



University of Houston Child Care Center
"Home of the Little Cougars"



University of Houston Child Care Center
Student Fees Advisory Committee (SFAC)
FY 2010-11
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.

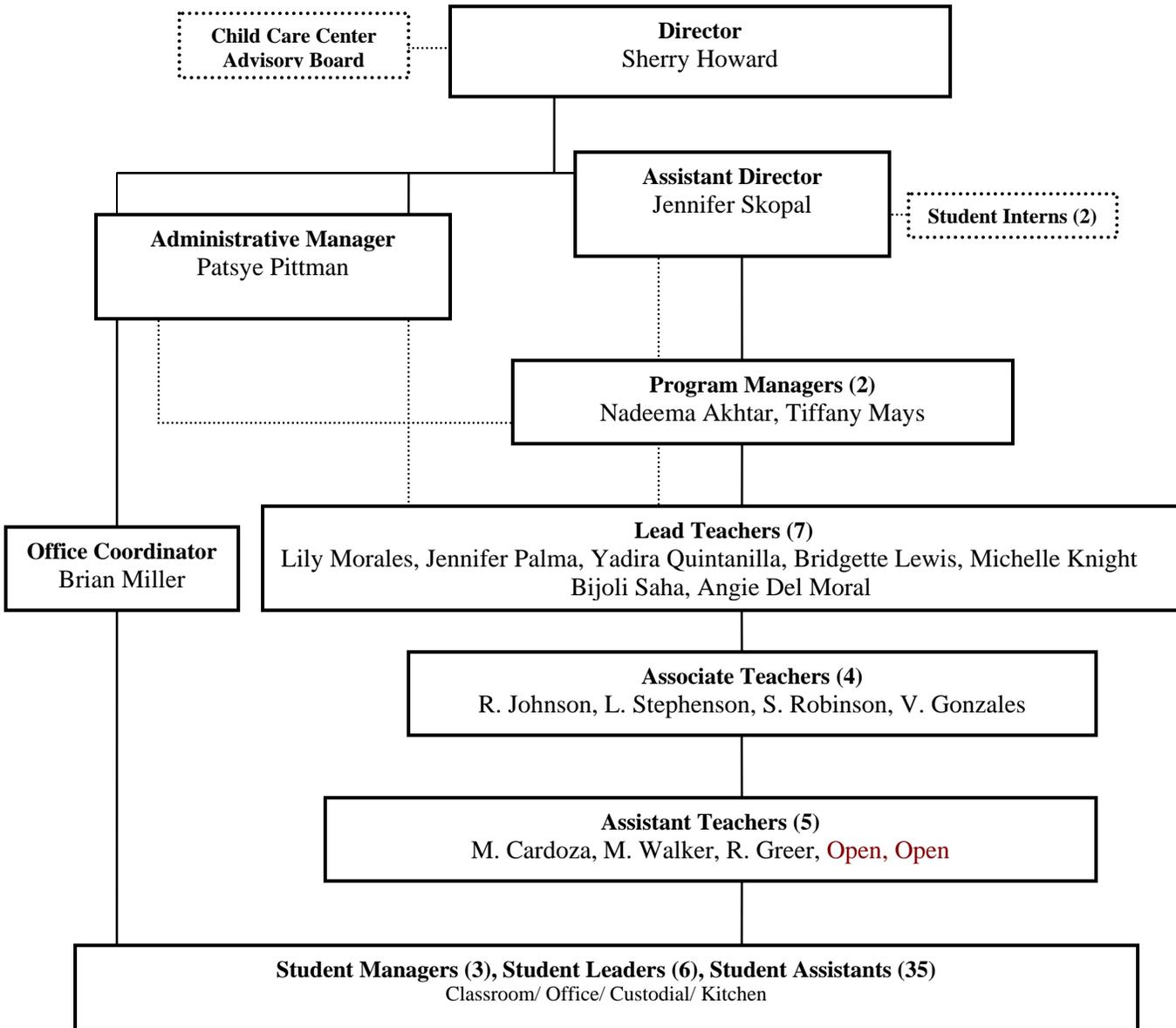
The University of Houston Child Care Center (UHCCC) presents this request for the Student Fees Advisory Committee (SFAC) to assist University of Houston (UH) students with children in paying for the cost of child care and to provide income for students working with children at the Center. In the early 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, 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 child care rates, and promoting fundraising options. Second, we are maintaining the *National Association for the Education of Young Children (NAEYC)* and the *Southern Association of Colleges and Schools (SACS)* program standards for accreditation, participating in the *Texas School Ready™* certification program, and increasing staff training hours. Third, we support home and school collaboration with a focus on families by offering Project IMPACT (Improving Mankind Parent And Child Together) parenting program and CCAMPIS/SFAC child care tuition assistance. Fourth, we promote involvement within the University community via participation in Homecoming activities, *March for Babies*, Staff Council, University Commission on Women, and by collaborating with the UH Moore's School of Music. Fifth, we strive to be a cooperative workplace where human dignity is respected and positive relationships are developed. Finally, we are advocating for children by focusing on current knowledge of child development and maintaining a safe/healthy environment while respecting diversity.

