



Department of Planning and Community & Economic Development

Community Development Division

215 Martin Luther King, Jr. Boulevard, Suite 300

Mailing Address:

P.O. Box 2627

Madison, Wisconsin 53701-2627

Phone: (608) 266-6520

Fax: (608) 261-9626

www.cityofmadison.com/cdd

Child Care

Community Resources

Community Development Block Grant

Madison Senior Center

Child Care Facilities Loan Program Application

Request Date _____

Contact Name _____ Phone _____

Email _____

Organization Name/Address _____

Do you or your organization currently operate a regulated child program?

☐ Yes ☐ No

Name/Address of Program _____

Has the program or agency been issued a licensing revocation or enforcement notice in the previous 5 years? ☐ Yes ☐ No

Have you or the organization identified an expansion location ☐ Yes ☐ No

Does the program actively participate in YoungStar? ☐ Yes ☐ No

Expansion Location _____

Is the property or will the property be owned or leased by you or the organization?

☐ Owned ☐ Leased

Do you or your agency agree to complete annual reports on the status of the expanded capacity and staffing until the term of the loan has been completed?

☐ Yes ☐ No

Is the building owned by a religious organization? ☐ Yes ☐ No

For City of Madison Child Care Unit

Date Received _____ Received by _____

Request Confirmation Email Date _____

Date Information Request Meeting _____



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If you currently own or lease to a regulated child care program, please provide details or describe how to intend to increase staffing levels to meet the increased capacity?

If you currently operate a regulated child care facility, please describe how you intend to address any licensing violations, enforcements

Please attach to this application document or in email the following documentation:

Estimated timeline for construction

A five-year business plan including

- Staff wages and benefit structure
- Plan for licensure and any preclicensing requirements
- Cost estimates for building improvements and/or construction
- Information about potential barriers to completion of the work and areas where the City of Madison can provide Technical Assistance.

For City of Madison Child Care Unit

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If you currently own or lease to a regulated child care program, please provide details or describe how to intend to increase staffing levels to meet the increased capacity?

We have been making plans to open this space since 2019. During that time, we have expanded to two temporary locations near our intended building site. This has allowed us to gradually hire and train staff. This is important to our model as we support many children impacted by adversity and our staff require specialized training.

In 2020, we opened two classrooms with four Lead Teachers and two Assistant Teachers (3 staff per room.) In early 2024, we opened two additional rooms. This gave us a total of four trained Lead Teachers to staff four classrooms who could then help to support the mentoring of four new Lead Teachers.

We plan to move to the new building in the middle of 2025. At that time, we should have a total of eight Lead Teachers who have been trained and who are ready to mentor a new co-teacher.

While we can't precisely predict the construction completion, we anticipate a move in date of June or July of 2025. At that time, we plan to move the four existing rooms into the space and open one additional infant-toddler room. (Five rooms total) We anticipate opening additional classrooms in September of 2025 and January of 2026 with the building being fully staffed and enrolled by September of 2026.

In addition to hiring and training Lead Teachers over the last four years, we also started a DWD registered apprenticeship program which is helping Assistant Teachers to qualify for upcoming Lead Teacher roles. We are also committed to hiring family members of enrolled children and provide our parents with priority for hiring.

If you currently operate a regulated child care facility, please describe how you intend to address any licensing violations, enforcements.

Not applicable

Plan for licensure and any precensing requirements.

We will work with our TTA consultant through the pre-licensing phase and child care licensing for the final license. We have opened three locations and we understand the process.

We are currently seeking reviews of the building plans. Construction is expected to begin in early August with completion in April, 2025. We will work with licensing to approve the space and hope to open no later than June 1 with our first, probationary license. We plan to be fully licensed by December of 2025.