



**University of Houston
Children's Learning Centers
Student Fees Advisory Committee (SFAC)
FY 2011-12
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.

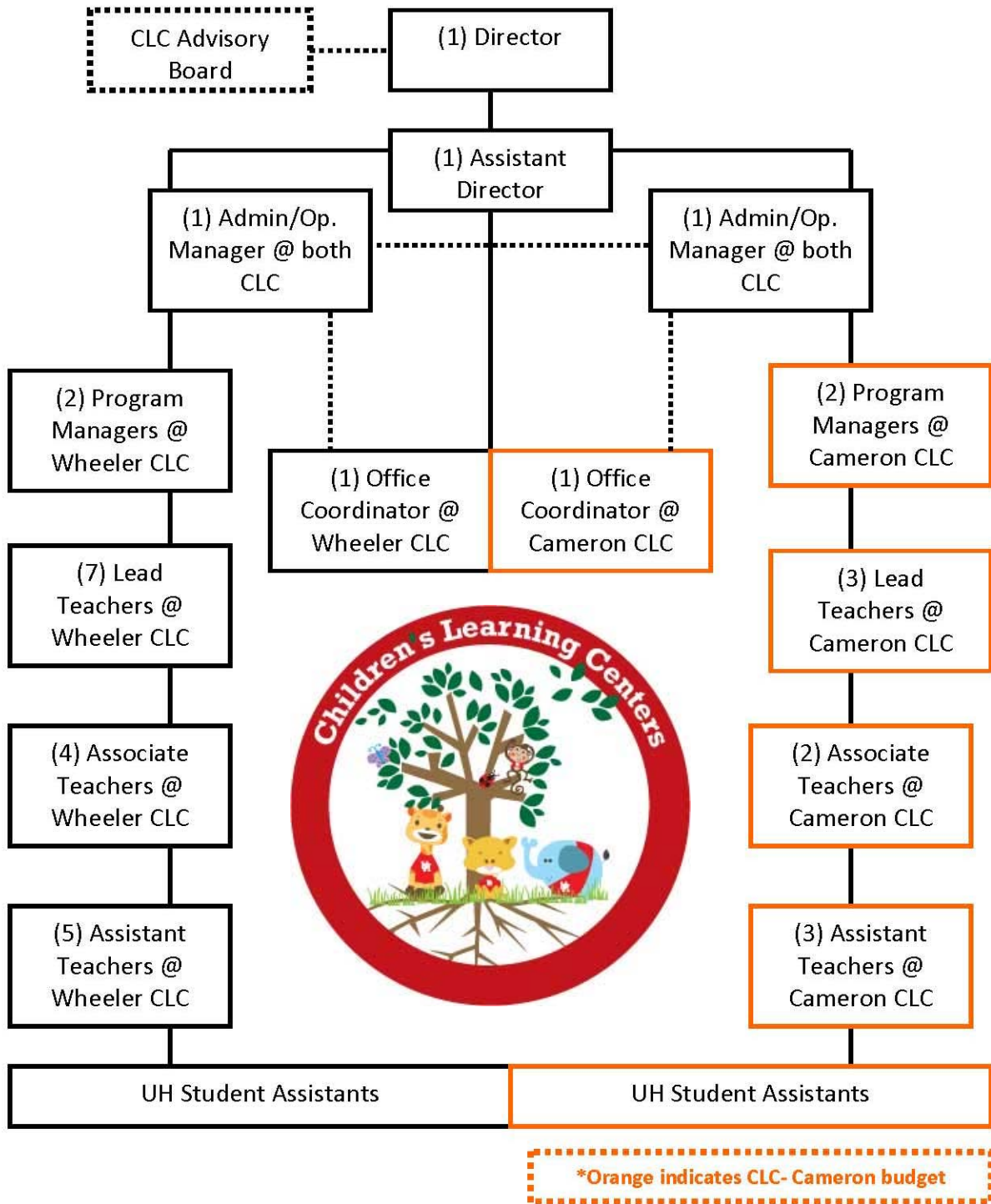
The Children's Learning Centers (CLC), formerly The University of Houston Child Care Center (UHCCC), present this request for the Student Fees Advisory Committee (SFAC) to assist University of Houston (UH) students with children enrolled at CLC in paying for the cost of child care and to provide income for UH student employees working with children at the Center at Wheeler. 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 CLC 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 work 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 continue to support child care services on campus. Third 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, and increasing staff training hours. Fourth, 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. Fifth, 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 and the UH College of Education. Sixth, 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 child care tuition assistance funds allow many student parents to gain access to affordable, quality child care which 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 Children's Learning Centers provide 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.