Justification of the unit's student fee allocation, in terms of benefits to students is multifaceted. To begin with, the allocation of SFAC sponsored financial assistance funds allow many student parents to gain access to affordable, quality child care and this facilitates UH student retention and graduation rates. To fulfill our obligation to NAEYC and SACS 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 developmentally appropriate teacher: child ratios. The student assistant positions also help UH students by providing a source of income for those who choose to work at the Center. With the Project IMPACT Parent Education Program, developmental hand-outs and online resources, we assist student parents in managing their dual roles as both a student and parent. Finally, by maintaining a high-quality early childhood program, as defined by NAEYC and SACS, 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 organization 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.

University of Houston Child Care Center



3. List the objectives that you provided with your 2009-2010 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 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.

Completed & On-going: The Child Care Center managers continued to collect data, submit reports and meet the federal Department of Education guidelines for the *Child Care Access Means Parents in School (CCAMPIS)* grant; we received \$236,300 in funding for October 1, 2009 through September 30, 2010 which will complete year four for the current CCAMPIS grant award, our final year in this cycle.

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.

Completed & On-going: The federal grant funds contributed to the Child Care Center budget and our continuous efforts to create and maintain an effective environment for children's learning outcomes. The Child Care Center utilized the grant funds to: help with child care tuition costs for student parents, partially fund student staffing costs so that appropriate teacher: child ratios could be maintained, enhance playgrounds, support staff training and contribute to classrooms with supplies and books.

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 reapplying for the federal grant if that becomes an option.

Completed & On-going: The Child Care Center managers focused on innovative funding strategies and submitted both the *United Way Bright Beginnings* grant proposal and the Department of Education new *CCAMPIS Request for Proposal* this past year. While we did not receive the Bright Beginnings grant, we did receive another four year cycle of funding for the CCAMPIS grant, which will begin October 1, 2010 and continue until September 30, 2014. In addition, we applied in January 2010 to *Collaborative for Children* for the *Child Care Quality Improvement Projects* funded through *Federal Child Care Stimulus Funding* and administered by Workforce Solutions. If selected to participate in this project, UHCCC would receive funding for supplies, teacher training and curriculum.

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.

Completed & On-going: The Child Care Center mailed out an Annual Fund Letter and promoted the UH Faculty/Staff campaign. While the current economy did limit contributions this year, we still added over \$5,000 to our Giant Steps fundraising account which helped off-set operational expenses. The Center utilized the Giant Steps fundraising account to continue building our emergency preparedness/readiness project which included the purchase a portable **A**utomatic **E**xternal **D**efibrillator with special infant pads and the addition of ten security cameras with a server and screen to monitor the Child Care Center property.

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.

Completed & On-going: With assistance from *Collaborative for Children*, the Child Care Center gathered data on tuition costs for accredited centers in the Houston area in January 2010. UHCCC weekly tuition rates are still average in costs comparison to other similar centers; we did not have a weekly tuition increase in fall 2009 but are reviewing this option for fall 2010. **Please see the appendix for: a comparative child care costs analysis and the proposed 2010 rate comparison chart.*

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.

Completed & On-going: The Child Care Center continues to participate in and offer various fundraising opportunities including t-shirt sales, school pictures, and ink cartridge recycling. Other projects we are considering for future fundraising includes: children's art, a family recipe book and annual yearbooks.

