

Services and Activities Fee Committee
Base Funding Request for FY2018-FY2021

Name of Program, Activity, or Service Early Childhood Learning Center **S&A Project ID/ID's** 4621500002 **Submitted By** Janie Charlton, charltoj@cwu.edu

Total Annual Base Funding Requested **\$ 564,629**

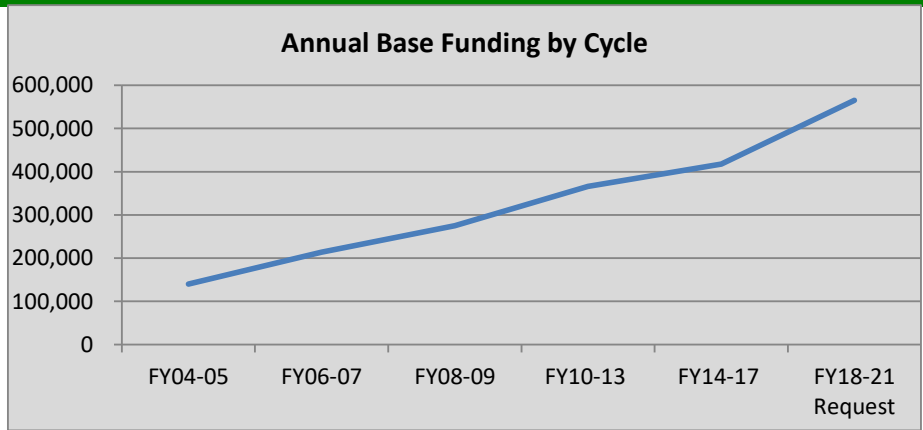
BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

The Early Childhood Learning Center (ECLC) provides high quality care for students', faculty and staff children from the age of infancy through school-age. The mission of the ECLC is to create a dynamic model to implement and demonstrate sustainable exemplary programs and instructional practices for children, families and practitioners in teaching and learning environments. The vision is a commitment to providing best practices, holistic environments and opportunities for development and research, and quality programming for all learners. The ECLC has two locations on campus: 1900 Brooklane, Suite 100 serves children aged 2 to 8 years of age. Michaelson Hall, Rm. 109 serves infants and toddlers up to 28 months. Hours of operation are from 7:30 to 5:30, Monday to Friday. Student parents are given priority; their children may attend from 2 to 5 days per week, AM or PM, or Full days. The ECLC serves students of CWU in a variety of ways; essential services for parents, job opportunities, observatons, internships and being a good partner and resource with other departments.

ANNUAL BASE FUNDING REQUEST SUMMARY

(Provide the data for the chart below on the second tab. The chart will auto populate.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 60,788
Civil Service Payroll	375,042
Student Payroll	242,000
Employee Benefits	218,599
Goods & Services	71,000
Travel	7,200
Equipment	2,500
Annual Base Expenses	977,129
<i>Less: Annual Other Funding Sources</i>	<i>(412,500)</i>
Annual Base Funding Request	\$ 564,629



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ANNUAL BASE EXPENSES

BASE ADMIN/EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Early Childhood Program Director- 12 month position 1.0 FTE	60,787.68	per Year	1.0	1	17.0%	60,788
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
	-	per Year	1.0	1	17.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL					20,990	60,788

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Early Childhood Program Specialist 4 - 12 month FTE 1.0	4,644.00	per Month	12.0	1	19.5%	55,728
Early Childhood Program Specialist 4 - 12 month FTE 1.0	4,004.00	per Month	12.0	1	19.5%	48,048
Early Childhood Program Specialist 3 - 11 month FTE 1.0	3,806.00	per Month	11.0	1	19.5%	41,866
Early Childhood Program Specialist 3 - 11 month FTE 1.0	3,807.00	per Month	11.0	1	19.5%	41,877

