

University of Houston Child Care Center

"Home of the Little Cougars"

www.uh.edu/ccc

STUDENT FEES ADVISORY COMMITTEE (SFAC)

FY 2009- 2010
PROGRAM QUESTIONNAIRE

- 1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefits for students.**

The University of Houston Child Care Center (UHCCC) presents this request for the Student Fees Advisory Committee (SFAC) to assist University of Houston (UH) students with children in paying for the cost of child care and to provide income for students working with children at the Center. In the early 1970's, UH students voiced a need for campus child care that provided a quality program in a nurturing environment. In keeping with the spirit and ideas of those forward thinking students and incorporating today's research on early childhood development, the UHCCC's mission is to provide exemplary early childhood education for the children of students, staff and faculty at the University of Houston by offering a model program tailored to ensure the quality of a child's daily experiences while building a foundation for future learning.

The accomplishment of this mission is met through established objectives. First, we are working to maintain a balanced budget by securing the Department of Education CCAMPIS grant funds, monitoring local rates, and promoting fundraising options. Second, we are maintaining the *National Association for the Education of Young Children (NAEYC)* program standards for accreditation, participating in the *Texas School Readiness* certification program, and increasing staff training hours. Third, we are advocating for children by focusing on current knowledge of child development and maintaining a safe/ healthy environment and respecting diversity. Fourth, we support families through Project IMPACT (Improving Mankind Parent And Child Together) parenting program and with CCAMPIS and SFAC scholarships child care tuition assistance. Fifth, we promote involvement within the University community via participation in Homecoming, *March for Babies*, Staff Council, University Commission on Women, and by collaborating with the UH Moore's School of Music. Finally, we strive to be a cooperative workplace where human dignity is respected and positive relationships are developed.

Justification of the unit's student fee allocation, in terms of benefits to students is multifaceted. To begin, the allocation of SFAC sponsored financial assistance funds allow many student parents to gain access to affordable, quality child care and facilitates retention and graduation rates. To fulfill our obligation to NAEYC accreditation Program Standards, there are special and additional costs involved. The greatest cost comes from the hiring of student staff that is needed to maintain NAEYC teacher: child ratios. These classroom assistant positions also help UH students by providing a source of income for those who choose to work at the Center. Often student parents enroll in UH classes even after graduating, just so their child can continue their learning at UHCCC. Through our Project IMPACT Parent Education program, developmental hand-outs and online resources the Center assists student parents in managing their dual roles as student and parent. Finally, by maintaining a high-quality early childhood program, as defined by NAEYC, the Child Care Center provides parents with reassurance of their child's well being and educational foundation which allows them to concentrate on their studies.

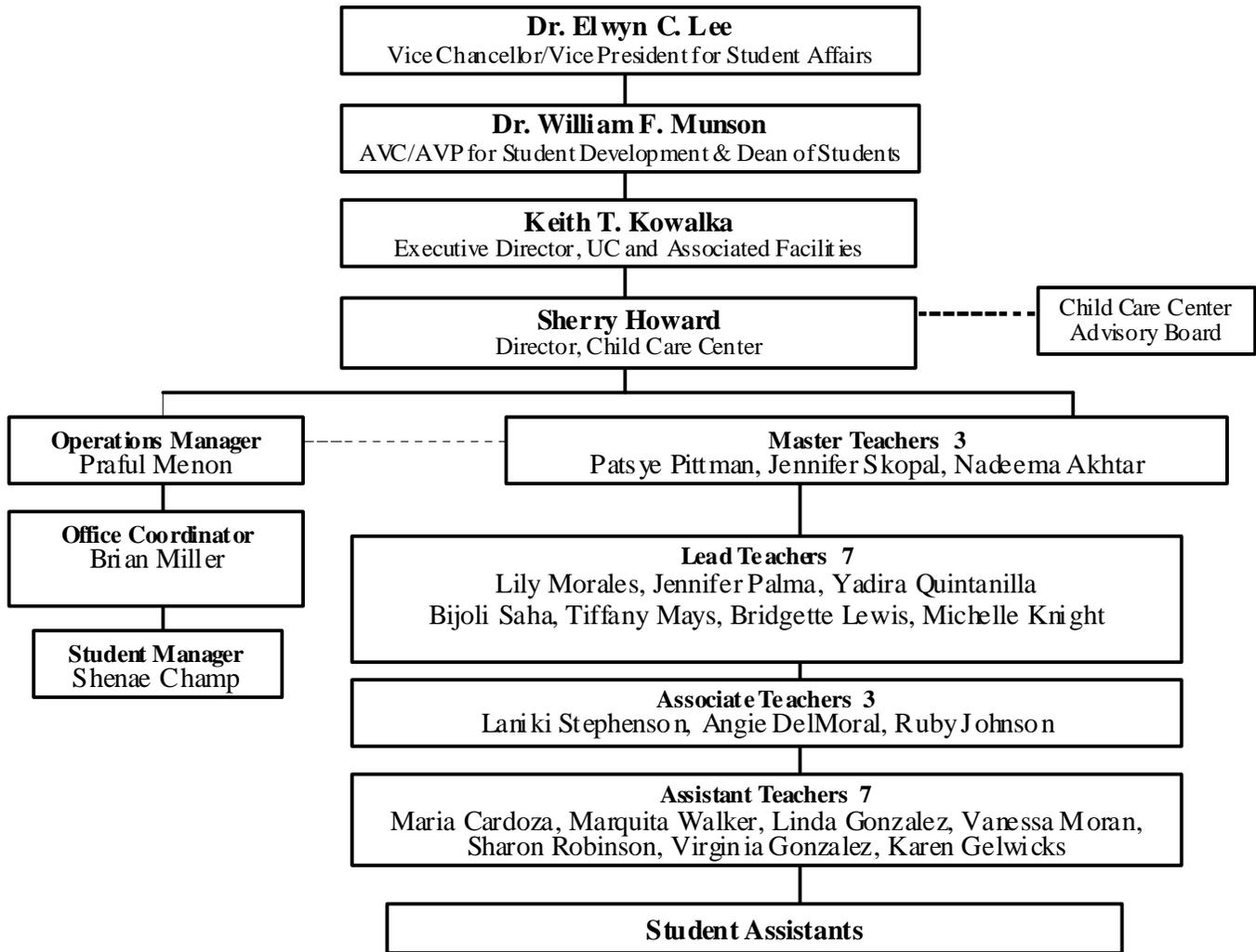
2. Provide an organizational chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.

See next page:

University of Houston Child Care Center



Organizational Chart



3. List the objectives that you provided with your 2008-2009 SFAC request. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.

Objective: The Child Care Center will work to maintain a balanced budget and establish a healthy financial record.