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.

Completed & On-going: The Child Care Center managers continued to develop and offer innovative training opportunities for staff based upon current research in early childhood training and the unique child development needs of our Center. Some of the training topics included: SACS accreditation, NAEYC Reaccreditation, Classroom Management, Promoting Nature in the Classroom, and Anti-bias Curriculum Development.

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

Completed & On-going: The Child Care Center submitted the NAEYC annual report in the summer of 2009 and received notice of maintaining accredited status in September

2009. This is our final year for the current accreditation cycle; we have reapplied for NAEYC accreditation and will host a site visit for evaluators in spring 2010. The Child Care Center managers and teachers all have compiled online portfolios with two sources of evidence for each of the NAEYC standards demonstrating our compliance with accreditation requirements.

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.

Completed & On-going: The Child Care Center, not only applied to be a candidate school with *the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)*, we also participated in the self-study process, hosted a readiness visit and in May 2009 hosted a final accreditation evaluation visit. We were recommended for SACS accreditation and received full accredited status in June 2009.

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.

Completed & On-going: The Child Care Center did receive a third year of recognition as a Texas School Ready!™ Center from the *Texas Early Education Model (TEEM) Project*. Although this grant opportunity is no longer available due to a cut-back in state funding, we are still eligible for one more year of recognition as they follow our latest preschool graduates through their kindergarten school year. UHCCC remains committed to teaching the school readiness curriculum in our preschool program.

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.

Completed & On-going: The Child Care Center staff participated in a variety of classes and training opportunities for career development including: Child Development Associates training and recertification; Pediatric first aid and infant, child, adult CPR certification/recertification; UH mandatory online training and UH Human Resource trainings offered on campus such as Time Management/Achieving Balance and Essentials of Leadership; Developmentally Appropriate Early Childhood Curriculum training; Texas Weighted Minimum Standards and NAEYC/SACS program accreditation standards/criteria training.

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 continue to be committed to furthering the values of early childhood education through the ideals and principals of the NAEYC Code of Ethical Conduct by: completing training on the principles; utilizing

the principles in parent conferences and staff coaching; daily applications of the ideals of the Code of Ethical Conduct in the classroom and interactions with the children.

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.

Completed & On-going: The Child Care Center developed a training program about classroom management that included Smart Goals, Classroom Vision, and Individual Professional Development Plans; from this training each staff member was coached on professional growth plans and offered support in reaching their objectives. Follow up evaluations were completed in December 2009 and management utilized this feedback process to enhance ongoing staff development 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.

Completed & On-going: Providing exemplary early childhood education is a primary goal for the Child Care Center. We have maintained good standing with National Accreditation programs, both NAEYC and SACS, the State Child Care Licensing agency, the *Texas Early Education Model/TEEM Project* and the Texas Education Agency (TEA) School Readiness benchmarks; we continue to align all aspects of our program/curriculum with each one of these agencies striving to provide the best learning environment possible for young children.

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.

Completed & On-going: The Child Care Center completed another successful year of Project IMPACT parenting program by offering classes in: fire prevention/safety for the home; children's nutrition; car seat safety; Arts Alive movement/dance; and a presentation on Navigating the Emotions of Young Children. This CCAMPIS parenting program, Project IMPACT, is making a difference for both the parent and their child as indicated in the following quote:

"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 their commitment to helping college students be the best they can be!"
Excerpt from CCAMPIS application essay, C. Hernandez, UH Senior

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.

Completed & On-going: The Child Care Center, for 2008 – 2009, had 33 parent participants in Project IMPACT, which was a 22 percent increase from the year before. Our 2010 Project IMPACT program is underway with an Arts Alive movement class and Fire Safety/Prevention class scheduled for February 2010. The CCCAB has successfully organized a Parent Volunteer Group rather than joining a national parent organization; parent volunteers have helped with the NAEYC Family Survey Project, World Kindness Week and Teacher Appreciation.

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 does continue to keep a focus on providing a safe, healthy and nurturing environment for the children. Some of the enhancements/additions this past year included: tricycle helmets for the children; safety cushions for metal poles on the playground; adding rubber surfaces on one infant sidewalk, the courtyard stage, and one play area on the preschool playground.

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.