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Early Childhood Program Specialist 3 - 11 month FTE 1.0	3,807.00	per Month	11.0	1	19.5%	41,877
Early Childhood Program Specialist 3 - 11 month FTE .75	2,296.50	per Month	11.0	1	19.5%	25,262
Early Childhood Program Specialist 3 - 9 month FTE .75	2,589.76	per Month	9.0	1	19.5%	23,308
Early Childhood Program Specialist 3 - 9 month FTE .75	2,855.26	per Month	9.0	1	19.5%	25,697
Early Childhood Program Specialist 3 - 11 month FTE .75	2,296.50	per Month	11.0	1	19.5%	25,262
Early Childhood Program Specialist 2 - 11 month FTE .75	2,193.76	per Month	11.0	1	19.5%	24,131
Cook - 11 month FTE .75	1,998.76	per Month	11.0	1	19.5%	21,986
	-	per Month	12.0	1	19.5%	-
**Cyclic leave changes in 2017 where only M-F leave can be given resulting in 11 month employees working an additional two days and 9 month employees working an additional day every year. 16 days of additional salaries potentially.	-	per Month	12.0	1	19.5%	-
**Additional CWU required trainings create additional time outside of the classrooms.	-	per Month	12.0	1	19.5%	-
BASE <u>CIVIL SERVICE</u> and <u>TEMP</u> PAYROLL EXPENSE TOTAL					190,349	375,042

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BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
Childcare aides - 5 classrooms open 10 hours per day, 2 students per classroom, 220 days	11.00	per Hour	2,200.0	10	3.0%	242,000
Reception staffed 6 hours a day, 220 days	-	per Hour	627.0	1	3.0%	-
Janitorial 2 hours a day, 220 days	-	per Hour	627.0	1	3.0%	-
Lead student staffing 3-4 per quarter \$1.50 - \$2.00 more per hour per student	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
**Additional CWU required trainings; FERPA, Title 9, in addition to what the ECLC requires to gain employment; MERIT, reading the two handbooks and Safe Sleep Training for those students working at Rainbow.	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL					7,260	242,000

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	34.5%	20,990
Civil Service	50.8%	190,349
Student	3.0%	7,260
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		32.2% 218,599

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense		Annual Base Amount
Supplies	Office/computer supplies, telephone, usage, etc	6,500
Food	Meals for children at both sites: breakfast, lunch pm snack	30,000
Educational/instructional materials	Books, games, manipulatives, art supplies	7,000
Xerox Copier	Supplies and maintenance	1,500
Publicity	Advertisement and marketing	1,000
Registration/Licenses/Memberships/Nurse Consultant/Merit Scholarships		10,000
Programming	Enriching children & Family experiences	1,000
Maintenance	Utilizing facilities for issues related to the two buildings	6,000
Contract Service	Fiscal Person	8,000
		-
		-
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL		71,000

BASE TRAVEL EXPENSE

Description of Travel Expense		Annual Base Amount
CWU Motorpool	Field trips, groceries at Costco	2,500
National Coalition for Campus Childrens Centers Conference	NCCCC Annual conference, travel, lodging, meals	2,500
State training and registry system (MERIT STARS) 10 hours annually at \$200 per employee		2,200
		-
		-
BASE <u>TRAVEL</u> EXPENSE TOTAL		7,200

BASE EQUIPMENT EXPENSE

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Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
Replace or upgrade	4.0	2,500.00	10,000	2,500
Computers (4)			-	-
Software updates			-	-
Printers (4)			-	-
Copiers (2)			-	-
Dishwasher (3)			-	-
Freezers (3)			-	-
Refrigerators (3)			-	-
Vacuums (2)			-	-
Office furniture as needed			-	-
BASE <u>EQUIPMENT</u> EXPENSE TOTAL				2,500

ANNUAL BASE EXPENSES - TOTAL

977,129

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ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)		Annual Base Amount
Program Revenues	Estimated program revenues from parent contracts	400,000
(Increase faculty staff rates by \$3.00 per option per day for all ages). Last rate increase 2011 ****Rate increase being considered, not approved yet to yield additional \$35,000.00. If not approved, \$35,000 less in revenue adding an additional \$35,000 to budget request.		-
Student rates remain the same		-
		-
		-
		-
BASE OTHER FUNDING SOURCES TOTAL		400,000

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
Carry Forward	50,000	50,000	-	12,500
Preservation Account	285,945	-	285,945	-
USE OF CARRY FORWARD (RESERVES) TOTAL				12,500

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

412,500

ANNUAL S&A BASE FUNDING REQUEST

\$564,629

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DISCLOSURE OF NON-S&A FUNDING SOURCES

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Description of Non-S&A Funding Source	Year 1 FY 2014	Year 2 FY 2015	Year 3 FY 2016	Year 4 FY 2017	Average Annual Amount
Child and Adult Care Food Program	27,860.00	20,447.00	24,483.82	24,400.00	24,298
Funding from President	70,000.00	70,000.00	70,000.00	70,000.00	70,000
					-
					-
					-
					-
					-
					-
					-
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	97,860	90,447	94,484	94,400	94,298

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL

94,298