Strategy: The Child Care Center managers will research, collect data, and report to the Department of Education as related to the *Child Care Access Means Parents in School (CCAMPIS)* grant to ensure receipt of the annual award continues for next year.

Completed & On-going: The Child Care Center Administrative Team completed the 18 month report for the *Child Care Access Means Parents in School (CCAMPIS)* federal grant and submitted it to the Department of Education in May 2008. On October 1, 2008, UHCCC was successfully awarded \$236,300 for a third year of funding. Grant award is budgeted through September 30, 2010.

Strategy: The Child Care Center will explore ways to utilize the federal grant funds to help with facility repairs and to support our objective of maintaining a balanced budget.

Completed: The Child Care Center was able to complete many on-going maintenance projects this past year with the help of the federal grant funds. These projects included playground enhancements such as equipment and shade structures; outdoor ceiling fans; additional chain link fencing to separate play areas; and the purchase of new air conditioner units for all of the classrooms.

Strategy: The Child Care Center will continue to sponsor an Annual Fund Drive and promote the UH Faculty/Staff campaign on campus to help build the Giant Steps fundraising account, which can be utilized to off-set expenses.

Completed & On-going: The Child Care Center participated in the UH Faculty/Staff campaign on campus in the fall and received \$3,000 in donations. Our second annual fund letter is scheduled to be mailed out in March 2009. This past year the Giant Step fundraising efforts made it possible to replace all of our two-way radios and purchased a laptop computer with a wireless internet card, all of which increased our emergency preparedness at the Center.

Strategy: The Child Care Center will continue to review tuition and recommend increases as the market will allow in order to keep prices competitive with local accredited child care centers.

Completed: The Child Care Center implemented a small increase in child care tuition charges for FY 08-09; a \$5 increase across all programs for student rates and \$15 across all programs for staff and faculty rates. Our current prices are still below comparison averages for both local child care centers and campus child care centers. **Refer to Appendix for current UHCCC prices, local price comparisons and peer institution price comparisons.*

Strategy: The Child Care Center will maintain fundraising events such as t-shirt sales, taco sales, alumni picnic and the environmentally friendly, no-selling project of recycling printer cartridges.

On-going: The Child Care Center continued with fundraising efforts through school pictures, t-shirt sales, alumni picnic and the recycling of printer cartridges. Money collected from all fundraising is deposited into the Giant Steps account and used to off-set expenses for the Center. In addition the Child Care Center, in collaboration with the UH Moore's School of Music receives funding from a private donor for preschool music classes which is offered two times a week.

Strategy: The Child Care Center Administration will research and examine the possibility of eliminating the food program which would include the costs of food, supplies, full-time cook and part-time kitchen staff.

Completed: As the cook for the Child Care Center planned for retirement, the Center evaluated the financial pros and cons related to the food program. Based upon this analysis the food program was eliminated on August 25, 2008. This change allowed UHCCC to not replace the cook after her retirement and reduced the need to renovate and update an aging kitchen to accommodate cooking full meals two times a day. We still offer a morning and an afternoon snack for the children along with whole milk and provide access to a catering service for those parents who do not want to pack a lunch for their child. Currently we have about 40 parents that use the catering service each month. Over 100 families are packing a lunch for their child daily and below are some comments from these parents in relation to this program change:

“My three year old cannot wait to help pack her tinker bell lunch box each morning!”
P. Bordnick PhD, Associate Professor College of Social Work

“I have appreciated the nutritional value of the snacks provided - lots of fruits and vegetables (not just pretzels and crackers every day).”
E. Leffler, Office of University Advancement

“My daughter has enjoyed helping select her own items for lunch; I like being able to offer her foods that I know are wholesome and that she enjoys. It's like she gets to have a little piece of kindness and reminder from home on each of her school days. In these times of speed and convenience, I think children do appreciate that mom and dad took the extra time to make a special lunch just for them.”
J. Aiyer, Graduate Student Hotel and Restaurant Management

Strategy: The Child Care Center will continue to evaluate the organizational structure to ensure the best utilization of all staff positions.

On-going: The Child Care Center has proposed an organizational realignment to better reflect daily operations at the Center and to distribute management duties including administrative oversight of licensing/accreditation standards, environmental health/ safety issues and classroom curriculum. Best utilization of each staff position is a goal that helps create the most effective environment for children's learning outcomes. **Refer to Appendix for an organizational chart that reflects the realignment plan.*

Strategy: The Child Care Center will review options for funding the federally mandated minimum wage increase scheduled for July 2009, while also ensuring the Child Care Center Student Development program continues to offer career ladder options.

Completed & On-going: With CCAMPIS funds allocated for student wages, the Child Care Center implemented a partial increase in student wages of \$0.50 in January 08 and an additional \$0.50 increase in January 09. This ensures complete compliance with the July 2009 deadline for a minimum wage of \$7.25. Also, UHCCC updated the student development program and career ladder to reflect these increases; *however, it is important to note that without the federal grant funds this increase would not have been possible.*

Objective: The Child Care Center will continue to uphold National Accreditation Program Standards (NAEYC), with a commitment to the NAEYC Code of Ethical Conduct.

Strategy: The Child Care Center will continue to align the program and curriculum with National Accreditation Standards, State Child Care Licensing Regulations, *Texas Early Education Model (TEEM)* and the Texas Education Agency School Readiness Benchmarks.

Completed & On-going: The Child Care Center ensures each classroom curriculum follows the NAEYC accreditation standards through training, classroom observations and

teacher feedback. In addition, the Center maintained State Licensing standards and school readiness benchmarks through the *TEEM* project curriculum which utilizes instructional approaches that reinforces the reading and social competence of the children.

Strategy: The Child Care Center will utilize the new NAEYC Program Standards and accreditation criteria for monthly training programs and professional development.

Completed & On-going: The Child Care Center continues to train on the NAEYC Program standards during staff development/early dismissal days and we are developing classroom, curriculum and administrative portfolios in preparation for the reaccreditation process which starts in fall 2009.

Strategy: The Child Care Center will complete the NAEYC on-line annual accreditation report outlining our compliance with the accreditation requirements.

Completed: The Child Care Center Administrative Team completed the annual NAEYC accreditation report and received notice in October 2008 of continued accreditation status for 2008 – 2009.

Strategy: The Child Care Center will continue to seek annual School Readiness certification from the *Texas Early Education Model (TEEM) Project*; thus, demonstrating excellence in developing school readiness skills.

Completed & On-going: The Child Care Center did receive Texas School Ready re-certification in fall 2008. Our classrooms established an environment that facilitated the preschool children who graduated and entered Texas public Kindergarten in the 2007 – 2008 school year to have the cognitive and social skills needed to be successful in school. The certification data was collected by the Texas State Center for Early Childhood Development and is based on characteristics of the classroom such as instructional approaches, as well as teacher professional development and the reading and social competence of the children once they enter kindergarten.

