.60	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
Repairs and Maintenance	\$ 2,006.02	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00
Contract Labor	\$ 9,439.80	\$ 12,606.00	\$ 13,500.00	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00
Program Field Trip Expense	\$ 679.75	\$ 650.00	\$ 650.00	\$ 700.00	\$ 700.00	\$ 700.00
License	\$ 650.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
Miscellaneous Programs	\$ 150.86					
Depreciation Expense	\$ 6,475.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total Operational Expenses	\$ 419,925.56	\$ 426,446.00	\$ 448,720.00	\$ 461,925.00	\$ 474,425.00	\$ 487,270.00

PROGRAMMING EXPENSES*	ACTUAL	PROJECTED	FIVE YEAR PLAN			
	2007-2008	2008-2009	2009-2010			
Food			\$ -			
Room Rental			\$ -			
Advertising			\$ -			
Entertainment			\$ -			
Travel			\$ -			
Other			\$ -			
Total Programming Expenses	\$ -	\$ -	\$ -			
GRAND TOTAL EXPENSES	\$ 419,925.56	\$ 426,446.00	\$ 448,720.00	\$ 461,925.00	\$ 474,425.00	\$ 487,270.00
Difference (Income Less Expenses)	\$ (5,350.91)	\$ 5,354.00	\$ 3,730.00	\$ 6,675.00	\$ 5,475.00	\$ 6,730.00
Total Capital From Previous Fiscal Year	\$ 34,600.82	\$ 27,467.06	\$ 22,116.15	\$ 27,470.00	\$ 31,200.00	\$ 37,875.00
Net Income From Previous Fiscal Year	\$ (7,133.76)	\$ (5,350.91)	\$ 5,354.00	\$ 3,730.00	\$ 6,675.00	\$ 5,475.00
Total Operational Reserves	\$ 27,467.06	\$ 22,116.15	\$ 27,470.15	\$ 31,200.00	\$ 37,875.00	\$ 43,350.00
Percentage	6.50%	5%	6%	7%	8%	9%

2013-2014

\$ 77,500.00

\$ 411,500.00

\$ 17,000.00

\$ 506,000.00

2013-2014

\$ 343,750.00

\$ 46,600.00

\$ 12,500.00

\$ 180.00

\$ 45,000.00

\$ 12,000.00

\$ 3,250.00

\$ 1,400.00

\$ 175.00

\$ 9,860.00

\$ 2,250.00

\$ 600.00

\$ 360.00

\$ 1,560.00

\$ 13,900.00

\$ 700.00

\$ 450.00

\$ 6,000.00

\$ 500,535.00

\$ 500,535.00
\$ 5,465.00
\$ 43,350.00
\$ 6,730.00
\$ 50,080.00
10%