

MINUTES OF THE ACADIA ROAD COMBINED DAYCARE COMMUNICARE SOCIETY

September 20, 2011
Administration Building – 2881 Acadia Road

IN ATTENDANCE (IN BOLD; ABSENT MEMBERS ARE NOT IN BOLD)

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| INFANT CENTRES: | | | |
| LITTLE GOSLINGS | Sonya Cressman | COHO | |
| TODDLER CENTRES: | | 3 – 5 CENTRES: | |
| SITKA | | ACADIA | Allen Lehman |
| HUCKLEBERRY | Jeannie Scarfe (Co-Fundraising Chair) | LITTLE RAVEN | Christina Hendricks (President) Csilla Tamàs |
| CANADA GOOSE | | PACIFIC SPIRIT | Marliese Dawson |
| DISCOVERY | | TILlicUM | Elinor Delgatty (VP Advocacy, Staff) |
| LILLIPUT | Kshamta Hunter | LLUVIA | Denny Yoo (webmaster) |
| CHUVA | Inavis Diaz Robyn Seipp | BARISH | Carolina Palacios |
| | | SUMMER OF '73 | |
| 18 MONTHS – 5 YEARS CENTRES: | | | |
| SANDPIPER | Katy Thomson (Treasurer) | KITTIWAKE | |
| SALAL | | AUKLET | Jen Lamont |
| OUT-OF-SCHOOL CARE (AGES 5-12): | | | |
| KIDS' CLUB | Kelli Kadokawa (Special Projects) | | |
| STAFF: | | OTHERS: | Sedi Minachi (GSS) |
| DIRECTORS: | Darcelle Cottons Bev Christian | | |

Please ask your council rep or senior staff members for contact information if you have any questions.

MEETING AGENDA:

1. Review of Minutes – May 2011 Meeting
2. Introductions
3. Support for Parents with Children who have Sudden Medical Problems
4. Administrator's Report
5. Election of Members to Open Executive Positions (Secretary, VP Advocacy Staff, VP Advocacy Students)
6. Parent Information Night
7. Roadside Safety
8. Discussion of Fundraising Projects for the Fall
9. Miscellaneous (incl. deadline extension of call for grant proposals)
10. Confirm Next Meeting

MEETING CONTENT:

1. INTRODUCTIONS

2. REVIEW OF THE MINUTES – MAY 2011 MEETING

Jeanie moved and Katy seconded, thereby approving the minutes from our May 17, 2011 annual general meeting with no revisions.

3. DISCUSSION OF FUNDRAISING PROJECT(S) FOR THE FALL

JEANIE: Do we want to change the gift card program, keep with it, or drop it all together?

CHRISTINA: Last year we asked centres to put in proposals for grants and approximately 8 were given: light table, fixing a gazebo, a rain barrel, some plants, laptops, and a digital photo frame. Last spring we decided we should try to raise more money and put towards a larger project that would benefit all the centres. One thing that is needed is more/improved playground equipment for the “big yard” attached to the main office. We have heard that this will cost a great deal. We are hoping to contribute to this, though we will not be able to fundraise it all.

JEANIE: Previous years our fundraising have been around \$2,000. To reach a \$10,000 goal we will need to change our strategy. With this amount we can try to get UBC to match it.

UBC Development will set us up with a website where parents can donate directly to the council; donations of over \$25 will generate a tax receipt.

The gift card fundraiser was a lot of work. Probably moving towards a simpler system with only Gas, Groceries, Chapters, and Starbucks, previous year's best sellers, will make the execution much simpler.

ELINOR: Reloadable cards would be ideal because they would continue to pay throughout the year. It also makes it easier on people to pay smaller amounts more frequently.

FUNDRAISING IDEAS:

1. *Wealthy School Revolutions* – online food ordering
2. *Gift Cards* – A simplified version of last year's gift card drive
3. *Loveable Labels* – Deliver directly to parents' homes
4. *Direct Donation* – Donate on the Parent's Council Website
5. *PodsNpeels.ca* – non-toxic food containers, water bottles, re-useable sandwich wrappers. Need to sign up by 2011-09-30. Get 10% of proceeds. Unclear whether it will work for a daycare and not an elementary school. This would likely be year round.
6. *Onyx Stainless Steel* – this is local and offers fundraising. Likely deliver to parents' homes, we will have to determine this.