Completed & On-going: The Child Care Center strives to keep two-way parent communication open, on-going and innovative by offering a variety of options. We continue to publish a monthly newsletter and have added frequent letters from the “Director’s Desk” to offer even more information about Center-wide initiatives. In addition, we added weekly emails from the classroom teachers, parent feedback forms for classroom use and weekly reports from preschool teachers. We have continued with parent conferences and added email reminders to notify parents, and we always keep in mind the importance of face-to-face interactions. Our goal remains to keep parents as partners in the education of their children by focusing on communication at all levels.

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.

Completed & On-going: The Child Care Center accomplished this goal by supporting the graduation of seven or 27 percent of the 26 UH student parents partially supported by CCAMPIS; we retained 65 percent of the CCAMPIS students who were not yet seniors

and eligible for graduation. All seven of the graduates completed their degree program in less than 6 years. The quotes below demonstrate the impact of child care tuition assistance on UH student parents in obtaining a postsecondary degree.

"It is my final semester at UH as an undergraduate student. I have received CCCAMPIS child care scholarships many semesters and would like to thank the school for helping me obtain a college degree and become a better parent."

Excerpt from CCAMPIS application essay, E. Aguirre, Graduated December 2009

"This December 2009 I will be graduating and the CCAMPIS scholarship will help me accomplish this goal!"

Excerpt from CCAMPIS application essay, R. Corrales, Graduated December 2009

"With the extra help from the CCAMPIS scholarship I am able to attend school fulltime and this will help me graduate quicker ... without this help I don't think I would have been able to continue my education."

Excerpt from CCAMPIS application essay, M. Garza

"Day care is a very expensive investment, especially for a fulltime college student and this scholarship has lessened this burden. I believe without the CCAMPIS scholarship I would have already dropped out of school to stay at home with my child."

Excerpt from CCAMPIS application essay, T. Miracle

"By helping with the financial burden of child care, the CCAMPIS scholarship will enable my wife and I to attend school. Without this help it would be virtually impossible for us to complete our education in a timely manner."

Excerpt from CCAMPIS application essay, W. Gale

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.

Completed & On-going: The Child Care Center for 2008 – 2009, had 53 percent enrollees who were children of UH student parents. At this time, the Center has 48 percent enrollment of children of UH student parents, as many of our CCAMPIS parents have graduated with their degrees and left the Center. UHCCC does still offer priority enrollment from the waitlist for student parents.

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

Completed & On-going: The Child Care Center for 2008 – 2009, had 18 hours of community service projects (Greek Give, Pep Rally, Alumni Event, UH Choral performance, UH Twisted Elegance dance performance) which were coordinated with UH student organizations, a 20 percent increase over 2007 - 2008. For 2009 – 2010 we have already hosted the Fall Festival in October; we have scheduled the Alumni Reunion for February 2010 and the Greek Give for April 2010.

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

Completed & On-going: The Child Care Center for 2008 – 2009, had 100 percent of student parents eligible for UH Child Care Center scholarships receiving child care tuition assistance. For the fall 2009 we had 98 percent receiving assistance and 100 percent receiving assistance for spring 2010. **Please see the appendix for an overview of the child care tuition assistance provided to student parents by UHCCC with both SFAC and CCAMPIS awards.*

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

Completed & On-going: The Child Care Center not only continues to hire, train and develop student staff as employees but in addition we have established a collaboration with the UH College of Education and now offer internships and practicum experiences at the Center as well. We remain committed to working with students and assisting in their retention, graduation and overall student experience while on campus. The quote below validates the importance of our work with UH students and the University.

"The University of Houston Child Care Center (UHCCC) is one of the most successful practicum and internship sites for the Human Development and Family Studies (HDFS) Program in the College of Education at the University of Houston. UHCCC provides both classroom and administrative experiences to students in the HDFS Bachelors of Science program, modeling best practices in early childhood education and supporting their development as early childhood professionals."

Andrea Burrige, Ph.D., Visiting Associate Professor
Human Development and Family Studies, University of Houston

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.

Completed & On-going: The Child Care Center had 29 staff members participate in the March for Babies fundraising walk for 2009 which was an increase of 2 percent from 2008. Also, we collected \$4,430 in 2009 for this program, which was an increase of \$845 from the year before.

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).