Strategy: The Child Care Center staff will commit to furthering the values of early childhood education by honoring the ideals and principles of the NAEYC Code of Ethical Conduct.

Completed & On-going: The Child Care Center staff trained on the NAEYC Code of Ethical Conduct many times throughout the year. UHCCC managers have creatively designed games and activities to reinforce the ideals and principals of the NAEYC Code of Ethical Conduct and continue to utilize the principals in decision making processes at all levels.

Strategy: All Child Care Center staff will enroll in classes for career development, including recertification in pediatric first aid and CPR, NAEYC Early Childhood Program Standards and developmentally appropriate practices.

In-process: The Child Care Center staff completed pediatric first aid and CPR recertification, while also attending seminars, conferences and workshops offered on developmentally appropriate practices in early childhood education. Additionally, two assistant teachers enrolled in Child Development Certification training and two assistant teachers enrolled in Child Development Associate degree programs.

Strategy: The Child Care Center managers and staff will evaluate the NAEYC accreditation requirements in relation to other early childhood accrediting agencies.

Completed & On-going: The Child Care Center continues to review and monitor the updated NAEYC accreditation standards, including the requirement for early childhood teachers to obtain a four year degree. The Center is accredited with NAEYC until 2010.

Strategy: The Child Care Center will explore other child care accreditation options from different early childhood organizations

Completed & On-going: The Child Care Center reviewed several early childhood accreditation options. *AdvanceEd, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)* seems to most closely match our needs. This association accredits the University of Houston as well. The program recognizes teachers with Child Development Credentials and allows for the number of years of teaching experience to be reflected in a teacher's portfolio.

Objective: The Child Care Center will acknowledge a collective obligation to advocate for the best interest of children within early childhood programs and serve as a voice for young children everywhere.

Strategy: The Child Care Center staff will ensure that our work with the children is based on current knowledge of child development and research in early childhood education.

Completed & On-going: The Child Care Center continues to offer training on early childhood topics that are based on current research and knowledge of early childhood development, such as Creative Curriculum, Playground Safety, Teacher/ Child Interactions and the Magic of Movement and Music. In addition, our preschool teachers participated in "Ramps and Pathways" training sponsored through a University of Northern Iowa National Science Foundation Grant in collaboration with the School Literacy and Culture Project at Rice University Center for Education. It is important for staff to stay up-to-date with early childhood educational trends that provide them a solid foundation for making daily decisions in the classroom.

Strategy: The Child Care Center will continue to serve as an advocate for children, their families and their teachers in the community and society.

Completed & On-going: The Child Care Center staff participated in the State Employee Charitable Campaign (SECC) choosing charities that shape the future of children. In addition, UHCCC staff participated in fundraising for the *March for Babies* campaign and we continue to research child care services on other university campuses seeking to assure the University of Houston stays on the cutting edge of serving young children, as well.

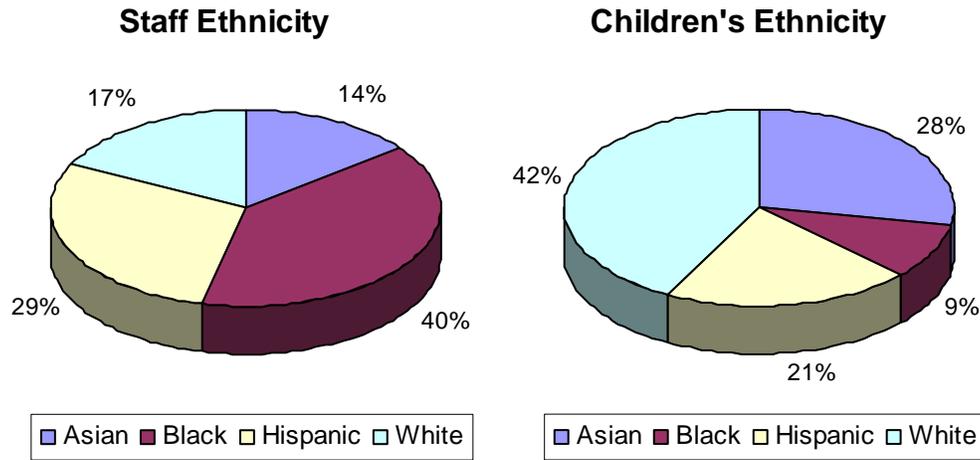
Strategy: The Child Care Center will continue to provide care and education in a setting that is safe, healthy, nurturing and respectful of each child.

Completed & On-going: The Child Care Center made great strides this past year in maintaining and updating the physical environment to be safe and healthy for the children. We renovated and added many features to the playgrounds including three shade structures to protect the children from harmful sun rays. Also, we added new classroom toys and equipment to replace worn and broken items and had environmental and air quality testing done in our classrooms. Sheetrock was replaced around the AC unit in one classroom to ensure a healthy setting for the children and staff.

Strategy: The Child Care Center staff will respect the dignity and preferences of each family and make an effort to learn about its structure, culture, language, customs and beliefs.

Completed & On-going: The Child Care Center engaged in numerous multicultural events and activities designed to respect and teach about the customs, beliefs and language of others. Some of these celebrations included Eid, Dewali, Chinese New Year, Multicultural Holiday Musical and Black History Month. In all multicultural events we collaborate with staff and families to provide accurate reflections of each custom. This not only provides a fun educational experience for everyone, it also allows for a shared sense of community.

The graphs below exhibit the ethnic diversity at the Center with both **full-time** and **part-time** staff and for the children.



Strategy: The Child Care Center staff will use early learning assessment information to understand and support children’s development and learning.

Completed & On-going: The Child Care Center began the Creative Curriculum assessment training this year for the infant and toddler teachers to use with their children and for creating classroom lesson plans; the preschool program continued to use both the Learning Assessment Profile and the Texas Early Education Model for their children’s learning assessments and curriculum development.

Objective: Families are of primary importance in children’s development and the Child Care Center will work towards collaboration between the home and school in ways to enhance the child’s development.

Strategy: The Child Care Center will continue to offer Project IMPACT parenting program to enhance parent’s understanding of children and support the continuing development of their skills as parents.

