



Shorewood Recreation and Community Services Department
Discussion for Before and After School Child Care Program for 2017-2018
November 30, 2016

Summary

Before and after school child care is currently being provided at Lake Bluff and Atwater Elementary Schools by Milestones Programs for Children. The Milestones organization is a daycare provider that leases space at both elementary schools. The District has a great relationship with Milestones and appreciates all they have done to serve our families.

Changing childcare service provision to the Shorewood Recreation and Community Services Department will allow for the continuation of programs and services currently offered through Milestones Programs for Children (reliability, convenience, homework enhancement) and the additional fiscal benefits both for the families and for the District. A District childcare program would be able to reduce childcare costs to our families without reducing personnel expertise as well as providing an additional revenue source for the District.

Overview

The Shorewood Recreation and Community Services Department has been asked to research the potential of implementing a before and after school program at Atwater and Lake Bluff Elementary Schools. The program would provide a wrap-around program for Bright Beginnings Preschool and K4 students and a before and after school program for students in K5-Grade 6. The program would also include coverage for early release days, non-school days and a drop-in opportunity. The Department would potentially provide child care opportunities for school events and PTO meetings.

Goals

- To provide the students with a healthy, safe, enjoyable and fun environment by offering a balance of academics, recreation and social activities focusing on healthy choices.
- To provide a variety of academic and enrichment offerings designed to enhance the student physically, socially, emotionally and intellectually.
- To promote the continuity of academic support during the instructional school day to the child care program by aligning intervention and enrichment efforts.
- To provide high quality programming for students who need additional time, support and opportunities to learn.
- To promote relationships with families and build communities.

Benefits to the Student

As a district program, there will be ways to align what the student requires or needs beyond classroom hours. Benefits include but are not limited to:

- Linkages between school-day and before/after school personnel
- Academic Connection
- Intervention Strategies
- Extended learning opportunities through the Shorewood Recreation Department
- District evaluation of program progress and effectiveness
- Use of District resources outside of the school day
- Maximize use of facility space
- A focused homework assistance program
- Possible supplemental instruction (reading and math)
- Professional development opportunities for staff
- District Student Support

Children with Special Needs

Our goal is to meet the individual needs of all our children within the structure of our program. We will be committed to work closely with parents and school staff in accommodating students with special needs.

Personnel

The Before and After School program will be under the auspices of the Shorewood Recreation and Community Services Department. The Department will hire highly qualified staff that will provide strong leadership and an enriching environment for constant growth and success. The Site Supervisor at each Elementary School will report to the Director of the Shorewood Recreation & Community Services Department.

Each Elementary School will have the following personnel:

Site Supervisor

Year Round, Full Time, Benefits

Program Coordinator

10 months, 40 hours per week, Benefits

Wrap Around Lead Teacher(s) (before/after K4 & Bright Beginnings)

Hours: 8:00-12:00 pm and 12:00-4:00 pm

10 months, up to 29 hours per week

Staff Positions based on enrollment

10 months, up to 29 hours per week

Various Hours: 6:45-8:30 am, 8:30-12:00 pm, 12:00-3:30 pm, 2:30-6:30 pm

Site Supervisor

The Site Supervisor is responsible for the implementation of the program at their school. This includes personnel management, communication with building principals, teachers, District RN/health aides, and families, and overall responsibility for the operation of the program. The Site Supervisor will be integrated into the culture of the Elementary

School. They will meet with teachers and support staff to ensure the integration of the instructional school day into the child care program for each of our students.

The Site Supervisor will have a degree in Early and/or Elementary Education or related field. Experience working in a school/child care program and personnel management required.

Each Site Supervisor will hire highly qualified employees who will have a vested interest in shaping the nature of the program experiences and have the expertise to ensure the quality of those experiences. These positions include:

Program Coordinator: This position will require a degree in Early and/or Elementary Education or related field. Experience working in a school/child care program and personnel supervision desirable.

Wrap Around Lead Teacher(s) (before/after K4 & Bright Beginnings): This position will require a degree in Early Education. Experience working in a school, child care or preschool setting.

Staff Positions: Preferred candidates will have a degree or are pursuing a degree in education or a related field. Experience working with youth ages 4-12 years in a group or one-on-one setting.

