

First Environments Early Learning Center



PARENT MEETING

January 31, 2019
12:00 PM - 1:00 PM

FEELC Parent Board & Agency Liaisons

▶ Parent Board Members

<http://www.firstenvironments.org/board/>

▶ President: Kristin Lichti-Kaiser

▶ Secretary: Allison Simpson

▶ Treasurer / Parent Coordinator: Anna Sacks

▶ Fundraising / Social : Julie Fife

▶ Policy Coordinator: Steven Tuyishime

▶ EPA Liaison

▶ Deborah Thomas

▶ NIEHS Liaison

▶ Ed Kang

Federal Partners



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

- ▶ The federal partners subsidize FEELC to keep rates competitive for federal employees and provide exceptional childcare service.
 - ▶ rent, power, water, telephones, security, IT support, internet, building maintenance, janitorial supplies, landscaping, snow removal, pest management, warehouse/mail, kitchen appliances, and washer/dryers.
- ▶ Installation of new floors planned for Fall 2020—
Logistical details will be shared when available.

Child Enrollment

- ▶ FEELC currently enrolls 177 children filling 173.5 slots.
- ▶ Recruitment and enrollment of Federal families is prioritized as much as possible and the center must maintain at least 50% Federal Employee child enrollment.

Federal Employees (EPA, NIEHS, their Federal Post Docs/Fellows, Other Agency Federal Employees)	Federally-Affiliated (Other EPA/NIEHS Post Docs/Fellows, FEELC, EPA/NIEHS contractors)	Non-Federal (Former Federal, General Public)
100 (56.5%)	30 (16.9%)	47 (26.6%) FF 15 GP 32

Director vs. Board Responsibilities

FEELC Director	Parent Board
<ul style="list-style-type: none">• Responsible for day-to-day operations of the center• All decisions with respect to program, staff management, and operation of the center• Provide quality childcare• Develop the budget• Hire and train staff• Keep abreast of trends and research in the field	<ul style="list-style-type: none">• Oversight of operations and overall direction of the center• Budget oversight: review rates and expenses, tuition, and salary guidelines• Develop and approve center policies• Ensure Use Agreement is followed, and government interests are met• Ensure sustainability of the center/Parent Board• Serve as a liaison between the Director, Families, and EPA/NIEHS

Board Mission: The mission of the FEELC Parent Board is to work in partnership with the sponsoring agencies and Center staff to provide high quality childcare, education, and community for the families of First Environments Early Learning Center.

FEELC Administrative Staff Responsibilities

BETH (Director): Oversees budget implementation, program operations, classroom management, compliance with NC Licensing and NAEYC. Addresses parent and teacher concerns and receives program feedback. Supervises all FEELC staff in partnership with program coordinators and administrative team.

▶ Business Administration

▶ **SHELLEY (Human Resources/Staff Scheduling):** Tuition (ProCare Payment Accounts), Payroll, Daily Staffing Schedules, Childcare Subsidies, Human Resource/Coordinator of Benefits

▶ **KIM (Office Manager):** Responsible for remaining in compliance with children and staff records. Purchasing of class and office supplies. Manages business operations. Provides center tours.

▶ Program Administration (In classrooms 50%)

▶ **TRUDI (Program Facilitator):** NAEYC, Environmental Rating Scales, classroom assessments, Child and Adult Care Food Program (CACFP), general classroom support.

▶ **HEATHER (Enrollment Specialist and Program Support):** Wait list maintenance, enrollment, classroom move ups, general classroom support

FEELC Programming

- ▶ Program Coordinators

- ▶ Preschool/PreK:

- Ms. Erica Pigage

- ▶ Middler:

- Ms. Marsha Daniels

- ▶ Infant/Toddler:

- Ms. Dana Birdsong

- ▶ Special Programming:

- ▶ Literacy

- ▶ Movement/Yoga

- ▶ Music

- ▶ Science/Outdoor



Accreditation Maintenance

- ▶ This week at FEELC:
 - ▶ State Licensing Visit
 - ▶ NAEYC Visit
 - ▶ Fire Marshall Inspection

- ▶ Thank you to the FEELC administration and staff for their diligence in preparing for 3 inspections this week!