Completed & On-going: The Child Care Center created a fun and enjoyable parenting program with Project IMPACT (*Improving Mankind Parent and Child Together*) by offering classes in music, movement and dance for parent and child together. UHCCC grant managers provided information called “*Houston Happenings*” about children’s events around town. Parents were encouraged to record any parent and child activity that they participated in on the weekends and were given credit for time spent together as part of the Project IMPACT program. Additionally, the Center offered Infant/ Child and Adult CPR, pediatric first aid, car seat safety and children’s discipline classes for parents to increase their knowledge and preparedness for parenting. The following quotes from participating parents demonstrate some of the benefits of Project IMPACT:

“I have learned to treasure the time I spend with my son, which in turn gives me the courage and the strength to keep pursuing my educational goals. The things we have learned together and the special memories we have made are due in a large part to CCAMPIS and Ms. Sherry Howard and Ms. Jennifer Skopal’s commitment to helping college students be the best parents they can be!”
C. Hernandez, senior UH Communications Disorders major

“Thanks to CCAMPIS I have been able to spend more time with my child. I love the workshops for parents; I think it is a great idea to inform and teach parents about issues that concern us.”
E. Garcia-Cortes, senior UH Education major

“Project IMPACT and the CCAMPIS scholarship we receive for Isabella’s daycare has made way for us to have all of these special moments of fun and bonding. We can honestly say our current financial position does not allow for much leisure spending, so we are very grateful to this wonderful program. Thank you for opening up so many unforgettable opportunities for our family.”
C. Garcia, senior UH English major

Strategy: The Child Care Center will continue to maintain an updated and interactive website, publish a monthly newsletter, use emails, conferences, and personal interactions to make sure we communicate effectively with all families.

Completed & On-going The Child Care Center added new pages to our website discussing school readiness/ TEEM Project, Friends Supporting the Arts, Music Education and new child care tuition scholarship information. Additionally, we utilized other methods of communication with fun newsletters each month, informative emails as well as parent conferences and open house for preschool children.

Strategy: The Child Care Center will continue to research and apply for grant money, when applicable, to provide student parents assistance with child care expenses and to support both retention and graduation from the University.

Completed & On-going: The Child Care Center successfully secured another year of funding for \$236,300 from the Department of Education to provide parents assistance with child care expenses, and the CCAMPIS 18 month report indicated both a successful retention rate and graduation rate from the parents participating in this program. SFAC child care tuition scholarships is another positive source of student parent assistance as seen in the following quotes from UH parents:

“Receiving financial aid from the Child Care Center has allowed my husband and I to finish our undergraduate degrees. Without the extra help we might not have been able to do so. I am truly blessed to be able to follow my dreams while my son has a great time at the Child Care Center.”
S. Perkins UH Graduate Student in Communication Disorders

“If it weren’t for the staff at UHCCC assisting us with enrollment in SFAC scholarship assistance, we would have certainly been forced to remove Joseph from the program. This would have made my graduation from UH impossible. Thankfully the SFAC assistance will allow me to stay in school and my son to stay at the Child Care Center. We are very grateful for the program and the staff’s dedication to providing an enriching environment for our son.”
M. Barrett senior UH Psychology Major

“The SFAC scholarship would enable me to continue my studies while my child is in a safe place receiving the nurturing and care that is necessary for her development. While child care is a priceless service provided to all parents, for a parent-student like me it is particularly important in advancing my personal educational goals and strengthening my family as a whole.”
N. Kalinchuk UH Graduate Student in College of Social Work

The Child Care Center provided a total of \$52,281.75 in child care tuition assistance in fall 2008 which includes both CCAMPIS funds and SFAC funds. **Refer to the scholarship overview chart in the appendix for a historical perspective of UHCCC contributions to UH student parents.*

Strategy: The Child Care Center managers will review all written policies to ensure clarity for why we operate in accordance with our ethical responsibilities to children.

Completed & On-going: The Child Care Center Administrative Team updated/revised the parent handbook, website, various enrollment forms, confidentiality form, and the student and staff handbooks to reflect the NAEYC accreditation program standards and to clarify our reasons for operating in accordance with our ethical responsibilities to children.

Strategy: The Child Care Center staff will inform parents about the nature and purpose of children's assessments and share how data about their child will be used to develop curriculum.

Completed & On-going: The Child Care Center staff informed parents about their children's assessments through parent/teacher conferences and parent meetings; and by providing written information to the parents about the meaning and usefulness of the child's assessment results for the individual child and for classroom lesson planning.

Objective: The Child Care Center will continue to promote involvement with the University community.

Strategy: The Child Care Center will host the 6th annual Little Cougar Pep Rally for homecoming and join in other homecoming activities on campus.

Completed: The Child Care Center hosted the 6th annual Little Cougar Pep Rally for Homecoming 2008 which was a fun and joyful celebration. The Center also participated in the campus *Spirit Bell* competition for Homecoming and won first place for the second year in a row. Homecoming is a special occasion at the Center for children, staff and families to build community.

Strategy: The Child Care Center will take part in campus-wide activities, events and annual celebrations.

Completed & On-going: The Child Care Center staff participated in holiday celebrations with the University Center and Associated Facilities and the Division of Student Affairs. We also took part in the Hurricane Ike volunteer program and many of our staff attended the UH football game and tailgate party which was a celebration for this effort. Other activities attended by staff included end of the year celebrations, staff forum, staff picnic and the Women's Resource Center's Dewali Celebration.

Strategy: The Child Care Center staff will participate in Staff Council and various other groups/activities on campus i.e. Women's Commission, Staff Affairs, and Management Institute.

Completed & On-going: The Child Care Center director participated in Staff Council and The University Commission on Women and one manager attended the Management Institute in 2008. Many staff attended various UH sporting events, *March of Dimes* and *Frontier Fiesta* as well as served on advisory committees on campus such as the Commuter Services Advisory Board.

Strategy: The Child Care Center will sponsor a second annual alumni event to celebrate over 30 years on campus.

Completed: The Child Care Center sponsored the second annual Alumni Reunion on October 17th. The event was successful and we had over 200 people in attendance. In addition, we collaborated with the UH Greek community for this event; volunteers from fraternities and sororities helped to oversee the children's activities such as pumpkin painting.

Strategy: The Child Care Center managers will advocate on campus for the Child Care Center facilities, and research potential solutions for our aging facilities.

On-going: The Child Care Center Administrative Team did advocate on campus for Child Care and facilities by participating in a written resolution with endorsements from Staff Council, the University Commission on Women and Faculty Senate. The resolution was delivered to President Khator and at this time we are waiting for a response. The Child Care Center Advisory Board continues to advocate for solutions to the Child Care Center aging

buildings and Staff Council and the University Commission on Women continues to advocate for child care services on campus.

Objective: The Child Care Center will commit to being a caring, cooperative workplace, where human dignity is respected, professional satisfaction is promoted and positive relationships are developed and sustained.

Strategy: The Child Care Center's primary focus in this area will be to continue maintaining a physical setting and relationships that support productive work and meet professional needs.