Children's Learning Centers



3. List the objectives that you provided with your 2010-2011 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 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.

Completed & On-going: The Children's Learning Centers management team continues to collect data, submit reports and meet the federal Department of Education (DOE) guidelines for the *Child Care Access Means Parents in School (CCAMPIS)* grant. We successfully completed the last four-year cycle in September 2010 and the final report is due to DOE in December 2010.

In 2009, we were awarded a new CCAMPIS grant for \$945,200 to be distributed over the next four years (2010 - 2014). October 1, 2010 we received \$236,300 in funding which begins **year one** for the new grant cycle.

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.

Completed & On-going: The Children's Learning Centers management team began CCAMPIS recruitment for fall 2010 enrollment over the summer. To recruit student parents, we utilized the waitlist, our website, emails and phone calls to share about the CCAMPIS tuition assistance for child care and the eligibility/application requirements.

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

Completed & On-going: The federal grant funds contributed to the Children's Learning Centers budget and our continuous efforts to create and maintain an effective environment for children's learning outcomes. The Children's learning Centers 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; maintain a safe and healthy environment; support staff training and contribute to classrooms with supplies and books, all of which help off-set operational expenses.

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.

On-going: The Children's Learning Centers management team researched other grant opportunities for student parent child care tuition subsidies but did not find additional avenues for this funding; however, we continue to offer a UH student rate for those enrolled in six hours per semester which is below the UH staff and faculty cost. At this time, we continue to review all options for child care tuition assistance especially for our graduate student parents since they do not qualify for CCAMPIS assistance. Our SFAC funds provide \$40,000 annually towards this effort.

Please see the appendix for an overview of child care tuition assistance for eligible student parents.

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.

Completed & On-going: The Children's Learning Centers promoted the UH Faculty/Staff campaign this past year. While the current economy did limit contributions, we still added over \$5,000 to our Giant Steps fundraising account which helped off-set operational expenses. The Children's Learning Centers continues to participate in and offer various fundraising opportunities including t-shirt sales, book fair and school pictures. Projects we are considering for spring 2011 fundraising initiatives include: a children's art show and a children's storybook. The Center utilized the Giant Steps fundraising account to assist with the annual Children's Learning Centers alumni dinner, staff training, and some classroom supplies.

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.

Completed & On-going: With assistance from *Collaborative for Children*, the Children's Learning Centers gathered data on tuition costs for accredited centers in the Houston area in April 2010. UHCCC weekly tuition rates did increase in fall 2010 but are still average in costs comparison to other similar centers. *Please see the appendix for the comparative child care costs analysis for 2010.*

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.

Completed & On-going: The Children's Learning Centers director meets regularly with the Assistant Vice President for Student Development and UC Business Administrator to review and monitor monthly budget reports. In addition, we have spreadsheets to track weekly and monthly staffing costs and operational expenses.

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 Cameron Building.

Completed & On-going: The Children's Learning Centers administrators have attended construction planning/operational meetings, coordinated with state licensing, and provided accreditation criteria to all parties involved in the Cameron renovation project. At this time, the addition of the Children's Learning Center at Cameron, will add five additional classrooms to the Children's Learning Centers capacity (from 153 to 221). This addition includes: two more infant classrooms (age three months to one year) and three toddler classrooms (age one to three years). The Children's Learning Center at Cameron is scheduled to open in November 2010.

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.

Completed & On-going: The Children's Learning Centers Director will maintain the license for both Centers. Throughout the renovation process the director has communicated with the Texas Department of Family and Protective Services (TDFPS) and scheduled a licensing validation visit for September with a final visit in October.