2020 Budget Overview

▶ Budget Priorities

- ▶ Maintain a high-quality program and competitive tuition rates
- ▶ Ensure an adequate sustainability fund is in place

▶ The Board will evaluate the Final 2019 and Projected 2020 budgets (available in Feb. from accountant); A copy of the budget will be provided once approved.

▶ FEELC prepares a budget according to the calendar year; however, tuition increases have occurred in May with move-ups.

▶ Last tuition increase (3%) began on May 24, 2019

▶ Our goal is not to increase tuition in 2020, as feasible, and to realign evaluation of tuition rates with the calendar year.

New Inclement Weather Policy

- ▶ During inclement weather events, FEELC will mirror the operational status of the EPA.
 - ▶ Communication regarding the operational status of FEELC will be provided to families through various methods.
- ▶ FEELC is creating a contingency plan to ensure continuity of operations with the operating status of the Agency while meeting North Carolina state staff to child ratio requirements.
 - ▶ To help with this planning effort, please answer a few short survey questions regarding anticipated childcare need in inclement weather situations. This will be sent by email shortly.

FEELC Operational Status

- ▶ Based on parent feedback, new operating hours were implemented September 2019
 - ▶ 7:00 AM to 6:00 PM

- ▶ 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.

Community Building

- ▶ FEELC welcomes parent involvement and assistance with a variety of tasks throughout the year. Thanks in advance for any time and/or talents you continue to share with our FEELC community!
- ▶ Have ideas on how parents can become more involved at FEELC? We'd love to hear from you!
- ▶ Save the Date: Saturday, April 25th playdate and potluck
- ▶ Monthly Parent "Lunch and Learn"
 - ▶ January 23: Fine and Visual Motor Activities and Education
 - ▶ Suggestions for other topics of interest are welcome

March Lunch and Learn: Date TBA

"Let's Get This Garden Growing!" with Ms. Sue



FEELC Fundraising

- ▶ Support First Environments Current opportunities on the website.
- ▶ Fundraising profits have been going to the Sustainability Fund, Scholarship Fund, or Infant Playground Shade Structure

- ▶ Fall Festival raised \$400 for center improvements!

- ▶ More information coming this Spring:
 - ▶ Spring photos, both formal and candid
 - ▶ FEELC Cookbook featuring family and Mr. Ken's greatest hits.

- ▶ Goal to seek out grant opportunities for greater impact
- ▶ Have other Fundraising Ideas? Please contact a Board member.

Parent Survey Results

- ▶ 73 families responded
- ▶ AREAS THAT ARE GOING WELL:
 - ▶ 97% said they would either be very likely or likely to recommend First Environments to other parents.
 - ▶ Favorite things about First Environments:
 - ▶ 1) Teachers, staff, community
 - ▶ 2) Focus on the outdoors and School Garden
 - ▶ 3) Food program

Parent Survey Results

- ▶ COMMON SUGGESTIONS/AREAS FOR IMPROVEMENT:
 - ▶ More information on what is happening in the classroom and how their child is progressing socially/emotionally, developmentally, and academically
 - ▶ More opportunities to connect with other families
 - ▶ Additions to food program
 - ▶ Staff list or bios on website
 - ▶ Lack of information on program evaluation results

Parent Survey Results

- ▶ The board is actively working on ways to address areas for improvement.
 - ▶ Lunch and learns to highlight school activities
 - ▶ Communicating to parents what information is available to them and how they can access this information
 - ▶ Communication to parents how contact the board if they have questions, concerns, ideas, or if they need assistance addressing an issue
 - ▶ Planning more social and fundraising events for families throughout the year
 - ▶ Getting parent input through questionnaires to help inform decision making

Questions?

Next FEELC Parent Meeting: July 2020