Completed & On-going: The Child Care Center addressed many issues of the physical setting for staff last year by cleaning out areas, removing clutter and broken equipment and by adding some new furniture and computers made possible with CCAMPIS grant funds and Giant Steps fundraising dollars. These improvements in the environment provided a big morale boost to all staff working at the Center. In support of productive work relationships staff exchanged Secret Santa gifts and coordinated matching UHCCC t-shirt days to demonstrate spirit and unity.

Strategy: The Child Care Center will recognize the contributions of colleagues, including student staff to our program.

Completed & On-going: The Child Care Center celebrated teacher appreciation week with a luncheon for staff, and several days of treats brought by parents including spa lotions and creams, desserts and flowers.

Student staff received a week of pampering in December in which, fulltime staff provided breakfast and desserts while parents filled gift bags full of goodies for each student.

UHCCC staff also hosted a graduation party/luncheon for our students who graduated in May 2008 and those who graduated in December 2008.

Strategy: The Child Care Center will strive to bring awareness to, and when possible, secure adequate and equitable compensation for those who work on behalf of young children.

Completed & On-going: The Child Care Center is working to realign organizationally and to evaluate job descriptions. Securing adequate and equitable compensation for those who work on behalf of children is a principal of the NAEYC Code of Ethical Conduct. We are fortunate to have a responsive administration at UH to share in this process and the federal CCAMPIS funds have helped with the student assistant's minimum wage increase.

Strategy: The Child Care Center will encourage and support continual development of all employees in becoming more skilled and knowledgeable practitioners.

Completed & On-going: The Child Care Center hosted many training sessions for all staff on a variety of topics including team building, True Colors, Nutrition and Licensing Weighted Standards. Also, with CCAMPIS funds we paid for Child Development Associate classes for those teachers interested in earning this certification and we participated in the UH college release program for those attending college classes both on and off campus.

Strategy: The Child Care Center will promote working in a fun environment to benefit all.

Completed & On-going: The Child Care Center hosted many fun activities and events for the children, parents and staff. The federal CCAMPIS grant funds allowed for extra-curricular program activities such as Arts Alive and Tumble Tykes which enriched classroom curriculums and environments for all involved. Also, we continued with staff training to encourage an enjoyable setting with classes on Inspiring Creativity and True Colors Personality Awareness.

4. Please discuss the means you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exists, discuss the number of persons served by each of your programs and the satisfaction level of those served. Please provide the method for collecting these data.

The University of Houston Child Care Center employs a variety of formal and informal modes of evaluation. The Child Care Center is licensed by the Texas Department of Family and Protective Services, and a department inspector completes an annual inspection of the Center with a written report. Through the national accreditation system, NAEYC uses the Program Standards to define quality and recognize programs that have demonstrated the capacity to sustain quality over time. Accredited programs are required to submit Annual Reports each year to document their continued compliance with each standard. Also, the *Texas Early Education Program* certified our Center as a pioneer classroom for Texas School Readiness in 2007 and re-certified our program for 2008; this certifies status is based on characteristics of the classrooms such as instructional approaches, as well as teacher professional development and the reading and social competence status of the children once they entered Kindergarten. UHCCC provides our students with a positive educational foundation and educational components are in place to prepare children to succeed in school and beyond. In all of these areas, UHCCC has met all standards and continues to receive marks of excellence.

Another reliable source of feedback is parents. The UHCCC website has a form parents can use to provide comments/suggestions/feedback or ask questions and then submit it online. Parents receiving the SFAC and CCAMPIS scholarship funds are requested to write letters relating to their experiences with the Center and the availability of scholarships. Also, parent and staff surveys are administered to assist the Center in the commitment to continuous improvement. Another excellent time for feedback is during the parent/teacher conferences because these meetings provide an opportunity for individual comments on the program's operation.

The Child Care Center Advisory Board (CCCAB), Constitution and By-laws also serve to guide the program. CCCAB members, composed of students, staff, faculty and elected parents, attend monthly meetings to discuss the Center's objectives and progress towards annual goals. Additionally, UHCCC serves 153 children per semester and maintains a waiting list with over seventy names, which indicates the value of the program to the community. All of these components serve as an integral part in the determination of the Center's objectives and in the provision of feedback regarding successes.

- 5. Please discuss any budget changes from your last (FY2009) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2008 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.**

Approved overall income and expense decreased by (\$27,000) from original requested levels as explained below. There is no adverse impact on the ability of the Center to fulfill its mission to students.

A. Income:

Overall income change from amount on SFAC request form by (\$27,000) as follows:

| | |
|------------------------------|--------------------------|
| Decrease due to food program | <u>(\$27,000)</u> |
| | <u>(\$27,000)</u> |

B. Expenses:

Management adjusted expenses to meet current needs as follows:

| | |
|--|--------------------------|
| Increase in mandated Salary | \$22,471 |
| Increase in mandated salary related benefits | \$ 5,843 |
| Increase in related Administrative Charge | \$ 1,076 |
| Decrease due to food program: | |
| Food Cost | (\$20,000) |
| Non Exempt Employee Salary | (\$21,924) |
| Student wages | (\$ 7,800) |
| Related Fringe Benefits | (\$ 7,971) |
| Related Administrative Charge | (\$ 2,769) |
| Increase in Equipment Replacement Reserve | \$12,374 |
| Increase in Membership Dues | \$ 700 |
| Decrease in Equipment Purchase Estimates-Paid for by CCAMPIS Grant | <u>(\$ 9,000)</u> |
| | <u>(\$27,000)</u> |

The Child Care Center does not receive state funding to address deferred maintenance, emergencies and capital expenditures. Funding for repair and replacement cost must be accumulated in order to maintain a systematic maintenance program. The Center accumulates cash to fund repairs, renovation, and replacement.

In addition, the Child Care Center strives to maintain contingency funds to cover costs associated with unforeseen events such as hurricanes, fire damage, internal system failure, severe weather damage and the like. Reacting to questions of the matter, the Department of Planning suggests that the Center maintain a reserve of \$100,000 to cover emergencies. The management team is committed to keeping the building in a state of good repair for the safety of the children.

The Child Care Center balance in the reserve renovation account carried forward from FY2008 is \$56,194.

The financial plight of the Child Care Center over the last several years has been a concern. However, the current leadership, working with the Child Care Center Advisory Board and the Student Affairs administration has reviewed funding issues and business practices to ensure this auxiliary unit will become financially solvent. As a result of several years of financial efficiencies and as a result of the federal CCAMPIS grant funds the Child Care Center was able to end FY 2007 and FY 2008 with a balanced budget. The University contributed just over just over \$100,000.

6. Please list your 2009-2010 objectives in priority order. Larger units may wish to group your response by subprogram. Under each objective, state the specific programs, activities, and/or service that you plan to implement to meet your objectives.