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| ACTION ITEMS: Investigate the options further. |
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4. ADMINISTRATORS' REPORT (DARCELLE AND BEV)

DARCELLE: We opened another daycare 2011-09-01, named Caribou. A planned 2 ½ month renovation took 5 months. It was meant to be finished by the end of June, but with the construction delays it was very difficult to get open by September 1. We are currently under-enrolled because we tapped out our 3-5yr old wait list of Students, Staff, and Faculty parents.

It is located at the University Services Building and will have longer hours available, (opening at 7:15) though the maximum hours per child will remain as they are. This opening schedule is being tested to see whether the demand for an earlier starting day is strong enough to warrant providing it. Children starting earlier would need to be picked up earlier or have the option of paying for additional time

Wage freezes, location, and other factors have not helped recruitment in all programs.

BUDGET CUT: We received an announcement from the Ministry of Families. The Minor Capital Funding for Emergency Repair, Replacement and Relocation, a grant of up to \$5,000 per year per centre, was cut last year to \$2,000 per year. This year they've cut it totally. It has been used for

equipment replacement or play yard maintenance. The announcement came the same day of deadline for funding. What is problematic is that if a centre had applied for the grant it means they have a recognized need within their facility. Once an issue like this has been identified, for licensing purposes it still has to be fixed regardless of whether there is funding or not which shifts the additional costs to the child care budgets and will eventually need to be reflected in fee increases.

For a general overview, UBC Childcare has opened 200 spaces in the last two years. We are now in a bit of a lull with respect to expansion. The next one will be Phase 2 of the Ponderosa hub, which is slated for late 2014. It will be co-located with the faculty of Education: there will be retail on the ground floor, mixed academic use spaces in the middle, of which we will form a part, and student housing on the top.

AMS BUILDING: there will be childcare in this building as well. It will have an “ Occasional Care” license. What this means is that people can use it no more than 8hrs/day **AND** a max of 40hrs/month. UBC Childcare will also manage this centre. We are large enough now and have a diverse enough campus that we hope to have the capacity to sustain this type of service. There would never be more than 16 children there. Typically it is only for 3-5yr olds because of logistical issues. It will be built big enough that if the occasional option doesn't work it may be able to be converted to another form of childcare.

BEV: we now have 560 families enrolled, scattered over 26 programs from infant to school age. Caribou is in the USB building, and Owl is on Main Mall. It is new to have childcare off of Acadia Crescent. Caribou is currently under-enrolled. There is a yearly trend of turnover in July/Aug/Sept., which is driven by the exodus of 5yr olds moving into kindergarten. The wait list drops down every September, and builds up throughout the rest of the year.

Everyone on the 3-5 year list has been called from the Student, Staff, & Faculty and UNA list; the community list has not been called. Though we have some spaces we need to maintain them for student & faculty as they become needed.

The toddler list dropped from a 18 month – 2 year wait, to a 1 year wait for students and a 18 month wait for staff/faculty. We only have 20 spaces for infants overall. Most of these spaces go to siblings.

There has been an increase in movement, and of people staying for shorter periods of time.

Diane at Kid's Club is now going to be dealing with two catchment area schools (Acadia & U-Hill). This took some organizing with the school to arrange for childcare. There is a workable situation where the kids are coming to UBC CC on a school bus for the time being while they are in portables at Queen Elizabeth.

All of these new programs have really shortened the lists, particularly the 3-5 list. We need to observe the trends over the next few years, as the regular transition of children through the programs is very different from opening new centres.

DARCELLE: the community centre will be opening another infant program. Some of the demand for childcare from the community will be taken over by other operators.

BEV: We have never needed to advertise to fill spaces. It is possible that student/staff/faculty families with 3-5 year olds do not apply assuming we don't have spaces. Information on our website and word of mouth in late August did bring in some new families in the last couple of weeks of August.

5. ELECTION OF MEMBERS TO OPEN EXECUTIVE POSITIONS – SECRETARY, CO-CHAIR FUNDRAISING, VP ADVOCACY STUDENTS

CHRISTINA:

SECRETARY: takes minutes, comes to each meeting. Having two can be helpful due to scheduling issues.

VP ADVOCACY: interfaces with media, respective groups in the university, bring their discrete issues to the table.

CO-CHAIR FUNDRAISING: this is helpful especially if we are planning on increasing our fundraising.