Marketing

The Before and After School Program will be marketed through the District website, recreation activity guide and website, PTO list serves, social media, and have information available at registration days and at the schools. The Recreation and Community Services Department would begin the registration process for 2017-2018 during the summer registration which would begin in the spring, 2017.

Accommodations

The Shorewood Before and After School Program would need one designated classroom throughout the day and would utilize additional classrooms/cafetorium for after school programs at each of the elementary schools. These are the same accommodations that Milestones currently requires.

License

The Wisconsin Department of Children and Families does not require a public school to obtain a license to operate a childcare program. However, in the tradition of excellence of Shorewood Public Schools, the program will use the Wisconsin Child Care Licensing rules and the Wisconsin Youngstar Quality Rating Program as guides to operate and manage a quality before and after school program. In the future, the Department would seek out licensing and Youngstar Quality Rating.

School Recreation Departments that offer a Before and After School Child Care Program as part of their School District Recreation and Community Services offerings for their School District:

- Cambridge
- Cudahy
- Greendale
- Franklin
- Madison
- Menomonee Falls
- Milwaukee
- Oak Creek
- Oregon
- Plymouth
- Pulaski
- Sauk Prairie
- Sheboygan
- West Allis/West Milwaukee
- Whitefish Bay

School Districts that contract with Municipal Park and Recreation Departments to provide before and after school child care programs in their elementary schools during the school year:

- Brown Deer School District
- Germantown School District
- Greenfield School District
- Waukesha School District

Hours of Operation for the Shorewood School District Child Care Program

Monday through Friday, 7:00 am – 6:00 pm

The Before and After School Program would follow the District's Elementary School calendar. When school is not in session, the Recreation Department would provide all day child care coverage.

The Before and After School Program would be closed on District Holidays: New Years Eve, New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day.

The Shorewood Recreation and Community Services Department currently provides childcare coverage in the summer and would continue to offer this program. However, under this proposal, the school year program would be extended to the summer utilizing the employees hired for the school year child care program.

The Recreation and Community Services Department has a strong emphasis on customer service and the Before and After School Program would continue that philosophy. Our

program would provide the flexibility for childcare coverage by including a "drop-in" service. The drop-in service provides families with a safety net for those days when regular arrangements fall through. The program would also allow for families to enroll in our program that only need child care coverage periodically.

Program Activities

Academic and Quiet Time: Students will have time to work on homework or work quietly on individual games or other learning activities. Communication between classroom teachers and homework support staff creates a link between classroom and afterschool learning.

Enrichment and Recreation Time: Students will have the opportunity to take part in enrichment activities each day. Activities may include but are not limited to writing, reading, community service projects, arts, crafts, science projects, games, music, cooking, Recreation Department programs, and free time. Students will go outdoors weather permitting.

Preschool and K4 Wrap-Around Care: Students may take part in supervised play, lunch, rest period, mid-morning/afternoon snack, and varied learning stations which may include art, music, dramatic play, math and reading activities and play based curriculum.

Snack: A nutritious snack will be provided during after school care.

Nutritional Services

We will investigate the possibility of offering a breakfast and lunch (for the wrap around program) meal through the District's Nutritional Services Department.

Professional Development

Our Site Supervisors would provide monthly professional development for our employees. Our employees would be encouraged to attend District Professional Development programs as necessary.

Enrollment Information

A non-refundable enrollment fee (maximum per family will be established) will be due at time of registration to reserve the child's spot in the program annually.

Enrollment will take place through the Shorewood Recreation and Community Services Department and will start in spring of 2017. The program will begin the first day of school for the 2017-2018 school year. The Department will also offer a child care summer program beginning in June 2017 to assist with the transition of families for the school year.

The Recreation & Community Services Department provides financial assistance for our current programs. A scholarship system similar to our current system will be developed for families that may require financial assistance to participate in the before and after school child care program.

Estimate Enrollment Projections

The childcare enrollment projections for this proposal:

After School Program at each School: 75 students

Before School Program at each School: 20 students

Wrap Around/Instructional School Day Program at each School: 15 students

Enrollment Ratios

The employee to student ratio for our child care program would meet or be lower than the State required staffing ratios. I am anticipating that we would maintain a ratio of 1:8 for our K4-K5 program and 1:10-15 for grades 1-6. The State ratio for Grades 1+ is 1:18.