Objective: The Child Care Center Administrative Team will remain focused on fiscal management strategies, making every effort to sustain a breakeven budget.

Strategy: The Child Care Center managers will research, collect data, and submit reports to the Department of Education for the *Child Care Access Means Parents in School (CCAMPIS)* grant to ensure continued funding for the duration of the award.

Strategy: The Child Care Center will creatively utilize the federal grant funds to help support the objective of maintaining a balanced budget thus creating an effective environment for children's learning outcomes.

Strategy: The Child Care Center managers will focus on innovative strategies for financial stability for the Center once the current grant cycle is completed in 2010, including re-applying for the federal grant if that becomes an option.

Strategy: The Child Care Center will continue to sponsor an Annual Fund Drive and promote the UH Faculty/Staff campaign on campus, working to increase funds in the Giant Steps fundraising account to off-set expenses.

Strategy: The Child Care Center will continue to review tuition costs and recommend increases as the market allows, in order for UHCCC prices to remain competitive with local accredited child care centers.

Strategy: The Child Care Center will maintain current fundraising activities like recycling printer cartridges, alumni picnic and school pictures while also researching other opportunities to increase funds in the Giant Steps account.

Objective: The Child Care Center will ensure National Accreditation Program Standards are followed and any new criteria implemented.

Strategy: The Child Care Center staff will make sure that our work with the children is based on current knowledge of child development and research in early childhood education by offering purposeful trainings.

Strategy: The Child Care Center will ensure NAEYC accreditation is maintained by outlining our compliance with the program standards in the annual report.

Strategy: The Child Care Center, will apply to be a candidate school with *AdvanceEd*, the *Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)* and start the self study process for a second accreditation.

Strategy: The Child Care Center will continue to seek annual School Readiness certification from the *Texas Early Education Model (TEEM) Project* for a third year; thus, establishing an environment that facilitates the development of school readiness skills.

Strategy: All Child Care Center staff will participate in classes for career development, including recertification in pediatric first aid and CPR, Early Childhood Program Standards and developmentally appropriate practices.

Strategy: The Child Care Center staff will commit to furthering the values of early childhood education by honoring the ideals and principles of the NAEYC Code of Ethical Conduct.

Strategy: The Child Care Center will encourage and support continual development of all employees in becoming more skilled and knowledgeable practitioners through individual professional growth plans which will contribute to the Center's training objectives.

Objective: The Child Care Center will continue to provide exemplary early childhood education and services to the children and families that we serve.

Strategy: The Child Care Center will continue to align the program and curriculum with National Accreditation Standards, State Child Care Licensing Regulations, *Texas Early Education Model (TEEM)* and the Texas Education Agency (TEA) School Readiness Benchmarks.

Strategy: The Child Care Center will maintain the Project IMPACT, *Improving Mankind Parent and Child Together*, parenting program to enhance understanding of children and support the continuing development of parent's skills.

Strategy: The Child Care Center will strive to increase parent participation in Project IMPACT programs and classes by offering opportunities, trainings and activities at a variety of times; plus review the CCCAB goal of establishing a formal Parent Organization.

Strategy: The Child Care Center will continue to provide care and education in a setting that is safe, healthy, nurturing and respectful of each child.

Strategy: The Child Care Center will maintain an updated and interactive website, publish a monthly newsletter, use emails, conferences, and personal interactions to make sure we communicate effectively with all families.

Objective: The Child Care Center will remain focused and committed to UH student graduation/retention by providing child care tuition assistance and job/volunteer opportunities on campus.

Strategy: The Child Care Center will have 50% of UH student parents, partially supported by CCAMPIS, graduate within six years of enrolling or transferring into a four year program at UH and 25% graduate within a period longer than six years after enrolling or transferring to a four year program at UH.

Strategy: The Child Care Center will maintain a minimum of 50% of UH Child Care Center enrollment with children of UH student parents, and continue to offer UH student parents enrollment priority.

Strategy: The Child Care Center will collaborate with UH student organizations to increase volunteer hours for community service at the Child Care Center.

Strategy: The Child Care Center will work to ensure UH student parents eligible for UH Child Care Center scholarships receive child care tuition assistance.

Strategy: The Child Care Center will continue to offer student employees a development program designed to compliment and enhance the UH student's experience in support of University retention and graduation rates.

Objective: The Child Care Center will promote UH community involvement and advocate for local community advancement.

Strategy: The Child Care Center will increase participation in the *March for Babies* fundraising walk and continue to seek valuable monetary contributions.

Strategy: The Child Care Center will earn Texas School Ready Certification again for 2009 - 2010; contributing to the community of Houston and the state of Texas by effectively preparing children for kindergarten:

**The Center became one of the first PIONEER Texas School Ready™ sites in the state of Texas in September 2007. Texas School Ready!™ is a program that certifies preschool education classrooms that effectively prepared their students for kindergarten. Texas School Ready! is administered by the Texas State Center for Early Childhood Development (SCED).*

Strategy: The Child Care Center will host a third annual UHCCC Alumni event to celebrate over 30 years on campus and to encourage community commitment.

Strategy: The Child Care Center will host the seventh annual Little Cougar Homecoming Pep Rally and participate in other homecoming activities on campus.

Strategy: The Child Care Center will work to increase the number of staff participating in the State Employee Charitable Campaign (SECC).

Objective: The Child Care Center will continue the commitment to being a caring, cooperative workplace, where human dignity is respected, professional satisfaction is promoted and positive relationships are developed and sustained.

Strategy: The Child Care Center will encourage parents to participate in recognizing teachers during National Teacher Appreciation week.

Strategy: The Child Care Center team will engage in fun activities, like Secret Santa and "Way to Go" banners to support each other and build positive relationships.

Strategy: The Child Care Center will arrange for teacher training and professional development respecting each staff member's individual needs as determined by professional development plans.

Strategy: The Child Care Center will continue to embrace diversity and promote multicultural celebrations and events that are reflective of our ethnic make-up.

Strategy: The Child Care Center will host teacher luncheons and student staff appreciation events to express admiration for the commitment our staff makes to the Center and children.

7. What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)?

The Child Care Center is supported primarily through child care tuition fees, SFAC funds and support dollars received from the University. An addition to the Child Care Center budget for the third year in a four year grant cycle is the federal *Child Care Access Means Parents in School (CCAMPIS)* grant awarded from the Department of Education. Currently the Child Care Center managers monitor information from the federal government and the Department of Education regarding early childhood funds and possible grant opportunities.

Additionally, the Child Care Center participates in the UH Faculty/Staff Campaign to increase fundraising dollars in the UHCCC Giant Steps account. Other sources of funding include fundraisers such as the Alumni Reunion and the UHCCC Annual Fund Drive. The Child Care Center also receives a private donation from a Moore's School of Music Patron.