Completed & On-going: The Child Care Center did earn Texas School Ready Certification again for 2009 – 2010. We know that by effectively preparing children for kindergarten, we are contributing to the community by building a strong foundation in future learning for young children.

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.

Completed & On-going: The Child Care Center Annual Alumni event for this year is scheduled for February 12, 2010, the month of our 35th year anniversary. Plans have already been made for family activities, dinner and entertainment for this annual celebration.

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

Completed & On-going: The Child Care Center did have a successful and fun Little Cougar Homecoming Pep Rally in our courtyard and also participated in the Spirit Bell Competition by decorating our lobby with the theme of “Keeping Our Eye on the Pride” which even included sun glasses for the children to wear. This event is always a spirited community celebration enjoyed by little cougars (the children) and big cougars (parents/staff) as well.

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

Completed & On-going: By encouraging staff to contribute to programs for children, the Child Care Center had an 8.7 percent increase in donors to the State Employee Charitable Campaign (SECC) in 2009.

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.

Completed & On-going: The Child Care Center parents celebrated UHCCC teachers and staff by collecting money for and then designing a week full of fun activities. Events included: breakfast, a catered luncheon, and gifts such as flowers, and classroom anti-bacterial products like hand soap, lotions and creams.

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.

Completed & On-going: The Child Care Center continued to build relationships within our staff community by offering on-going activities for recognition and support and

keeping traditions like “Way-to-Go” banners/cards and team “Spirit Days”. Additionally, we hosted pot-luck luncheons and celebrations for special events throughout the year.

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.

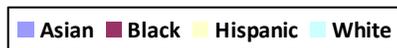
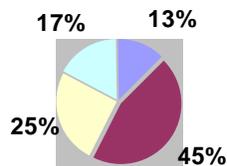
Completed & On-going: The Child Care Center reviewed individual staff professional development goals and implemented teacher training activities to support each staff member. This training included: CDA preparation classes, Infant CPR, Pediatric First Aid, AED training, accreditation program standards review and implementation, parent communication strategies and portfolio creation and documentation.

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

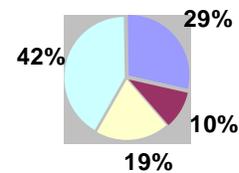
Completed & On-going: The Child Care Center continues to offer special multicultural events throughout the year. Some of the events include: Eid and Diwali, Chinese New Year, Black History Month, Cinco de Mayo and a winter holiday Family Musical which always includes a wide range of diversity reflecting the ethnic make-up of our community. 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 diversity found at UHCCC:

UHCCC Staff (FT & PT)



UHCCC Children



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.

Completed & On-going: The Child Care Center continues to support teaching staff and student staff with numerous informal gatherings, celebrations, and trainings offered at the Center, as well as, showing admiration for their commitment by participating in parent supported endeavors such as World Kindness Week and Teacher Appreciation Week.

4. Please discuss the means that 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 exist, 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 (TDFPS) and a department inspector completes an annual inspection of the Center with a written report of all findings. The national accreditation system, NAEYC and SACS, use Program Standards to define quality and recognize programs that have demonstrated the capacity to sustain worth over time. Accredited programs are required to submit reports each year to document continued compliance with each standard. Also, the *Texas Early Education Program* certified our Center as a pioneer classroom for Texas School Ready™ in 2007 and re-certified our program in 2008 and again in 2009; this certification is based on characteristics of the classrooms such as instructional approaches, as well as teacher's professional development and the reading and social competence status of the children once they enter kindergarten. UHCCC provides young children 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 for distinction and continues to receive marks of excellence.

Another reliable source of feedback for UHCCC comes from parents. Parent surveys are administered to assist the Center in the commitment to continuous improvement. UHCCC utilized an online Parent Opinion Inventory in fall 2009 to further assess our service to parents and families. The UHCCC website has a form parents can submit to provide comments/suggestions/feedback or to ask questions 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 child care tuition assistance. Another excellent time for parent 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 serves to guide the program at UHCCC. 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 waitlist with over seventy names, which indicates the value of the program to the community. Each of these components cited above serve as an integral part in the determination of the Center's objectives and in the provision of feedback regarding our successes.

5. Please discuss any budget changes from your last (FY2010) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that 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 FY2009 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.

