

- **Child Care Center**

- Supervision of staff: (3) FTE & (3) PTE
  - Each staff needs to receive program orientation, 16 hours of annual training, 1<sup>st</sup> Aid/CPR training
  - Intense supervision during COVID-19 to ensure all safety and daily health protocols are being followed by both staff and parents
- Supervision of #22 children, ages 0-5 years
  - Two separate classrooms
- Annual State License Renewal
  - Includes fire inspection, health inspection, insurance verification, emergency drills, background checks for new staff, verification of immunizations for all staff, etc.
- Curriculum: Montana Early Learning Standard (MELS)
  - Our weakest component because I do not have a background in Early Education and Child Development
- Update Child Care Parent Handbook annually
- Annual Director's Training
- Annual CACFP Director's Training
- Monthly Reports including: CACFP, CCDF Block Grant, BPS School Board
- Monthly parent newsletter, monthly parent Lunch & Learn
- Management of Budget
  - Recently received \$12K in grant funds to support childcare in response to COVID-19
  - Includes ordering and purchasing of all supplies, etc.
- Teen Parent Program & Resource Center
  - Priority enrollment for teen parents
  - Identify teen parents, advocate for resources
  - Partner with Blackfeet Pregnant and Parenting Teen Coalition to provide services and co-instruct parenting class
  - Partner with Hopa Mountain Story Maker's Program
  - Established Baby Clothes Closet & soon adding Diaper Pantry and Children's Little Library
  - Apply for grants to support Teen Parent Resource Center because it doesn't have a separate budget