All those working with UHCCC are interested in seeing the Center become financially healthy and sustaining a balanced budget.

8. Please describe any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.

The UH campus has two early childhood facilities, the University of Houston Child Care Center and the Human Development Laboratory School. These two programs do overlap in that they both provide educational services for young children; however, each program has its own unique mission, which determines the services offered. Thus, the rationale for the overlap is rooted in the facilities' distinct missions and services.

The chart below identifies some of the differences and overlap in the two early childhood schools located on campus.

| |  | UH Human Development Laboratory School |
|-------------------------------|--|--|
| NAEYC Accredited | Yes | Yes |
| Mission | To provide exemplary early childhood education for the children of students, staff and faculty at the University of Houston by offering a model program tailored to ensure the quality of a child's daily experiences while building a foundation for future learning. | A unique and exciting model educational program in a University setting which promotes a child's reasoning, autonomous self-regulation, interpersonal understanding, and social collaboration (including conflict resolution). |
| Philosophy | Developmental Appropriateness | Constructivist |
| Population Served | UH Community only | Public |
| Number of Children Served | 153 | 80 |
| Ages of Children Served | 3 months to 5 years | 18 months to 5 years |
| Number of Classrooms | 9 | 4 |
| Tuition Rates | * see appendix | * see appendix |
| Annual Fees | \$345 | \$525 |
| Website | Yes / extensive | Yes / limited |
| Alumni Organization | Yes | No |
| Advisory Board | Yes | No |
| Waitlist | Yes | Yes |
| Tours | Offered daily | Offered every other week |
| Online Resources | Yes | No |
| Food Program | No | No |
| Training Site for UH Students | Optional | Yes |
| Auxiliary/ Self-funded | Yes | No |

APPENDIX

UHCCC Weekly Tuition Rates – Effective Fall 2008

| <u>Weekly Tuition</u> | <u>Student</u> | <u>Staff</u> | <u>Faculty</u> |
|--|-----------------------|---------------------|-----------------------|
| <i>Full Time</i> | | | |
| <i>Non-mobile Infant Room</i> | \$215.00 | \$240.00 | \$245.00 |
| <i>Infant Rooms</i> | \$205.00 | \$230.00 | \$235.00 |
| <i>Toddler Rooms</i> | \$180.00 | \$205.00 | \$210.00 |
| <i>Pre-K Rooms</i> | \$155.00 | \$180.00 | \$185.00 |
| | | | |
| <i>Part Time (M, W, F only)</i> | | | |
| <i>Toddler Rooms</i> | \$165.00 | \$190.00 | \$195.00 |
| <i>Pre-K Rooms</i> | \$145.00 | \$170.00 | \$175.00 |
| | | | |
| <i>Part Time (T, TH only)</i> | | | |
| <i>Toddler Rooms</i> | \$ 145.00 | \$170.00 | \$175.00 |
| <i>Pre-K Rooms</i> | \$ 125.00 | \$150.00 | \$155.00 |

**UH Human Development Lab School Weekly Tuition Rates
Effective Fall 2008**

| Half Day Program | Weekly Amount |
|------------------------------|-----------------------|
| Explorers (18 months – 2yrs) | \$182.50 |
| Experimenters (2yrs – 3yrs) | \$182.50 |
| Investigators (3yrs – 4yrs) | \$176.25 |
| Inventors (4yrs – 5yrs) | \$176.25 |
| | |
| Full Day Program | Monthly Amount |
| Explorers (18 months – 2yrs) | \$207.50 |
| Experimenters (2yrs – 3yrs) | \$207.50 |
| Investigators (3yrs – 4yrs) | \$201.25 |
| Inventors (4yrs – 5yrs) | \$201.25 |

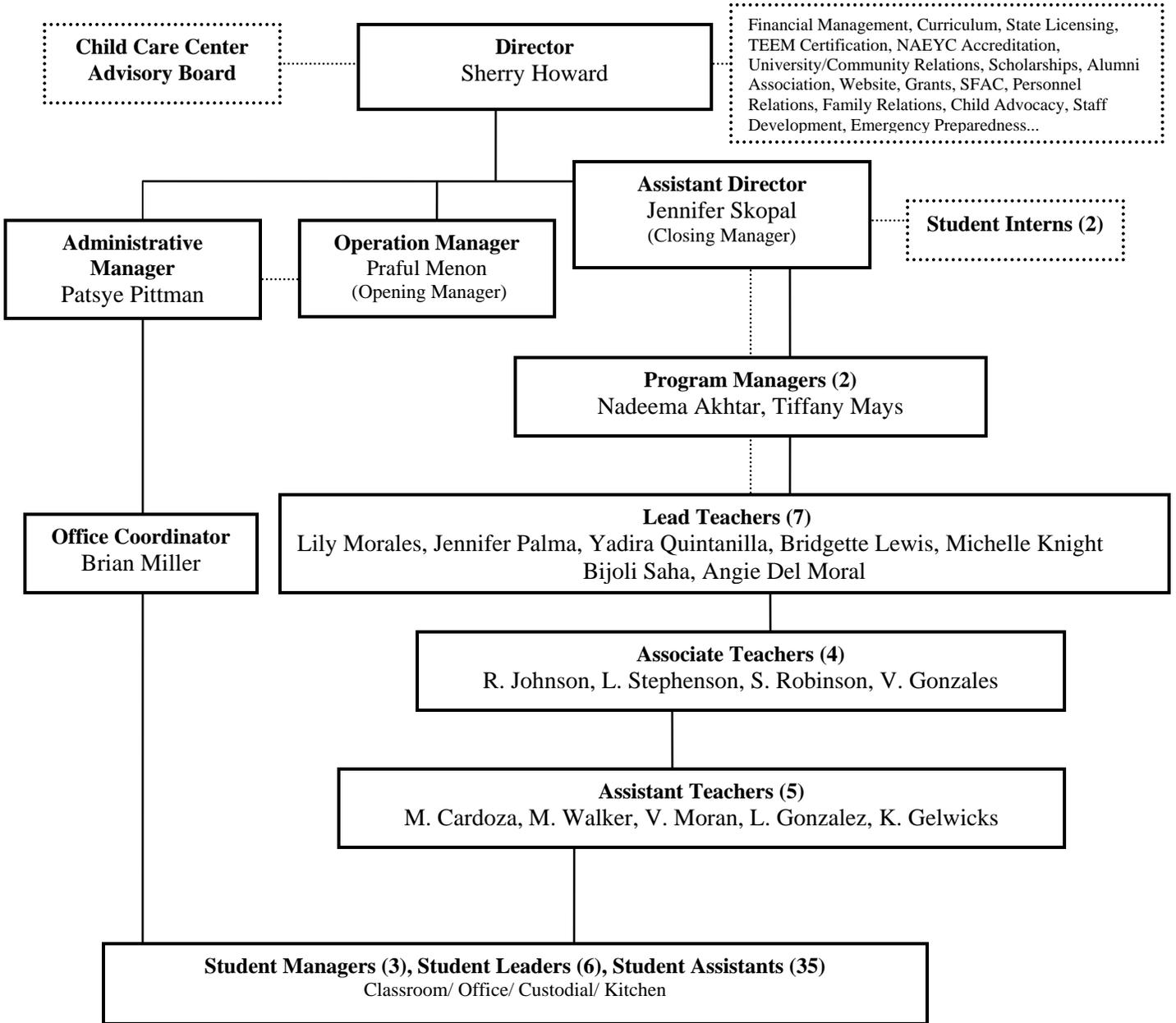
**CHILD CARE CENTER RATE COMPARISON
HOUSTON AREA
November 2008**

