

## Early Childhood Care & Education Committee Questions – Lussier Community Education Center

*Given that previous service goals have not been met, what is the agency's plan for outreach and/or changes to program design to increase service delivery numbers? How do you plan to increase service delivery numbers? Are you looking to expand services to other populations (Latino?) If services are expanded is there a plan to hire staff that is reflective of that population? How is agency addressing issues regarding attendance, engagement in program - is the program meeting the needs of families in the community it serves? How is the agency working to engage high needs families?*

The LCEC Elementary Program is undergoing a number of changes this year, and these provide an opportunity to address some of the concerns identified in these questions.

The LCEC is pursuing state licensure of our Elementary Program as one strategy that we are using to both increase service delivery numbers and improve our program. We have completed the pre-application process with the Supporting Family Together Association (SFTA) and have submitted our application to the state. In addition to helping us to improve our program, this will allow us to serve five and six year olds. With licensure, we will be dividing our program into a K-2<sup>nd</sup> grade group and a 3<sup>rd</sup>-5<sup>th</sup> grade group. At that time, we will be able to serve up to 17 children in each group. During the 2009-2010 academic year there were 24 kindergarten and first graders from the Wexford Ridge Neighborhood attending John Muir Elementary School who we were not able to serve.

The LCEC is also doing outreach this month to inform parents of the coming changes to the program and ask for feedback on their experience with the program. Between the end of summer camp and the beginning of the school year, the LCEC Program Director will be reaching out to the parents of children who currently participate in the program, the parents of children who no longer participate in the program and the parents of children who were in kindergarten and first grade last year. He will hold conversations with each utilizing a series of questions included at the end of this document. (Note: We will have one of our Spanish speaking staff make the calls to families we have reason to believe would be more comfortable having the conversation in Spanish. We will have a Hmong speaking board member do the same with Hmong speaking parents.)

While our current staff does reflect the large majority of our current service population, we will definitely be looking to the results of our parent feedback conversations to see if there is an opportunity to include more Latino families in our program. Our program has historically served a number of Latino and Hmong families living in Wexford Ridge, with a number of the kids continuing in our programs from elementary through high school (and one continues to volunteer as a young adult.)

From our outreach list of current participants, past participants and students at Muir, we noted a small number of Latino and Hmong families. While we always include Spanish and/or Hmong language ability as one of our preferred qualifications when hiring program staff, interest in participating by the families we talk to in our outreach effort will make these qualifications an even higher priority in the hiring of the program assistant added to the staff in 2011 (see response to personnel question below).

Lastly, we should mention that as an agency we have developed an internal goal to do better outreach to Latino families. While we do not have additional dollars to dedicate towards this goal, we are going to utilize existing staff and some volunteers to help us do better outreach. This will happen in a number of different ways. For example, we will be inserting a Spanish language listing of the center's programs and services in our monthly calendar distributed in the Wexford Ridge Neighborhood. We currently have this available at the center, but have not been distributing it. The center is also launching a participatory Community Strategic Planning Process

which will involve a series of individual interviews, small group discussions, a town hall meeting and community retreat in the months of September and October. We will be holding some of these discussions in the center programs which most effectively reach Latino/as (and other immigrants). These include English classes, food programs and Play & Learn.

***What is the role of parent in the child's program/services? How are families engaged in program?***

Currently parents and families are engaged in the program in a number of ways, but as outlined in the previous response, we are working on increasing that involvement and communication. Parents have participated in four of the eight summer camp field trips this summer (and have brought along younger siblings to make it a family affair). A small number of parents have volunteered in the program. One served as an artist in residence last year. Parents also participate in a Family Night each semester where food is served, the kids have separate activities and staff and parents can talk about what is going on in the program. The attendance at these events has been lighter than we had hoped, so we are looking for ways to increase the draw. Through the CLEO program, members of Women Rise Up! have been working with the Charles Hamilton Houston Institute to offer workshops for parents. Such topics include supporting their kids in school and parenting strategies. This effort has also resulted in a planned parent's meeting with the new John Muir Principal, Andrea Kreft.

In addition to the outreach effort described above, we are also exploring how we could include parents in the Kids Café program which started this summer. Since the program only pays for children's meals, we would need to find away to either charge parents a nominal fee or secure separate funding.

***How many children attend 5 days a week?***

Since we are a free program, we do not formally register kids to attend 3 days a week or five days a week for example. So any one child's attendance may vary. Nonetheless in order to answer your question I took six sample months from 2009 and the first half of 2010 and calculated how many kids attended all five days one or more weeks out of the month. Due to the nature of our records, this only covered the weeks in which all five days fell within the given month (for example, if Monday was the 30<sup>th</sup> and Friday was the 3<sup>rd</sup> of the next month that week could not be included in the calculation). The result was that an average of between 11-12 kids attended 5 days per week at least once in any given month.

