

## SERVICE AND ACTIVITY FEE ANNUAL REPORT

GENERAL INFORMATION	
Reporting Year:	2015
Reporting Program:	EARLY CHILDHOOD LEARNING CENTER
Funded PID:	82310-53490000-1
Program Manager	JANIE CHARLTON

Financial Report Back:	
REVENUE:	
S&A Funds Received	\$ 421,568.64
Self Support Funds Ear	\$ 335,482.79
Other Funds Received	\$ 70,000.00
<b>TOTAL REVENUE:</b>	<b>\$ 827,051.43</b>
EXPENSES:	
STUDENT PAYROLL	\$ 174,378.71
NON STUDENT PAYRO	\$ 375,552.45
BENEFITS	\$ 158,504.18
GOODS & SERVICES	\$ 60,165.05
<b>TOTAL EXPENSES:</b>	<b>\$ 768,600.39</b>
TRANSFERS IN	\$ 1,709.23
TRANSFERS OUT	\$ 130,000.00
<b>NET CHANGE</b>	<b>\$ (69,839.73)</b>

Includes
Fund Balance
<b>\$ 165,580.82</b>

<b>\$ 827,051.43</b>
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<b>\$ 768,600.39</b>
\$ 1,709.23
\$ 130,000.00
<b>\$ 95,741.09</b>

Please list any S&A funded position that have been vacant longer than six (6) months. If any vacancies

The ECLC had an ECPS 3 retire in March of 2015, another ECPS 3 on FMLA leave for spring quarter and into summer. In addition, positions were re-evaluated and adjustments made on the needs of the program and staffing requests. The effective date for these changes is July 1, 2015. Sarah went from 11 mo./8 hours to 9 mo./6 hours. Caroline went from 11 mo./6 hours to 9 mo./6 hours. Lisa went from 11 mo./6 hours to 11 mo./8 hours, hired Emily on October 1, for 11 mo/6 hours and hired Kim on October 16th for 11 mo/6 hours. All other positions stayed the same.

Please provide an overview of the student centered programming provided, i.e. type of programs,

The ECLC is student centered; serving the needs of student parents with young children and providing a hands-on work/learning experience for student employees, and students earning credit in their related fields of study. The ECLC truly offers a service to student parents, that without the services of the ECLC, student parents may not be able to finish their course of study or to hold a job while enrolled in school at CWU. By offering a full day of early learning for children of students; parents are able to attend classes, meet with professors or advisors, participate in study groups and accomplish daily chores while knowing that their children are in the best of care and receiving fundamental early learning for children aged one-month to eight years of age. We offer half day; am or pm and full day options for parents. We are open from 7:30-5:30 daily. Each quarter we are open a day or two before classes start and continue through to the end of finals week. Parents can choose from 2 to 5 days per week of early learning for their child, depending on their class/life/work needs. Programs offered outside of the regular day are; HarvestFest in November, WinterFest in December and Spring Fling in June.

HarvestFest is held on the Wednesday prior to Thanksgiving and we invite all families and student staffing to the ECLC for a Thanksgiving turkey soup luncheon that the children have shopped for, and assisted in preparing. WinterFest is held the Friday before Finals Week. We offer a time for holiday crafts and games to families, and also welcome a visit from Santa who gives each child a book. For Spring Fling, we have a BBQ lunch for families, students and invite others from around the campus community that have supported the ECLC throughout the year. It is held during finals week at noon outdoors with weather permitting. Each year we serve between 90-120 student parents, 40-75 student employees, and 60-80 students for classroom observations and AUAP visits. While it may seem as though that's not very many students, you need to factor in the amount of time used at the ECLC by each student parent or the time students have spent working/observing/interacting for credit. The benefit to parents is the ability to focus on classes and to finish their course of study, knowing that their children are in a safe, nurturing, educational learning environment. For student employees; they get the benefit of hands-on experiences in working with young children. In 2014-2015, we added a Dr. Seuss Day and Dinosaur Stomp evening events for families. We also offered 'Parents in the Classroom' for two weeks in May. During the summer of 2015, a Luau was added as a family event. In addition, over the course of the 2013-2015 years, we received a Washington Student Achievement Council Grant. It allowed the ECLC to offer financial scholarships to student parents towards quality early learning experiences for their child(ren).

**Please provide a detailed explanation of any fund transfers from one service and activities fund budget**

Transfers were performed by the Student Funds Financial Manager for processing of year end payroll accruals. For the past two years, we have transferred at least \$100,000 from generated revenues for future preservation. Because of the age of the ECLC, there will need to be future discussions regarding replacement of the center and these transferred funds will ensure the ability to pay for a new facility or significant renovations. This is much like preservation dollars set aside for the student union building. We have not completed the transfer from last year and anticipate transferring \$50,000 from the net change fund balance listed at the top of this form (we typically do this earlier in the year; however, we had a transition in the fund accounting staff.