| CENTER NAME | INFANT | TODDLER | PRESCHOOL | NAEYC* |
|---------------------------------|--|--|--|---------------|
| Crème de La Crème | \$332/wk | \$321/wk | \$266/wk | No |
| Bright Horizons | \$320/wk | \$278/wk | \$254/wk | Yes |
| West Lake Child Dev. Center | \$305/wk | \$272/wk | \$249/wk | Yes |
| Montessori Downtown | \$237.25/wk | \$222.25/wk | \$207.25/wk | Yes |
| Primrose Children's Center | \$235/wk | \$215/wk | \$190/wk | No |
| UH Human Development Lab School | NA | \$207.50/wk | \$201.25/wk | Yes |
| KinderCare | \$223/wk | \$193/wk | \$170/wk | No |
| UH Child Care Center | Student: \$205 - \$215/wk Staff: \$230 - \$240/wk Faculty: \$235 - \$245/wk | Student: \$180/wk Staff: \$205/wk Faculty: \$210/wk | Student: \$155/wk Staff: \$180/wk Faculty: \$185/wk | Yes |
| Child Time | \$195/wk | \$180/wk | \$175/wk | No |
| La Petite | \$190/wk | \$165/wk | \$155/wk | No |
| The Children's Gallery | \$181/wk | \$169/wk | \$143/wk | No |

**CHILD CARE CENTER RATE COMPARISON
URBAN 13 & TEXAS UNIVERSITIES
November 2008**

| CENTER NAME | INFANT | TODDLER | PRESCHOOL | NAEYC* |
|--|--|--|--|------------|
| U of Wisconsin/ Milwaukee | Student: \$253/wk Staff/Faculty: \$368/wk | Student: \$222/wk Staff/Faculty:\$322/wk | Student: \$171/wk Staff/Faculty: \$248/wk | No |
| U of Cincinnati | NA | NA | \$212/wk | Yes |
| Portland State U | \$250/wk | \$250/wk | \$200/wk | No |
| U of Missouri – Kansas City | \$248/wk | \$248/wk | \$184/wk (age 2.5 – 3) \$171/wk (age 4 – 5) | No |
| Indiana U – Purdue U @ Indianapolis | NA | \$200/wk | \$177/wk | No |
| U of Missouri – St. Louis | \$221/wk | \$215/wk | \$150/wk (age 4 – 5) \$170/wk (age 2 – 3) | Yes |
| U of Toledo | \$205/wk | \$194/wk | \$180/wk | Yes |
| UH Child Care Center | Student: \$205 - \$215/wk Staff: \$230 - \$240/wk Faculty: \$235-\$245/wk | Student: \$180/wk Staff: \$205/wk Faculty: \$210/wk | Student: \$155/wk Staff: \$180/wk Faculty: \$185/wk | Yes |
| UT | Student: \$172.50/wk Staff/Faculty: \$218-245/wk** | Student: \$147.50/wk Staff/Faculty: \$183.75-220/wk** | Student: \$147.50/wk Staff/Faculty: \$161.25-182.50/wk** | No |
| Texas A&M | \$182.50/wk | \$157.50/wk | \$146.25/wk | Yes |

**University of Houston Child Care Center
Realignment Plan 2009**



University of Houston Child Care Center
Child Care Tuition Assistance

| Semester | # of UH Students Served | # of Children of UH Students Served | CCAMPIS* Funds Awarded | SFAC** Funds Awarded | Total Child Care Tuition Scholarships |
|-------------|-------------------------|-------------------------------------|------------------------|----------------------|---------------------------------------|
| Fall 2008 | 33 | 34 | \$39,550 | \$12,7312 | \$52,282 |
| Summer 2008 | 13 | 14 | \$12,159 | \$4,830 | \$19,989 |
| Spring 2008 | 22 | 25 | \$21,408 | \$9,875 | \$31,283 |
| Fall 2007 | 17 | 21 | \$10,093 | \$6,139 | \$16,233 |
| Summer 2007 | 9 | 10 | \$0 | \$7,652 | \$7,652 |
| Spring 2007 | 21 | 25 | \$0 | \$14,436 | \$14,436 |
| Fall 2006 | 18 | 19 | \$0 | \$14,128 | \$14,128 |
| Spring 2006 | 18 | 19 | \$0 | \$10,009 | \$10,009 |
| Fall 2005 | 22 | 23 | \$0 | \$14,499 | \$14,499 |
| Spring 2005 | 29 | 32 | \$38,721 | \$3,718 | \$42,439 |
| Fall 2004 | 33 | 36 | \$35,706 | \$8,470 | \$44,176 |
| Summer 2004 | 21 | 23 | \$11,702 | \$3,691 | \$15,392 |
| Spring 2004 | 33 | 37 | \$25,056 | \$11,628 | \$36,684 |
| Fall 2003 | 36 | 42 | \$30,528 | \$9,434 | \$39,962 |
| Summer 2003 | 24 | 29 | \$15,989 | \$6,076 | \$22,065 |
| Spring 2003 | 38 | 44 | \$35,649 | \$10,836 | \$46,485 |
| Fall 2002 | 39 | 43 | \$40,928 | \$7,771 | \$48,699 |

*The Child Care Access Means Parents in School (CCAMPIS) Program, authorized by the Higher Education Act and administered by the U.S. Department of Education, supports the participation of low-income parents in postsecondary education through the provision of campus-based childcare services. Scholarship awards range from a 40%-60% reduction in weekly child care tuition fees.

**Student Fees Advisory Committee (SFAC) is established at each component institution of the University of Houston System to advise the board of regents, presidents, and administration of the University of Houston System on the type, level, and expenditure of compulsory fees for student services collected at each component institution of the system under Section 54.5061 of this code. Each committee is composed of nine members.