

# First Environments Early Learning Center



## PARENT MEETING

July 25, 2019

4:00 PM - 5:00 PM

EPA Room C114 or (919) 541-1590

# Agenda

- ▶ Parent Board Elections
- ▶ Federal Partner Updates
- ▶ FEELC Operational Status
- ▶ FEELC Policy Updates
- ▶ FEELC Parent Survey
- ▶ FEELC Fundraising
- ▶ FEELC Programming
- ▶ Questions / Open Discussion

# Parent Board Elections

- ▶ Introduction to Parent Board (3) candidates: Allison Simpson, Julie Fife, Steven Tuyishime
- ▶ Elections
  - ▶ Vote is per family enrolled
  - ▶ Quorum needed is 1/5th the number of families enrolled
  - ▶ Voting open until *Friday, July 26, 2019 at 10:00 AM*
  - ▶ Paper ballot or email Beth at [blake@firstenvironments.org](mailto:blake@firstenvironments.org)



# Federal Partner Updates



National Institute of Environmental Health Sciences  
*Your Environment. Your Health.*

- ▶ Working on updating our Use Agreement
- ▶ Completed Building Improvement Projects
  - ▶ Interior painting - Complete
  - ▶ Drainage - Bike playground repaired late fall
- ▶ Design for future projects in the works
  - ▶ Floors - Possibly Spring 2020
  - ▶ Playground Shade - Working on design for all playgrounds

# FEELC Operational Status

- ▶ New Operating Hours as of September 3, 2019
  - ▶ Hours as of Sept. 3, 2019  
7:00 AM - 6:00 PM
  - ▶ No change in tuition cost



# FEELC Policy Updates: Late Fee Policy

- ▶ Effective Date
  - ▶ September 3, 2019 to correspond with 6:00 PM closing time
- ▶ Late Pick Up Fees
  - ▶ 5-minute grace period between 6:00-6:05 PM
  - ▶ Pick up anytime between 6:06-6:15 PM will result in a \$45.00 charge per child
  - ▶ Additional \$15.00 fee will be charged for every 15-minute period thereafter (e.g., pick up between 6:16-6:30 will incur a \$60.00 total fee per child, etc.)
- ▶ Initial Late Fee Waiver
  - ▶ First late fee charge within past 12-month period is waived.
- ▶ Check Out Reminder
  - ▶ Remember that your check out time at the front desk kiosk determines if you are charged any late fees.

# FEELC Policy Updates: Permanent Part-Time Spots

- ▶ Permanent Part-Time Spots
  - ▶ Federal tuition eligible families only
  - ▶ (2) permanent part-time spots per toddler, middler, preschool, pre-K AGE GROUP
  - ▶ Switching / Adding Days
    - ▶ Max. of 2x per month for either switching or adding
    - ▶ Must be requested in writing and approved by FE Administration and classroom teachers
    - ▶ Additional days charged per additional day attended
    - ▶ More than 2x per month requires request in writing to FEELC Director (w/ copy to Enrollment Specialist)

# FEELC Policy Updates: Shared Spots

- ▶ Shared Spots
  - ▶ Maximum of 4 children per CLASSROOM (equivalent to 2 full-time spots per class)
  - ▶ Must communicate changes to schedules in writing to classroom teachers
- ▶ Shared Partner Change & 60-Day Notice Period
  - ▶ If a shared spot enrollee converts to full-time or leaves the school, the other share partner will be given a 60-day notice by FEELC to find a new share partner or assume a full-time spot themselves.
    - ▶ If no other family is on the waitlist for their age group, then the family may occupy the part-time spot temporarily until another share partner is available, a permanent part-time spot becomes available (for federal tuition eligible families only), or another full-time family becomes eligible from the waitlist and assumes the classroom spot.

# FEELC Parent Survey

- ▶ Annual survey to obtain parent feedback
- ▶ To be administered starting on Monday, July 29, 2019
- ▶ Feedback is important for continuous improvement so please share your thoughts!



# FEELC Fundraising

- ▶ Support First Environments - All current opportunities can be found on our website
  - ▶ Shop AmazonSmile and select First Environments as your charity
  - ▶ Amazon Wish List - Teachers/Staff requested items (see website)
  - ▶ Harris Teeter's Together In Education (TIE) School Code: #5469
  - ▶ Mabel's Labels - Earn 20% of your order for FEELC
  - ▶ FEELC Gear at <http://feelc.spreadshirt.com/>
  - ▶ Courtyard umbrellas - Need one more set!
  - ▶ Enrollment Deposits - Consider donating to FEELC
- ▶ Fundraising profits have been going to our Sustainability Fund, Scholarship Fund, or Infant Playground Shade Structure
- ▶ Goal to seek out grant opportunities for greater impact
- ▶ Have other fundraising Ideas? Contact Bill LeFew at [william.lefew@gmail.com](mailto:william.lefew@gmail.com)



# FEELC Programming

- ▶ FEELC Seed-to-Table Program (Ms. Sue/Mr. Ken)
- ▶ Upcoming “Lunch and Learns”





# Questions & Open Discussion

Next FEELC Parent Meeting: January 2020