We need to improve communication with the centres as we need executive members and we need greater representation of reps at the centres. Jeannie & Christina will be looking over this so that we can update it.

ACTION ITEMS: We need to find a secretary and more reps for the centres.

6. PARENT INFORMATION NIGHT

CHRISTINA: This year's Parent Info Night will be Tuesday October 25th at 7pm at the Old Barn upstairs. This is our 8th annual info night for families with children moving to kindergarten the following year. Among last year's invitees were staff from the Vancouver School Board, the UNA Bus Program, the U-Hill Kinderclub, and the UBC Child Care Services Kindergarten.

Last year's budget was \$100 for refreshments. Should we do this again?

Unfortunately the Old Barn would not give us the space for free. They did give it to us for half price, but it is still \$175. In other years we have used other spaces that have not cost anything, though the UBC Child Care Services Gym was too small and the Acadia Commons Block main room proved to be too noisy.

We need a cheque for \$196: Elinor moves to spend, Katy seconds, and all are in favour.

A benefit to paying for the Old Barn is that Chairs will be set up in advance, and there will be someone to help set up and take down.

ELINOR: We will stick with this plan for now, but going forward we should try to get one of the community centres to provide this information. They should take over this event. When we started doing it there were no community centres in the area.

ADVERTISING: we should put flyers up in the (through Housing Services on marine drive) student family residences, at the Starbuck's on campus, at the Beanery, and at the Old Barn.

ACTION ITEMS: Advertise the event

7. ROAD SAFETY

ELINOR: We had a small committee last year. Melissa advocated strongly for new crosswalks, which we received. We were going to do a campaign via email and paper flyer with the high school principal, who is on board with it. The RCMP is going to do more patrols and the school liaison is on board. There is a great deal of support but we need something written up.

JEANIE: we should look into having it translated into several languages.

DARCELLE/BEV: talk to the school board also for translation services.

ACTION ITEMS: Elinor, Kelli, and Rashi will follow up on this.

8. SUPPORT FOR PARENTS WITH CHILDREN WHO HAVE SUDDEN MEDICAL PROBLEMS

CHRISTINA: The parent who was going to present this did not come to the meeting today.

One parent set has a child that got ill very suddenly and had to leave the daycare on a moment's notice. It was not permanent. They were concerned with the 1-month cancellation notice; they couldn't give it because it was a virus.

THEY WONDERED:

1. Can the 1-month be waived in emergency circumstances?
2. Would the parent council set up a fund to help with the one-month payment that has to be given if a family leaves without giving one month's notice?
3. The child was meant to go back to daycare but they couldn't find a dedicated staff-member, which cannot suddenly happen. They wondered if they could:
 - a. The centre allow another parent/group parents to share time with the child
 - b. Could a work-study student be paid to do this? Could the parent pay for it?
 - c. **CHRISTINA:** What happens in this situation? There is a bigger advocacy issue here.

- i. Maybe the University could take on a little bit of the responsibility for funding situations like this.

DARCELLE: what you've brought up is a symptom of a problem, though rare. There is a process called "supported childcare". In the past there would be short term funding provided for the family, though these days we don't see anything for short, middle, or even long term funding. With licensed programs you can't just have strangers in a licensed facility. When we have volunteers there is a great deal of paperwork and criminal records checks to be done. It isn't just anyone who gets to walk into these programs. It is not as easy as finding someone to do the job because of licensing issues, liability issues. The university could get sued if a child got hurt on a volunteers watch.

CHRISTINA: the parent council could write a letter on behalf of the family.

BEV: the cancellation policy is one calendar month, meaning a full month from the first of the month to the last day of the month. Bottom line is that we have to be fiscally responsible. I need time to fill a space from the list and need time to give notice to the people on the list. There are many factors to any decision that have to be considered.

ACTION ITEMS: Write a letter to the province with the family in question (if they are amenable).

9. MISCELLANEOUS – INCLUDING DEADLINE EXTENSION OF CALL FOR GRANT PROPOSALS

The deadline for centre grants has been extended to October 14th, 2011.

ACTION ITEMS: None at present.

10. CONFIRM NEXT MEETING

Next meeting will be held on Tuesday, October 18th at 7 pm in the Administration Building [2881 Acadia Road].

All parents are welcome to attend.