Approved overall income and expense increased by \$20,611 over 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 changed from amount on SFAC request form by \$20,611 as follows:

Increase in Tuition Budget	<u>\$20,611</u>
	<u>\$20,611</u>

B. Expenses:

Management adjusted expenses to meet current needs as follows:

Decrease in salary due to retirement and realignments	(\$23,624)
Decrease in utility charges	(\$11,000)
Decrease in related Administrative Charge	(\$ 2,463)
Increase in Supplies	\$13,000
Increase in Equipment Replacement Reserve	\$16,071
Increase in mandated one time bonus and related benefits	\$ 6,911
Increase in Professional Services	\$ 8,200
Increase in repairs and maintenance	\$ 5,366
Increase in food supply	\$ 3,000
Increase Travel and registration fees	\$ 2,500
Increase in Membership Dues and license	\$ 1,650
Increase in telephone equipment	<u>\$ 1,000</u>
	<u>\$20, 611</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 parts.

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. During FY2009, \$67,354 was spent on renovation and construction of playgrounds, shade structures, fencing, and sidewalks. This resulted in a negative balance of \$47,602 carried forward for the year. The negative balance was satisfied from FY2008 carry forward of \$56,194.

6. Please list your 2010-2011 objectives in priority order. Larger units may wish to group your response by subprogram. Under each objective, state the specific programs, activities, and/or services that you plan to implement to meet your objectives.

Objective: The Child Care Center will continue to strive for a balanced budget and healthy financial record.

Strategy: The Child Care Center managers will complete the final year of the current *Child Care Access Means Parents in School (CCAMPIS)* grant cycle in September 2010 and submit all grant completion reports in order to maintain future funding options.

Strategy: The Child Care Center managers will start implementing recruitment strategies for the next four year grant cycle for *Child Care Access Means Parents in School (CCAMPIS)* and be prepared to meet the parameters outlined in the new proposal so that funding will continue until 2014.

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

Strategy: The Child care Center will identify additional tuition subsidy alternatives for our growing graduate student population, as they are not eligible for CCAMPIS assistance.

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

Strategy: The Child Care Center will continue to review child care tuition rates in and around the Houston area and recommend increases as the market will allow; thus, keeping UHCCC rates competitive with local accredited child care centers.

Strategy: The Child Care Center will monitor monthly budget reports/spreadsheets and utilize meetings with the Assistant Vice President for Student Development and UCAF Business Administrator to track expenses and watch for potential areas of concern.

Objective: The Child Care Center will continue to support child care services on campus in conjunction with the Child Care Task Force report/recommendations and other UH stakeholders.

Strategy: Pending review/approval, the Child Care Center administrators will provide support and child care expertise as necessary to reopen the space that was formerly the Human Development Lab School located within the Cameroon Building.

Strategy: The Child Care Center Director, a certified Texas Child Care Director, will apply for and maintain the Texas Department of Family and Protective Services child care license for this space, again pending approval of opening.

Strategy: The Child Care Center administrators will continue to advocate for additional child care services on campus for UH students, faculty and staff.

Strategy: The Child Care Center administrators will continue to advocate for a new child care building to combine all services and address the Metro construction on Wheeler.

Objective: The Child Care Center will continue to support positive learning outcomes for children by upholding national accreditation standards for both NAEYC and SACS.

Strategy: In order to maintain accreditation, the Child Care Center will submit annual reports demonstrating compliance with required criteria for NAEYC and SACS.

Strategy: The Child Care Center will host a recertification evaluation visit from NAEYC to obtain another five year accreditation cycle.

Strategy: In order to support positive learning outcomes for children, the Child Care Center managers will utilize accreditation program standards to design training for staff development.

Strategy: The Child Care Center managers will track professional development goals for staff and coordinate their needs with current research on early childhood education to establish a training plan.

Strategy: The Child Care Center managers will assist staff in enrolling in classes for career development that support early childhood program standards and developmentally appropriate practices.

Strategy: The Child Care Center will utilize children's learning assessments to understand and support development and learning, to support instruction and to identify children who may need additional services.

Objective: The Child Care Center will focus on families and the 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 build understanding of the child developmental process and support the on-going advancement of parenting skills.