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

Completed & On-going: The Children's Learning Centers administrators continue to attend meetings on campus for the Child Care Task Force, Staff Council and the University Commission Women and to advocate for children of students, faculty and staff on campus. By opening the Children's learning Center at Cameron we have met the SACS recommendation "to pursue the idea of increasing our capacity on campus in order to serve more children".

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.

Completed & On-going: The Children's Learning Centers administrators continue to advocate for a new child care building to bring all of the classrooms together under one roof. Additionally, we have worked with the Metro team and coordinated processes for the transfer of electrical services and the moving of playground equipment for the release of land along Wheeler Avenue.

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.

Completed & On-going: The Children's Learning Centers completed/submitted the annual NAEYC report in July 2009 for our final year under the current accreditation award; we then reapplied for NAEYC accreditation, a process that began in August 2009. The Children's Learning Centers management team and teaching staff compiled online portfolios with two sources of evidence for each of the NAEYC standards demonstrating our compliance with accreditation requirements. In addition we acted upon the SACS recommendations with a commitment to continuous improvements to ensure accreditation; the formal SACS report is due in spring 2011.

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

Completed & On-going: The Children's Learning Centers applied for NAEYC recertification, participated in the self-study process and in July 2010 hosted a final two-day accreditation evaluation visit. We were awarded reaccreditation in September 2010 which is valid until October 1, 2015.

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.

Completed & On-going: The Children's Learning Centers management team continued to develop and offer innovative training opportunities for staff based upon current research in early childhood education and the unique needs of our Center. In order to support positive learning outcomes for children, some of the training topics included: SACS/NAEYC standards, Classroom Portfolios, Promoting Nature in the Classroom, Clay Play, *National Coalition Building* training, True Colors, Anti-bias Curriculum Development and "Faces of America" diversity training.

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.

Completed & On-going: The Children's Learning Centers management team has continued to develop training programs 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 and management utilized this feedback process to enhance ongoing staff development objectives. In addition, we administered the *NAEYC Self-Assessment Teaching Staff Surveys* in preparation for the accreditation visit, tabulated the results and then utilized this information to establish professional development opportunities to meet staff needs. We also participated in the UH e-Performance training and used this evaluation process to further set goals with our staff.

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.

Completed & On-going: The Children's Learning Centers 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, Discover UH and Essentials of Leadership; Developmentally Appropriate Early Childhood Curriculum training; Texas Weighted Minimum Standards and NAEYC/SACS program accreditation standards/criteria training.

In addition, through the *Texas Workforce Solutions/Collaborative for Children* Projects seven of our teachers received tuition scholarships for college course work. Four of the Infant/Toddler teachers completed a nine credit hour Infant/Toddler certification program and each received a check for a \$600 stipend from *Collaborative for Children* congratulating them on their accomplishment. This grant opportunity has greatly assisted the Children's Learning Centers in meeting and maintaining accreditation standards.

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.

Completed & On-going: The Children's Learning Centers staff utilize learning assessments, observations and portfolios to plan classroom curriculum that is individualized for the children. This approach establishes instructional support for each child and allows for individual differences. Our goal is for every child to maximize his/her potential and to reach developmental milestones at an appropriate time. The *NAEYC Academy for Early Childhood Program Accreditation* rated the CLC assessment process at 100 plus percent in the accreditation certification report.

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.

Completed & On-going: The Children's Learning Centers completed another successful year of Project IMPACT (*Improving Mankind Parent and Child Together*) 2009 – 2010 parenting program by offering classes in: fire prevention/safety for the home; children's nutrition; car seat safety; Arts Alive movement/dance; Babies with a Beat music workshop; Infant/Child CPR; and a presentation on Navigating the Emotions of Young Children. This CCAMPIS parenting program is making a difference for both the parent and their child as indicated in the following quotes:

“Participating in the parenting program has also helped me to become conscious of the interactions I have with my son. Project IMPACT helped me build a stronger relationship with him, full of enriching experiences, all while I was studying throughout the semester.” Excerpt from CCAMPIS essay, J. Cervantes, UH student

“I am very thankful for being able to participate in Project IMPACT. I feel it added in my daughter’s transitioning from home to a school setting. I do believe this program has let me join in my daughter’s social experiences and that is a priceless treasure!” Excerpt from Project IMPACT essay, M. Sutton, UH student

The 2010 – 2011 Project IMPACT parenting program will start again in spring 2011. With the *Collaborative for Children* grant, we also added the complete *Parenting Exchange* library to our resources for families.

