

**Services and Activities Fee Committee**

Base Funding Request for FY2014-FY2017

**AMENDED AS OF 2/13/2013**

Name of Program, Activity, or Service **Early Childhood Learning Center**

S&A Project ID/ID# **53490000-1**

Submitted By **Janie Charlton charltoj@cwu.edu**

Total Annual Base Funding Requested **\$ 417,492**

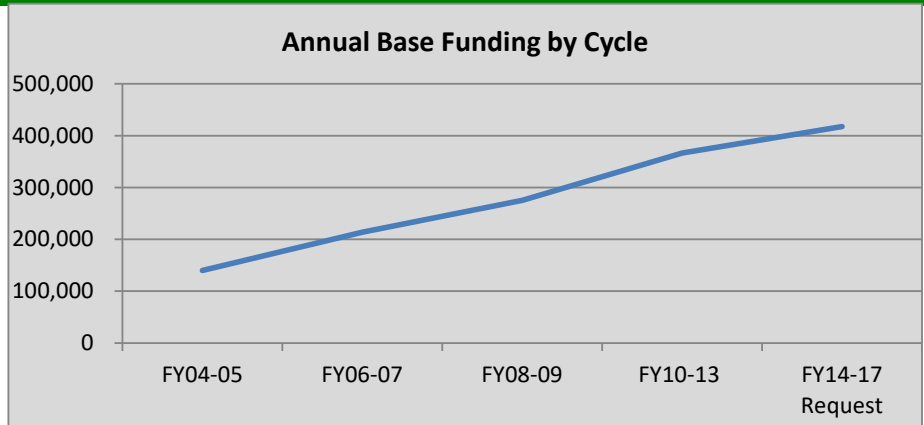
**BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE**

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 Brook Lane, Suite 100 serves children aged 2-8 years of age. Michaelsen Rm. 109 serves infants and toddlers. Hours of operation are from 7:30-5:15, M-F. 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 in a variety of ways; essential services for parents, job opportunities, observations and internships.

**ANNUAL BASE FUNDING REQUEST SUMMARY**

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

	<i><u>Annual Base Amount</u></i>
Admin/Exempt Payroll	\$ 56,725
Civil Service Payroll	294,876
Student Payroll	203,500
Employee Benefits	163,845
Goods & Services	63,000
Travel	4,750
Equipment	2,500
<b><u>Annual Base Expenses</u></b>	<b>789,196</b>
<i>Less: Annual Other Funding Sources</i>	<i>(371,704)</i>
<b>Annual Base Funding Request</b>	<b>\$ 417,492</b>



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**ANNUAL BASE EXPENSES**

**BASE ADMIN / EXEMPT PAYROLL EXPENSE**

<b>Admin/Exempt Position - Description</b>	<b>Pay Rate</b>	<b>Pay Rate Unit</b>	<b>Pay Rate Units per Year</b>	<b>Number of Employees</b>	<b>Benefits %</b>	<b>Annual Base Amount</b>
Early Childhood Program Director--12 month position--Pay rate is 100% of current FY13 salary	4,727.12	per month	12.0	1	15.0%	<b>56,725</b>
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
<b>BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL</b>					<b>19,009</b>	<b>56,725</b>

**BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE**

<b>Civil Service/Temp Position - Description</b>	<b>Pay Rate</b>	<b>Pay Rate Unit</b>	<b>Pay Rate Units per Year</b>	<b>Number of Employees</b>	<b>Benefits %</b>	<b>Annual Base Amount</b>
Early Childhood Program Specialist 4--12 month position--Pay rate is 100% of current FY13 salary (FTE 1.0).	4,322.00	per Month	12.0	1	15.0%	<b>51,864</b>
Early Childhood Program Specialist 3--11 month position--Pay rate is 100% of current FY13 salary (FTE 1.0)	3,631.00	per Month	11.0	1	15.0%	<b>39,941</b>
Early Childhood Program Specialist 3--11 month position--Pay rate is 100% of current FY13 salary (FTE 1.0)	3,631.00	per Month	11.0	1	15.0%	<b>39,941</b>
Early Childhood Program Specialist 3--11 month position--Pay rate is 100% of current FY13 salary (FTE 1.0)	3,631.00	per Month	11.0	1	15.0%	<b>39,941</b>