***How many children grades 3-5 reside in Wexford Ridge housing complex?***

There were 40 children in grades 2-5 who lived in Wexford Ridge and attended John Muir Elementary School at the beginning of last year (using the 2009-10 Muir Elementary School Directory). We gave the grade 2-5 numbers because at Muir they have mixed second/third grade classes

***Budget seems quite high, please explain? Please explain increase in personnel costs.***

As we obtain licensure and begin serving children in kindergarten and first grade, we will divide the children into a K-2<sup>nd</sup> grade group and a 3<sup>rd</sup>-5<sup>th</sup> grade group. Currently we have a full time coordinator and a 16 hr/week program assistant. After this transition, our coordinator will take lead responsibility for one of the groups and our current program assistant (who has attained lead teacher qualification) will become a 20 hour/week Lead Teacher for the other group of children, and we will fill the 16 hour per week program assistant position with a staff person with lead teacher qualification. This will allow us to deal with situations where one staff needs to resolve a conflict, calm a child down, etc. while remaining in compliance with licensing rules. This increase in

staffing during the school year (and the accompanying summer camp costs) account for a \$15,340 increase in wages.

In previous years we have also required the Elementary Program Coordinator to spend some of her time supporting Facility Use programs. With the new requirements of licensing and our push to improve the program and expand numbers served, we have put 100% of her time into the Elementary Program. This works out to additional costs to the program of \$3300 in salary.

We did find one error in our budgeting for this program. We calculated as if we were providing benefits to the 16 hr/wk program assistant. Correcting this error will reduce the personnel costs by approximately \$5700. Lastly our projections based on January-June 2010 expenditures have our 2010 personnel costs coming in closer to 2009 actual than we had hoped.

\$ 96,300	2010 Personnel Projected
\$ 15,576	2011 Lead Teacher Costs
\$ 3,330	2011 Elementary Prog Coord Add'l Costs due to 100% Allocation to Program
\$ 1,702	2011 Payroll Taxes Associated with above personnel costs
\$ 116,907	Total
\$ 123,002	2011 Proposed Personnel Costs
\$ (6,095)	Difference
\$ 5,742	Correction of Error (Program Asst Benefits Costs)
\$ (353)	Variance due to rounding/estimating

In terms of the comparative personnel costs at the LCEC versus other organizations, we should note that the center did a compensation analysis using data from the United Way/QTI Non Profit Compensation Survey. The results showed that wages/salaries at the center are significantly lower than those in other local non-profits of similar staff size and budget size, but strong health benefits and time off policies make up for a significant portion (though not all) of that difference.

***Does the program receive DPI Food Program reimbursement? If so, where does this show in the budget? If not, why not?***

We are currently in the process of applying for funding from the Child and Adult Care Food Program through the Wisconsin Department of Public Instruction. In our initial research with DPI we were informed that because the school the children attended did not have sufficient percentages of low income children we were ineligible (despite our program having 100% low income kids). We have since learned that we can apply to Child and Adult Food Care Program through a more extensive process which entails collecting a number of documents and data. We anticipate receiving approximately \$3,000 in reimbursements for snacks through this process.

***What is basis for \$8000 tuition reimbursement figure?***

Our bookkeeper did some research with other centers and estimated that we should be able to bring in that amount of support. It is a rough estimate at this time because we do not yet have experience with the program. I have heard that as parents are losing jobs they are becoming ineligible and centers are losing this revenue, so we may need to adjust that down.

## Elementary Program Parent Feedback Questions

If anyone in the family has participated in the Elementary Program, please use these questions:

1. Would you say your child looked forward to coming to the center:

Always – Most of the Time – Sometimes – Occasionally – Never

Why do you think that is?

2. What do you think were the most beneficial or enjoyable parts of the program for your child?

3. What do you think could be improved to make the program more beneficial or enjoyable?

4. Do you have any other suggestions?

5. Do you plan to have a child in the Elementary Program this year? Y/N

6. Do you know of anyone else who should know about the Elementary Program? Y/N (If yes, who should we talk to?)

If no one in the family has participated in the Elementary Program, please use these questions:

1. Were you aware of the after school and summer day camp program offered by the LCEC? Y/N

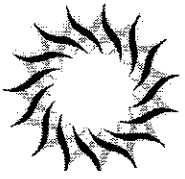
If yes, have you heard anything good or bad about the program? Y/N

(If yes, ask what they heard)

2. What are the most important things you look for in an after school or summer camp program?

3. What would make a program beneficial or enjoyable for your child?

4. Do you have any other suggestions for us as we work on improving our elementary program?



# ¡Bienvenidos al Centro Comunitario Lussier!

Somos una institución comunitaria dinámica donde gente de todas edades pueden aprender y crecer, gente de todos caminos de la vida pueden ser líderes, y donde la comunidad se une.

Ofrecemos salones para actividades de niños y jóvenes, laboratorio de tecnología, grupos de apoyo, centro de grabación, y mucho más.