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.

Completed & On-going: This past year the Children’s Learning Centers implemented several new strategies for parent communication including forms for: “Getting to Know the Family”, “A Little About My Child”, and “Parent Feedback for the Classroom”; we also added weekly emails from the classroom and follow-up emails with attachments specific to the classroom curriculum and activities. Each new addition to the communication link with parents strengthens the partnership and improves customer satisfaction.

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

Completed & On-going: Last year we offered the *Parent Opinion Inventory* online and then administered a paper copy of the *NAEYC Self-Assessment Family Survey* as required by NAEYC before submitting our reaccreditation materials. Both of these parent communications provided CLC staff important feedback on what we were doing well and a few areas that could use some new innovative ideas such as the parent communication forms that we developed. Since we utilized both of these methods to survey parents this past year we will not repeat the *Parent Opinion Inventory* until the spring 2011. This will also give parents at the Cameron location time to settle in and offer important feedback/comments as well.

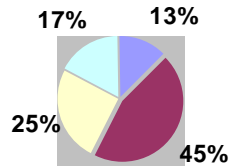
Strategy: The Child Care Center will respect the dignity and preferences of each family that we serve and make an effort to learn about their cultures, customs and beliefs.

Completed & On-going: The Children’s Learning Centers 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 Multicultural 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

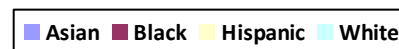
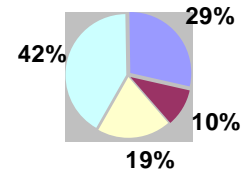
staff and families to provide accurate reflections of customs/cultures. This not only provides a fun educational experience for everyone, it also allows for a shared sense of community and belonging.

The graphs below exhibit the diversity found at UHCCC:

UHCCC Staff (FT & PT)



UHCCC Children



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.

Completed & On-going: The Children’s Learning Centers strives to keep two-way parent communication open, on-going and innovative by offering a variety of options. We introduced a new online orientation in fall 2010 which concluded with a meet the teacher opportunity and tour of the Center with the CLC Administrative Manager.

We continue to publish a monthly newsletter and have added 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 utilize 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 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.

Completed & On-going: The Children’s Learning Centers not only continues to hire, train and develop UH student staff as employees but in addition we have established a collaboration with the UH College of Education (COE). We not only conduct the mandatory background checks for the COE students, we also offer Internships and Practicum I and II placements at the Center. 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 Children’s Learning Centers 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. CLC 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

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

Completed & On-going: The Children’s Learning Centers will host a Little Cougar Homecoming Pep Rally in our courtyard in November and also participate in the Spirit Competition by decorating our lobby. The UH pep band, Cougar Dolls and Shasta/Sasha will join in the festivities with the children, making the Pep Rally a memorable event. This time of year is always a CLC community wide celebration enjoyed by little cougars (the children) and big cougars (parents/staff) as well.

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.

Completed & On-going: The Children’s Learning Centers continues to provide child care tuition assistance for up to a 60 percent reduction in weekly rates through CCAMPIS and SFAC. *Please see the appendix for an overview of child care tuition assistance for eligible student parents.*

This assistance is making a difference by supporting parents to stay in school and earn a degree. The following quotes demonstrate this:

“An advantage of having child care tuition assistance is that I will be able to take my full course load instead of taking fewer classes and finishing my degree later, I can now finish in a timely manner.” Excerpt from CCAMPIS essay, A. Fletcher, UH student

“If I receive CCAMPIS assistance, I will be able to apply myself to my studies, not be late or miss class, and be closer towards graduation.” Excerpt from CCAMPIS essay, J. Cervantes, UH student

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

Completed & On-going: The Children’s Learning Centers director has served for four years on Staff Council and volunteered twice as the Staff Council Chair for the Appointments Committee. In addition, she attends the monthly meetings offered by the University Commission for Women and served on the Child Care Task Force for the

University. The Children's Learning Centers administrators also participated in UH Human Resources special sessions "Executive Excellence" and "Discover UH".