Strategy: The Child Care Center will continue to support and enhance teacher and parent communication avenues in order to develop mutual trust and create partnerships.

Strategy: The Child Care Center will continue to conduct an annual Parent Opinion Inventory in order to receive important feedback on services provided.

Strategy: The Child Care Center will respect the dignity and preferences of each family that we serve and make an effort to learn about their cultures, customs and beliefs.

Strategy: The Child Care Center will continue to build upon and improve new parent orientation working to establish two-way communication patterns from the beginning.

Objective: The Child Care Center will continue to promote involvement and collaborations within the University of Houston community.

Strategy: The Child Care Center will continue to offer internship and practicum opportunities for UH students in the College of Education.

Strategy: The Child Care Center will host a Little Cougar Homecoming Pep Rally and participate in other homecoming spirit activities.

Strategy: In order to support UH student retention and graduation, the Child Care Center will continue to offer child care tuition assistance to eligible student parents.

Strategy: The Child Care Center director will participate in Staff Council and the Women's Commission to maintain campus community connections/relations.

Strategy: The Child Care Center staff will host UH student volunteer activities such as the Greek Give project to provide outreach opportunities on campus.

Strategy: The Child Care Center director and teachers will participate in the Child Care Center Advisory Board to support shared governance on campus.

Strategy: The Child Care Center staff will take part in campus wide events and initiatives such as *March for Babies*.

Objective: The Child Care Center will maintain the commitment to being a caring, cooperative workplace.

Strategy: The Child Care Center will develop training and share resources with staff in order to ensure the best possible early childhood care and education program is provided

Strategy: The Child Care Center will continue to focus on safe and healthy working conditions and policies that foster mutual respect, cooperation and well-being.

Strategy: The Child Care Center will apply for any funding opportunities that offer college scholarship opportunities for our staff to continue their education and meet NAEYC requirements.

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

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

Objective: The Child Care Center will continue to advocate for the best interest of young children within early childhood programs.

Strategy: The Child Care Center will provide a program to meet the diverse needs of our families.

Strategy: The Child Care Center staff will commit to the NAEYC Code of Ethical Conduct and acknowledge our responsibilities to provide the best program possible for young children.

Strategy: The Child Care Center staff will advocate for the best interest of young children in the larger community and serve as a voice for young children everywhere.

Strategy: The Child Care Center staff will work to promote knowledge and understanding of young children and their needs.

Strategy: The Child Care Center managers will maintain connections and involvement in community organizations and programs such as United Way Bright Beginnings and *Collaborative for Children*.

Strategy: The Child Care Center administrators will provide early childhood training programs for the child care staff at the Star of Hope Homeless Shelter for Families and Women and other early childhood centers in the community.

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. Additionally, the Child Care Center receives 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. As of January 2010, we applied to *Collaborative for Children* for the *Child Care Quality Improvement Projects* funded through *Federal Child Care Stimulus Funding* and administered by Workforce Solutions. This funding source would assist UHCCC with equipment, classroom supplies/curriculum, and teacher training/scholarships.

Also, 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. 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 used to have two early childhood facilities, the University of Houston Child Care Center and the Human Development Laboratory School. These two programs did overlap in that they both provided educational services for young children; however, each program had its own unique mission, which determined the services offered. Thus, the rationale for the overlap was rooted in the facilities' distinct missions and services. However, the Human Development Laboratory School was closed permanently as of July 2009 so UHCCC is now the only unit providing early childhood educational services on campus.

As noted in our FY2011 goals, there is a possibility that the UH Child Care Center will be providing support to reopen the space that was formerly the Human Development Lab School in the Cameron Building. However, it is also important to note that the reopened facility will no longer operate as a lab school but will in fact, share the same mission, policies, and procedures as UHCCC.