## Programas para niños y jóvenes

### ***Grupo juega y aprenda***

**lunes y martes 10:00am- 1:00pm**

Juega y aprenda es un programa gratis para niños de 0 a 5 años de edad y sus padres o guardianes. En este programa, los niños empiezan a aprender matemáticas básicas y el alfabeto, y también a socializarse y prepararse para kinder. Los padres o guardianes aprenden sobre el desarrollo y crecimiento de sus hijos/hijas. La programación viene en inglés, español y hmong. **Gratis y accesible al público.**

### ***Programa extracurricular de la primaria (2º a 5º)***

**lunes a viernes 3:30pm- 5:30pm**

Ofrecemos actividades después de la escuela y durante el verano para niños de 7 a 11 años de edad. Estamos en el proceso de abrir el programa para niños de 5 o 6 años de edad. Este programa enriquece el desarrollo de niños y esta basado en apoyo académico, la salud, arte y deporte y servicio comunitario. Es gratis pero es necesario registrarse para asistir. **Abierto para estudiantes de John Muir Elementary.**

### ***Programa para jóvenes de Jefferson (6º a 8º)***

**lunes a jueves 2:40pm- 5pm**

Este programa ofrece oportunidades para que los jóvenes disfruten de actividades recreacionales en un lugar donde estén sanos y supervisados. También se enfoca en actividades para crear líderes, dar servicios y ofrece alternativas a actividades de alto riesgo. Este programa también esta basado en apoyo académico, la salud, arte y deporte y servicio comunitario. **Para estudiantes de 6º a 8º grado.**

### ***Proyecto Teen Build Up***

**Horario no fijo**

Es un programa creado para jóvenes de segunda educación (preparatorio/ liceo), para promover un desarrollo sano personal, ganar experiencias nuevas y positivas, y mejorar nuestra comunidad. **Para adolescentes de 14-18 años.**

### ***The Jane Burrows Buffet Scholars Program***

Una beca diseñada para jóvenes que se han quedado atrás, pero que demuestran habilidad e interés en adquirir educación superior.



## **Cafetería para jóvenes (Kids' Café)**

Kids Café, un programa nuevo en nuestro centro, provee comidas calientes para jóvenes en los programas extracurriculares tres veces a la semana.

"Para el desarrollo de los niños, es sumamente importante comer bien," dice Nora Justin, voluntaria del programa PASS AmeriCorps, "los niños aprenden como comportarse sobremesa, y también como gozar de una comida con amigos." ¡Buen provecho!

Este programa nacional, cual recibe fondos de Second Harvest Food Bank, provee nutrición gratis para jóvenes de familias de pocos recursos.

## Programas para adultos

### ***Building Employment and Technology Skills (BEATS)/ Avanzando conocimientos de computación y empleo*** ***Llame para hacer cita (833-4979)***

Reciba ayuda con CV/resumes, aplicaciones de trabajo, cartas o uso básico de computadoras. Visite al [www.lcecmadison.org/what](http://www.lcecmadison.org/what), para información sobre talleres y más. ***Gratis y abierto al público.***

### ***Tutorías de inglés***

***lunes, 9:00am- 11:00am***

Proveídas por el Literacy Network. Para registrarse, llame al 244-3911. ***Gratis y abierto al público.***

### ***Clases de inglés:***

***martes y jueves 7pm-8:30pm***

Es un programa de MATC que ofrece clases de Inglés como segundo idioma. ***Gratis y abierto al público***

### ***Clases de diploma de preparatoria /liceo para adultos:***

***miércoles 8:30am-11am***

MATC ofrece un programa que provee educación básica/primaria, y ayuda a prepararse para las pruebas de "General Equivalency Diploma" o el diploma de preparatoria /liceo. ***Gratis y abierto al público para adultos y jóvenes de 17 años y mayores.***

Varias clases son ofrecidas por Madison Schools and Community Recreation (MSCR) en el Centro Comunitario de Educación Lussier. Por ejemplo, clases de fotografía, yoga, Zumba y arte y baile. Visite el sitio de red, [www.mscr.org](http://www.mscr.org), para más información.

## Programas de nutrición

### ***Comida de amigos (Food From Friends)***

***viernes, 12:00- 1:00pm***

Provee alimentos frescos, incluyendo pan, verduras y frutas a cualquier familia que los necesite. ***Gratis y abierto al público.***

### ***Dispensa***

***miércoles 7pm-8pm, sábados 12:00-1:00pm,  
(excepto primer miércoles y sábado del mes)***

Dispensa de comida ofrece alimentos no merecedores para familias que carecen. La dispensa se cierra cada primera semana del mes. ***Gratis y abierto al público.***

### ***Comidas para la tercera edad***

***miércoles y viernes, 12:00- 1:30pm***

Madison West Senior Coalition provee almuerzos y actividades para la tercera edad. Favor de llamar al Senior Center al 238-0196 antes de la 1 p.m. el día anterior para hacer una reservación. ***Gratis para individuos 60+, donación requerida para menores de 60 años.***

Estamos muy agradecidos a todos nuestros colaboradores y voluntarios quienes nos dan la posibilidad de ofrecer programación diversa. Favor de llamar al (608) 833-4979 para información adicional sobre programas para adultos, la tercera edad, y jóvenes. Los esperamos en el nuevo Centro Comunitario de Educación Lussier.

**Horas de operación: lunes – viernes 8:30am- 7:00pm  
55 S. Gammon Rd. Madison, WI 53717 tel. 608-833-4979**