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

Completed & On-going: UH student volunteers participated in our Alumni Reunion in February 2010 and the Greek Give Project in April 2010. This was our third year to host the all Greek community service project called Greek Give. Over 150 members from approximately 26 chapters from the four Greek Councils in the sorority and fraternity community volunteered together over 500 hours of service that benefited CLC. During the day of service, fraternity and sorority members worked on various beautification projects for the Center, including gardening, and cleaning classrooms/playground equipment.

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

Completed & On-going: The Children's Learning Centers Director, Assistant director and select teaching staff participated in the monthly CLC Advisory Board meetings. Last year was especially productive as we reviewed/supported a name change, tuition rate increase, enrollment eligibility parameters and helped us prepare as a community for the NAEYC reaccreditation visit.

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

Completed & On-going: The Children's Learning Centers staff participated in the *March for Babies* fundraising walk for 2010; our parents and student staff also joined in with us in this important fundraising effort. CLC staff also hosted "Little Cougar Corner" at Frontier Fiesta, collaborated with *Phi Delta Kappa* International for 2010 Read for the Record Campaign, the Development Center at the College of Optometry for children's developmental perceptual screenings, and UH Cognitive Development Lab for participant recruitment.

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.

Completed & On-going: The Children's Learning Centers 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, NAEYC/SACS accreditation program standards review and implementation, NAEYC Code of Ethical conduct workshop, Texas Licensing standards presented in *Jeopardy* game format, emergency preparedness planning, parent

communication strategies, *National Coalition Building*, and portfolio creation/documentation. Through the *Workforce Solutions/Collaborative for Children* grant, we also added to our teacher resources the Manger's Toolbox online training for early childhood educators.

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.

Completed & On-going: The Children's Learning Centers does continue to keep a focus on providing a safe and healthy working environment and we also strive to foster a cooperative, respectful and inclusive setting for all. This past year we had the buildings painted inside and outside using paint with low Volatile Organic Compounds (VOC). In addition, we replaced the rusted front and back doors for each classroom, rusted fences on one playground and had some awning repair completed to prevent slipping hazards in the courtyard. We also worked with Metro to put up a screen on the fence along Wheeler Avenue, repair sink holes left from digging in our infant play zone and remove sharp poles that were placed next to the toddler fence; this is an on-going collaboration as Metro continues to have a construction zone just outside of our playground area.

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.

Completed & On-going: The Children's Learning Centers was awarded three grants this past year from *Workforce Solutions/Collaborative for Children*. These mini-grants had components within them that offered college scholarships to our staff for enrollment in early childhood education classes. Many of our teachers participated in this opportunity and are on their way to fully meeting the NAEYC accreditation requirements for teacher training and development. Four of our teachers earned an Infant/Toddler Specialist certification in summer 2010.

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

Completed & On-going: The Children's Learning Centers acts as hosts for various events for staff to promote working in a fun environment. We celebrate World Kindness Week and Teacher Appreciation Week with daily activities to recognize our staff. CLC student staff receives a week of festivities during December where staff and parents make each day a special time of recognition. Additionally, we design games for our trainings that incorporate fun, celebrate special events such as our NAEYC reaccreditation visit and arrange for special t-shirt days each week. We also sponsor family events and activities in the courtyard such as the Winter Multicultural Family Musical that involves staff, children and parents celebrating together.

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.

Completed & On-going: The Children’s Learning Centers has continued to recognize our staff at meetings and individually when they complete college classes, workshops and other early childhood trainings. Improving their professional training brings important strengths to the Center so that we can offer children and families the best learning environment possible. We had four teachers graduate as Infant/Toddler Specialist this past summer and all of the managers attended the Saturday ceremony to support and celebrate their accomplishments.

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.

Completed & On-going: Providing exemplary early childhood education and family services is a primary goal for the Children’s Learning Centers. This past year we added parent feedback forms “Getting to Know Our Family” and “A Little About our Child” to increase our understanding and awareness of each individual child and their family heritage. Additionally, our staff trained on inclusive early childhood settings and anti-bias education. We also offer a variety of multicultural events throughout the year including Eid and Diwali, Black History Month, Cinco de Mayo and Chinese New Year.