Appendix

Child Care Center Weekly Rate Comparisons
Houston Area: January 2010

Center	Non-mobile Infant	Infant	Toddler	Preschool	Accredited
Village Montessori School	\$338	\$338	\$275	\$238	Yes
Crème De La Crème	\$332	\$324	\$282	\$267	No
Montessori Country Day School	\$325	\$325	\$248	\$210	Yes
Cathedral House	\$288	\$275	\$256	\$238	Yes
Children's Courtyard Lab School	\$258	\$247	\$233	\$227	Yes
St Andrew's Presbyterian CDC	NA	\$235	\$227.50	\$220	Yes
Memorial Dr. United Methodist Weekday School	\$241.25	\$220	\$220	\$220	Yes
UH Child Care Center	Staff \$ 240 Faculty \$245	Staff \$230 Faculty \$235	Staff \$205 Faculty \$210	Staff \$180 Faculty \$185	Yes
KinderCare	\$239	\$239	\$212	\$150	Yes
Primrose School	\$235	\$235	\$215	\$195	Yes
Kids R Kids	\$235	\$220	\$200	\$180	Yes
Childtime Learning Center	\$226	\$216	\$182	\$163	Yes
UH Child Care Center	Student \$215	Student \$205	Student \$180	Student \$155	Yes
La Branch Child Development Center	\$198.55	\$198.55	\$187.33	\$161.91	Yes
Education Station	\$180	\$170	\$170	\$155	Yes
San Jacinto College Child South	\$170	\$170	\$160	\$150	Yes

**Proposed UH Child Care Center Weekly Rate Comparisons
Fall 2010**

Center	Non-mobile Infant	Infant	Toddler	Preschool	Accredited
Village Montessori School	\$338	\$338	\$275	\$238	Yes
Crème De La Crème	\$332	\$324	\$282	\$267	No
Montessori Country Day School	\$325	\$325	\$248	\$210	Yes
Cathedral House	\$288	\$275	\$256	\$238	Yes
Children's Courtyard Lab School	\$258	\$247	\$233	\$227	Yes
St Andrew's Presbyterian CDC	NA	\$235	\$227.50	\$220	Yes
Memorial Dr. United Methodist Weekday School	\$241.25	\$220	\$220	\$220	Yes
UH Child Care Center	Staff \$ 250 Faculty \$255	Staff \$225 Faculty \$230		Staff \$190 Faculty \$195	Yes
KinderCare	\$239	\$239	\$212	\$150	Yes
Primrose School	\$235	\$235	\$215	\$195	Yes
Kids R Kids	\$235	\$220	\$200	\$180	Yes
Childtime Learning Center	\$226	\$216	\$182	\$163	Yes
UH Child Care Center	Student \$225	Student \$200		Student \$165	Yes
La Branch Child Development Center	\$198.55	\$198.55	\$187.33	\$161.91	Yes
Education Station	\$180	\$170	\$170	\$155	Yes
San Jacinto College Child South	\$170	\$170	\$160	\$150	Yes

University of Houston Child Care Center: *Overview of Child Care Tuition Assistance*

Semester/Year	UH Student Parents Served	UHCCC Children Served	CCAMPIS Funds Awarded	SFAC Funds Awarded	Total Child Care Tuition Assistance
Spring 2010	29	31	\$25,101.75	\$21,581.50	\$46,683.25
Fall 2009	32	35	\$22,809.50	\$13,593.50	\$36,402.00
Total: 2008 - 2009					\$139,975.75
Summer 2009	18	19	\$15,552.75	\$10,172.00	\$25,724.75
Spring 2009	33	34	\$45,107.25	\$16,862.00	\$61,969.25
Fall 2008	33	34	\$39,550.25	\$12,731.50	\$52,281.75
Total: 2007 - 2008					\$67,502.75
Summer 2008	13	14	\$12,159.00	\$4,830.00	\$19,989.00
Spring 2008	22	25	\$21,407.25	\$9,875.00	\$31,282.25
Fall 2007	17	21	\$10,092.50	\$6,139.00	\$16,231.50
Total: 2006 -2007					\$36,216.00
Summer 2007	9	10	\$0	\$7,652.00	\$7,652.00
Spring 2007	21	25	\$0	\$14,436.00	\$14,436.00
Fall 2006	18	19	\$0	\$14,128.00	\$14,128.00
Total: 2005 - 2006					\$24,508.00
Spring 2006	18	19	\$0	\$10,009.00	\$10,009.00
Fall 2005	22	23	\$0	\$14,499.00	\$14,499.00
Total: 2004 - 2005					\$86,615.00
Spring 2005	29	32	\$38,721	\$3,718.00	\$42,439.00
Fall 2004	33	36	\$35,706	\$8,470.00	\$44,176.00

*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. 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.