Base Funding Request

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Early Childhood Program Specialist 3--11 month position--Pay rate is 100% of current FY13 salary (FTE 1.0)	3,631.00	per Month	11.0	1	15.0%	<b>39,941</b>
Early Childhood Program Specialist 3--9 month position--Pay rate is 100% of current FY13 salary (FTE .875)	3,177.13	per Month	9.0	1	15.0%	<b>28,594</b>
Early Childhood Program Specialist 3--11 month position--Pay rate is 100% of current FY13 salary (FTE .625)	1,825.00	per Month	11.0	1	15.0%	<b>20,075</b>
Early Childhood Program Specialist 2--9 month position--Pay rate is 100% of current FY13 salary (FTE .75)	1,906.50	per Month	9.0	1	15.0%	<b>17,159</b>
Early Childhood Program Cook--10.5 month position--Pay rate is 100% of current FY 13 salary (FTE .75)	1,659.00	per Month	10.5	1	15.0%	<b>17,420</b>
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
<b>BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE TOTAL</b>					<b>138,731</b>	<b>294,876</b>

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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 hrs/day, 2 students per classroom for 220 days	9.25	per Hour	2,200.0	10	3.0%	<b>203,500</b>	
Reception staffed	-	per Hour	627.0	1	3.0%	-	
Janitor--2 hours per day/220 days	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
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	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	-	per Hour	627.0	1	3.0%	-	
	<b>BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL</b>					<b>6,105</b>	<b>203,500</b>

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**BASE EMPLOYEE BENEFITS EXPENSE**

<b>Payroll Category</b>	<i>Overall Benefits %</i>	<b>Annual Base Amount</b>
Admin/Exempt	33.5%	<b>19,009</b>
Civil Service	47.0%	<b>138,731</b>
Student	3.0%	<b>6,105</b>
		<b>-</b>
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL</b>	<b>29.5%</b>	<b>163,845</b>

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**BASE GOODS & SERVICES EXPENSE**

Description of Goods & Services Expense		Annual Base Amount
Supplies--Office and computer supplies, telephone usage, etc.		6,500
Food--Meals for children at both sites; breakfast, lunch and pm snack,		25,000
Educational/Instructional materials--Books, games, manipulatives, and art supplies.		6,000
Xerox--Copier supplies and maintenance.		1,500
Publicity--Advertisement and marketing.		1,000
Registration/Licenses/Memberships/Nurse Consultant/MERIT Scholarships		8,800
Programming--Enriching children and family experiences.		500
Maintenance--Utilizing Facilities for issues related to the two buildings		5,700
Contract Service--Fiscal person		8,000
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<b>BASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL</b>	<b>63,000</b>

**BASE TRAVEL EXPENSE**

Description of Travel Expense	Annual Base Amount
CWU Motor Pool--Field Trips/Groceries in Yakima	450
National Coalition for Campus Children's Center's Conference- NCCCC Annual Conference--travel, lodging and meals.	2,500
State Training and Registry System (MERIT)-- 9 employees/\$200 per employee, 10 hours required annually.	1,800
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<b>BASE <u>TRAVEL</u> EXPENSE TOTAL</b>	<b>4,750</b>

**BASE EQUIPMENT EXPENSE**

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
Replace or upgrade: computers (4), software updates, printers (4), Copiers (2), Dishwasher (3), Freezers (3), Refrigerators (3), vacuums (2), office furniture as needed, scanner (1), ovens or stovetop, etc.			-	-
			-	2,500
			-	-

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BASE EQUIPMENT EXPENSE TOTAL

2,500

ANNUAL BASE EXPENSES - TOTAL

789,196



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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 annual program revenues from parent contracts	365,000
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<b>BASE OTHER FUNDING SOURCES TOTAL</b>	<b>365,000</b>

**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	26,815	26,815	(0)	6,704
	-	-	-	-
<b>USE OF CARRY FORWARD (RESERVES) TOTAL</b>				<b>6,704</b>

**ANNUAL BASE OTHER FUNDING SOURCES - TOTAL**

**371,704**

**ANNUAL S&A BASE FUNDING REQUEST**

**\$417,492**

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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 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
Child and Adult Care	26,000.00	26,000.00	26,000.00	26,000.00	26,000
Funding from President	70,000.00	70,000.00	70,000.00	70,000.00	70,000
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<b>DISCLOSURE OF NON-S&amp;A FUNDING SOURCES TOTAL</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>

**DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL**

**96,000**