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.

Completed & On-going: The Children’s Learning Centers staff continues to be committed to furthering the values of early childhood education through the ideals and principals of the NAEYC Code of Ethical Conduct. This is demonstrated by completing training on the principles, utilizing the principles in parent conferences/staff coaching, and daily applications of the ideals of the Code of Ethical Conduct in the classroom and interactions with the children, parents and staff.

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.

Completed & On-going: The Children’s Learning Centers administrators have continued to participate in community initiatives for children through *Workforce Solutions/Collaborative for Children*, and United Way. We hosted an open house for local directors after our NAEYC accreditation visit and sponsored a NAEYC forum discussion for the community to provide feedback to the *NAEYC Accreditation Academy*. We are scheduled to host a director’s workshop in collaboration with the *Houston Area Association for the Education of Young Children* (HAAEYC) in spring 2011. By attending trainings, workshops and community meetings, we are able to stay connected and access services available for children.

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

Completed & On-going: The Children's Learning Centers administrators design and implement training/workshops for our staff that are reflective of current research and best practices for young children. By staying up to date in the field of early childhood education, our teachers can provide the best environment to promote learning outcomes/school readiness for the children and be a model for other centers. In addition, we contribute to the field of early childhood education (ECE) by providing observation/training/intern opportunities for ECE students at UH COE.

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*.

Completed & On-going: The Children's Learning Centers managers have maintained a community connection and involvement with United Way *Bright Beginnings* Directors Circle and *Collaborative for Children*; we have hosted meetings at the Center, participated in surveys and research and attended trainings where we meet with other directors in our zip code.

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.

Completed & On-going: The Children's Learning Centers has continued to invite staff from the Star of Hope, the Women's Center and His Place to our monthly trainings and workshops. This is an early childhood reach out effort to make a difference for children in the community by providing effective opportunities for all teachers to learn and grow as professionals.

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 Children's Learning Centers (CLC) employs a variety of formal and informal modes of evaluation. CLC is licensed by the Texas Department of Family and Protective Services (TDFPS) and a department inspector completes an annual inspection of the Centers 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. CLC provides young children a positive educational foundation and educational components are in place to prepare children to succeed in school and beyond. In addition, CLC submits an annual CCAMPIS report to the federal Department of Education and participates in an annual national playground inspection and quarterly health inspections completed by a certified health consultant with the Texas Children's Hospital Child Injury Prevention program. In all of these areas, CLC has met standards for distinction and continues to receive marks of excellence.

Another reliable source of feedback for CLC comes from parents. Parent surveys are administered to assist the Centers in the commitment to continuous improvement. CLC utilizes an online Parent Opinion Inventory to further assess our service to parents and families. The CLC website has a link where 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 essays relating to their experiences with the Centers 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 CLC Advisory Board (CLCAB), Constitution and By-laws also serves to guide the program at CLC. CLCAB members, composed of UH students, staff, faculty and elected parents, attend monthly meetings to discuss the Center's objectives and progress towards annual goals. Additionally, CLC serves 153 children per semester at Wheeler and is licensed to serve 68 children at Cameron while still maintaining a waitlist for future openings, 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 \$169,489 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 change from amount on SFAC request form by \$169,489 as follows:	
Increase in UH administrative charge	\$ 2,794
Increased in Tuition Estimate due to room reorganization and small Tuition Rate change	\$ 166,695
	<u>\$169,489</u>

B. Expenses:

Overall expense change from amount on SFAC request form by \$169,489 as follows:	
Increase in Salary and benefits	\$ 48,057
Increase in credit card usage fee	\$ 1,000
Increase in Landscape and Trash	\$ 30,378
Increase in administrative charge	\$ 35,990
Increase in telephone equipment	\$ 2,000
Increase postage, printing, supplies	\$ 1,050
Increase in estimated registration fee	\$ 2,500
Increase in estimated travel expense	\$ 2,500
Increased in facilities reserve	\$ 9,212
Increase in food Supply	\$ 7,000
Decrease in Staff Development	(\$ 1,500)
Decrease in repair and maintenance	(\$ 3,750)
Increase dues tax and license	\$ 1,250
Increase Professional services	\$ 30,802
Increase cleaning services	\$ 11,000
Decrease equipment exp.	<u>(\$ 8,000)</u>
	<u>\$169,489</u>

The Children’s Learning Centers 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, renovations, and replacements.