Estimated Budget

Total Estimated Expenses: \$406,880

Personnel \$330,000

Site Supervisor

Program Coordinator

Wrap Around Teacher

Staff Positions

Equipment/Supplies \$ 20,000

(Each site will need a start up supply and equipment budget estimated to be \$20,000. Fund 80 balance would be used to assist with this purchase.)

2015-2016 Milestones Rental paid to Shorewood Public Schools: \$56,880

(Milestones Facility Fees Waived: \$73,470)

(Milestones Custodial Fee Waived: \$219,090)

Total Estimated Revenue: \$550,000

I calculated our revenue based on the current WFB child care fees. I believe our fees would be comparable. The revenue and expense budget would operate from the Fund 80 Community Service budget. We would need to work with the Business Office to set up proper accounting for the budgeted monies in Fund 80.

Tuition Fee Schedule for Whitefish Bay and Milestones Child Care Program

Listed below are WFB and Milestones child care rates for K5-Gr 5 for the 2016-2017 school year. When developing the Shorewood School District's child care tuition fee schedule, we would use comparable rates in the area. I did not include K4 wrap around rates in this discussion as I felt K5-Gr 5 would illustrate the point.

Whitefish Bay School District Child Care Program

Rates are based on 180 days of school to calculate a flat monthly fee. Non-school days are taken into consideration. Out of this total, nine equal payments (Sept-May) are created.

Whitefish Bay Recreation Program

2016-2017 K5-Gr 5 Before and After School Child Care: Monthly Fees

	1-2 days/week	3 days/week	4 days/week	5 days/week
Before School	\$85 per month	\$120 per month	\$156 per month	\$180 per month
After School	\$181 per month	\$236 per month	\$288 per month	\$324 per month
Before & After School	\$266 per month	\$356 per month	\$444 per month	\$504 per month

Milestones Programs for Children

2016-2017 K5-Gr 5 Before and After School Child Care: Weekly Fees

	2 days per week	3 days per week	4 days per week	5 days per week
Before School	\$28 per week	\$38 per week	\$47 per week	\$53 per week
After School	\$52 per week	\$67 per week	\$81 per week	\$90 per week
Before & After School	\$78 per week	\$101 per week	\$121 per week	\$133 per week

Whitefish Bay Recreation Program

I HAVE ESTIMATED THE MONTHLY FEES TO WEEKLY FEES FOR COMPARISON

	1-2 days/week	3 days/week	4 days/week	5 days/week
Before School	\$21 per week	\$30 per week	\$39 per week	\$45 per week
After School	\$45 per week	\$59 per week	\$72 per week	\$81 per week
Before & After School	\$67 per week	\$89 per week	\$111 per week	\$126 per week

Milestones Programs for Children

I HAVE ESTIMATED THE WEEKLY FEES TO MONTHLY FEES FOR COMPARISON

	2 days per week	3 days per week	4 days per week	5 days per week
Before School	\$112 per month	\$152 per month	\$188 per month	\$212 per month
After School	\$208 per month	\$268 per month	\$324 per month	\$360 per month
Before & After School	\$312 per month	\$404 per month	\$484 per month	\$532 per month

Child Care Program Proposed Timeline

February

Create Job Descriptions for all positions

Develop PR plan

Train on RecPro Child Care Module

March

- Advertise Employment Positions
- Implement PR plan
- Distribute registration materials
- Create program policies, forms, handbooks

April

- Begin the hiring process
- Registration begins
- Develop a transition plan with Milestones for facility usage

May

- Employee Orientation begins
- Begin researching supplies and equipment purchases
- Host an information evening/open house
- Registration continues
- Site Supervisors introduced to Elementary Teachers
- Continue with the hiring process

June/July

- Lesson planning begins
- Purchase supplies and equipment
- Registration Continues
- Work with Facilities and Operations to prepare facilities
- Summer Child Care Program would begin through end of August

August

- Registration continues
- Site Set Up
- Professional Development
- Introduction of Child Care Staff to the Elementary School Staff

September

- Program begins the first day of school

Milestones Timeline

If the Board of Education is interested in offering a District before and afterschool child care program for the 2017-2018 school year, the District must notify Milestones in writing no later than January, 2017 that the contract will not be renewed for the 2017-2018 school year. Milestones would continue to serve the District through August 31, 2017.

Submitted by,

Deb Stolz, CPRP

Director of Shorewood Recreation and Community Services Department

November 30, 2016