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 FY2010 the Children Learning Center carries forward \$83,444. These funds will be utilized to continue to provide needed and necessary upgrades to the temporary facilities we are housed in at the Wheeler location.

6. Please list your 2011-2012 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 Children's Learning Centers will remain focused on fiscal management strategies striving for a balanced budget for each center.

Strategy: In order to maintain future funding options, the Children's Learning Centers managers will research, collect data, and submit reports to the Department of Education (DOE) for the new *Child Care Access Means Parents in School (CCAMPIS)* grant cycle which began October 1, 2010.

Strategy: To ensure DOE funding will continue until 2014, the Children's Learning Centers management team will focus on student parent recruitment and retention strategies for the next four year *CCAMPIS* grant cycle.

Strategy: The Children's Learning Centers will explore other funding options available in the community like the *Texas Workforce Solutions/Collaborative for Children* Projects to help support our objective of maintaining a balanced budget.

Strategy: The Children's Learning Centers will continue activities such as Annual Fund Drive, UH Faculty/Staff campaign while also exploring other fundraising options in order to build the Giant Steps fundraising account, which can be utilized to off-set operational expenses.

Strategy: The Children's Learning Centers will continue to review child care tuition rates in and around the Houston area and recommend increases as the market will allow; thus, keeping CLC rates competitive with local accredited child care centers.

Strategy: The Children's Learning Centers will continue to monitor monthly budget reports/spreadsheets and utilize meetings with the Assistant Vice President for Student Development and UC Business Administrator to track expenses at each center.

Objective: The Children's Learning Centers will continue to support child care services on campus in conjunction with the Child Care Task Force recommendations and other UH stakeholders.

Strategy: The Children's Learning Centers director/assistant director will continue to provide leadership, support and child care expertise as necessary to operate the CLC space at the Cameron Building that was formerly the Human Development Lab School.

Strategy: The Children's Learning Centers management team will collaborate with the UH Provost's office in providing child care enrollment spots at the CLC Cameron center for faculty recruitment and retention.

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 Children's Learning Centers administrative team will continue to advocate for children on campus by participating in organizations such as the Child Care Task Force, University's Commission on Women and Staff Council.

Strategy: The Children's Learning Centers administrative team will continue to promote/monitor the need for a new child care building on campus to combine children's educational services in one location.

Objective: The Children's Learning Centers will continue to ensure the quality of children's daily experiences by upholding national accreditation standards for both the National Association for the Education of Young Children (NAEYC) and the Southern Association for Colleges and Schools (SACS).

Strategy: In order to maintain dual accreditations, the Children's Learning Centers will submit annual reports demonstrating compliance with required criteria for NAEYC and SACS.

Strategy: The Children's Learning Centers Director will submit applications and documentation to ensure future accreditation at the Cameron location by both NAEYC and SACS.

Strategy: To support positive learning outcomes for children, the Children's Learning Centers management team will utilize accreditation program standards to design professional development opportunities for staff.

Strategy: The Children's Learning Centers will promote positive learning outcomes for children that support developmentally appropriate practices by utilizing current research in early childhood education and aligning the program with the standards of NAEYC/SACS.

Strategy: Following the NAEYC Code of Ethical Conduct, the Children's Learning Centers will continue to promote positive relationships that are harmonious to children's learning and growth.

Objective: The Children's Learning Centers will focus on collaboration between the home and school because families are of primary importance in the young child's development.

Strategy: The Children’s Learning Centers 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 Children’s Learning Centers 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 Children’s Learning Centers will continue to build upon and improve new parent orientation processes working to establish two-way communication patterns from the beginning.

Strategy: The Children’s Learning Centers will continue to offer family activities at the Centers and take-home projects in order to create valuable partnerships.

Strategy: The Children’s Learning Centers will continue to conduct an annual Parent Opinion Inventory in order to receive important feedback on services provided.

Objective: The Children’s Learning Centers will continue to promote involvement and collaborations within the University of Houston community.

Strategy: The Children’s Learning Centers Director, Assistant Director and select teaching staff will participate in the Children’s Learning Centers Advisory Board to support shared governance on campus.

Strategy: The Children’s Learning Centers will continue to offer Internship and Practicum I and II opportunities for UH students in the College of Education.

Strategy: The Children’s Learning Centers will host a Little Cougar Homecoming Pep Rally and participate in other homecoming spirit activities.

Strategy: The Children’s Learning Centers staff will continue to offer volunteer opportunities for student organizations on campus.

Strategy: The Children’s Learning Centers staff will take part in campus wide events and initiatives such as *March for Babies* and *Frontier Fiesta*.

Objective: The Children’s Learning Centers will maintain the commitment to being a caring, cooperative workplace.

Strategy: The Children’s Learning Centers 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 Children’s Learning Centers will continue to focus on safe and healthy working conditions and policies that foster mutual respect, cooperation and well-being.

Strategy: The Children’s Learning Centers will effectively implement policies, procedures and systems that support stable staff and strong personnel management.

Strategy: The Children’s Learning Centers management team will institute on-going program planning and career development for staff.

Strategy: The Children’s Learning Centers management team will strive for continuous program improvement for the benefit of the children and staff.

Objective: The Children’s Learning Centers will strive to embrace our name change which supports children’s education, and develop an image as two united centers on campus and in the Houston community.

Strategy: The Children’s Learning Centers management staff will work to promote unity and cohesiveness between both centers for staff and families.

Strategy: The Children’s Learning Centers management staff will explore opportunities to have our name change made public within the UH community and the Houston area.

Strategy: The Children’s Learning Centers management staff will maintain involvement in Houston area organizations such as *Collaborative for Children*, striving to make a difference in our community.

Strategy: The Children’s Learning Centers administrators will continue to provide/host early childhood training programs for early childhood professionals in the community.

Strategy: The Children’s Learning Centers staff will advocate for the best interest of young children and serve as a voice for the education of young 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 Children's Learning Centers are supported primarily through child care tuition fees, SFAC funds and support dollars received from the University. Additionally, CLC receives the federal *Child Care Access Means Parents in School (CCAMPIS)* grant awarded from the Department of Education. Currently the CLC management team monitor information from the federal government and the Department of Education regarding early childhood funds and possible grant opportunities. In January 2010, we applied to *Workforce Solutions/Collaborative for Children* for the *Child Care Quality Improvement Projects* funded through *Federal Child Care Stimulus Funding* and administered by Workforce Solutions. CLC received three awards: the *Accreditation Network Project* award; *Child Care Quality Improvement, Infant/Toddler* award; and the *Child Care Quality Improvement, Inclusive Care Network* award. This funding assisted CLC with equipment, accreditation costs, classroom supplies/curriculum, and teacher training/scholarships.

Also, CLC participates in the UH Faculty/Staff campaign to increase fundraising dollars in the CLC Giant Steps account. Other sources of funding include fundraisers such as the Alumni Reunion and the CLC Annual Fund Drive. In addition, through a collaboration with the UH Moore's School of Music our four preschool classrooms receive music classes (at no additional charge to CLC or parents) two times a week. All those working with CLC are interested in seeing the Centers be financially healthy and sustain 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 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 closed permanently as of July 2009 so the Children's Learning Centers are now providing services in two locations and is the only unit providing early childhood educational services on campus. It is also important to note that the renovated facility at the Cameron Building no longer operates as a lab school but is in fact part of the Children's Learning Centers and shares the same mission, policies, and procedures.

Appendix

**Children's Learning Centers Weekly Rate Comparisons
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
Children's Learning Centers	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
Children's Learning Centers	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 Children's Learning Centers: Overview of Child Care Tuition Assistance

Semester/Year	UH Student Parents Served	CLC Children Served	CCAMPIS Funds Awarded	SFAC Funds Awarded	Total CLC Tuition Assistance
Fall 2010	40	43	\$40,683.50	\$11,274.75	\$51,958.25
Total: 2009 – 2010					\$96,000.00
Summer 2010	18	20	\$6,336.75	\$6,578.00	\$12,914.75
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

*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.