



To: Planning Committee

Date: July 5, 2004

From: Terry Crowe  
Manager, Policy Planning

File:

Re: CHILD CARE DEVELOPMENT STATUTORY RESERVE FUND EXPENDITURES

**Staff Recommendation**

That an allocation of \$18,903.54 from Projects #40709 & #40712, originally approved in the 2003 Capital Plan, be approved in the following amounts:

- \$2,000.00 to the Developmental Disabilities Association for the Riverside Child Development Centre
- \$2,000.00 to the East Richmond Community Association for the Kinderfun Preschool
- \$1,940.54 to the Society of Richmond Children’s Centres for the Cook Road Children’s Centre
- \$1,993.00 to the Society of Richmond Children’s Centres for the Terra Nova Children’s Centre
- \$1,300.00 to the Sea Island Community Association for Burky’s Preschool
- \$2,000.00 to the Az-Zahraa Islamic Academy for the Montessori Preschool Program
- \$2,000.00 to the Brighthouse United Church for the Brighthouse Nursery School
- \$620.00 to the True Light School of British Columbia for the True Light Progressive Montessori Preschool
- \$2,300.00 to the Hamilton Community Association for the Hamilton Out-of-School Care
- up to \$2,750.00 for distribution of the publication “Towards Partnership” to non-profit child care centres in Richmond

Terry Crowe  
Manager, Policy Planning

Att. 1

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

The purpose of this report is to recommend the expenditure of \$18,903.54 from Project #40709 & Project #40712, originally approved in the 2003 Capital Plan, for child care equipment, playground improvements and multilingual resource manuals.

### Findings Of Fact

In 2003, \$32,700.00 was set aside from the Child Care Development Statutory Reserve Fund (Bylaw 7524).

On January 26, 2004, Council approved the expenditure of \$13,769.63, leaving a balance of \$18,930.37.

#### 1. Grant Applications

To disburse the balance, a call for applications was published in the Richmond Review on April 22, 2004. A letter was also mailed out to all non-profit child care societies in Richmond to ensure that child care societies were aware of the funding opportunity.

- Ten applications were received by the May 28 deadline.
- A combined total of \$53,588.69 was requested by the 10 applicants.

#### 2. Resource Materials

In the 2001 – 2006 Richmond Child Care Needs Assessment, one of the recommendations for the CCDB is to:

*“Subsidize and distribute resource materials translated into languages other than English (e.g., the publication Towards Partnership available at Westcoast Multicultural and Diversity Services).”*

Permission was obtained from Westcoast Multicultural and Diversity Services to copy this publication. To distribute this resource, the Child Care Development Board proposes the following:

- There are currently 75 non-profit child care centres operating in Richmond; all will be asked if they would like to receive a copy (provided free of charge by the CCDB), and five extra copies will be produced to keep on hand should other centres become established.
- This initiative will cost no more than \$2,750.00.
- Once centres have indicated whether or not they are interested, the total number of manuals to be produced will be determined.
- Centres will be asked to pick them up at the Richmond Child Care Resource and Referral Centre to eliminate mailing costs.

### 3. Recommended Expenditures

The Child Care Development Board (CCDB) is recommending that the following expenditures be approved, as described in the attached report (**Attachment 1**) and outlined in the following table (combined total \$18,903.54).

Name	Program	Purpose of Request	Amount Recommended
Developmental Disabilities Association – Riverside Child Development Centre	- Preschool and full day care (ages 3 to 5 yrs.), total 32 spaces (including 8 for children with extra support needs)	- playground improvements	\$2,000.00
East Richmond Community Association – Kinderfun Preschool	- Preschool (ages 3 to 5 yrs.), total 18 spaces	- purchase and installation of playground	\$2,000.00
Society of Richmond Children's Centres – Cook Road Children's Centre	- Group daycare (3 – 5 yrs.), total 25 spaces	- Science table, couch, magnetic play table, playstore/puppet theatre for school-aged children	\$1,940.54
Society of Richmond Children's Centres – Terra Nova Children's Centre	- Group daycare (3 – 5 yrs.), total 25 spaces including 8 kindercare	- playground, couch, 25 rest mats	\$1,993.00
Sea Island Community Association – Burky's Preschool	- Preschool (ages 3 to 5 yrs.), total 15 spaces	- Folding & locking storage unit, double mobile storage centre, stacking tables	\$1,300.00
Az-Zahraa Islamic Academy – Montessori Preschool Program	- Preschool (ages 3 to 5 yrs.), total 18 spaces	- new playground	\$2,000.00
Brighthouse United Church – Brighthouse Nursery School	- Preschool (ages 3 to 5 yrs.), total 30 spaces	- fence, resod, play stations, surface safety zone for playground	\$2,000.00
True Light Progressive Montessori Preschool	- Preschool (ages 3 to 5 yrs.), total 37 spaces	- Montessori materials	\$620.00
Hamilton Community Association – Hamilton Out of School Care	- Two out-of-school care programs (ages 6 to 12 yrs.), total 40 spaces - Kindercare Program (ages 5 & 6 yrs.), total 20 spaces	- wide range of materials, e.g. easel, shelves, books, CD player, science table	\$2300.00
Steveston Community Centre – Sunshine Preschool Program	- Preschool (ages 3 to 5 yrs.), total 20 spaces	- purchase & installation of sink	0
Non-profit child care centres in Richmond	- N/A	- to provide copies of multilingual resource guide "Towards Partnership"	up to \$2750.00
<b>TOTAL</b>			<b>\$18,903.54</b>

#### Analysis

Rationale for funding decisions is provided in **Attachment 1**. The limited amount available necessitates that the majority of requests receive partial funding only. This way, the CCDB is able to recommend partial funding for nine of the ten applicants.

In addition, the CCDB is able to fulfill one of the recommendations in the 2001 – 2006 Richmond Child Care Needs Assessment by distributing a multilingual child care resource manual to non-profit child care centres in Richmond.

The Child Care Development Statutory Reserve Fund expenditures described above:

- assist the City in fulfilling its mandate of planning, implementing and supporting the development of quality, affordable and accessible child care in the City of Richmond; and
- are consistent with Richmond's vision of being the most appealing, livable, and well-managed community in Canada.

### **Financial Impact**

\$18,903.54 as follows from the 2003 Capital Plan:

• Project 40709	\$ 5,160.74
• Project 40712	<u>\$13,769.63</u>
<b>Total:</b>	<b>\$18,930.37</b>
<b>Subtract recommended expenditure:</b>	<u>\$18,903.54</u>
<b>Balance:</b>	<b>\$26.83 in Project 40712</b>

The Child Care Development Statutory Reserve Fund contains a balance of \$83,339.46 as of May 31, 2004.

### **Conclusion**

Staff recommend that an allocation of \$18,903.54 from Projects #40709 and #40712 in the amounts indicated be approved.

Lesley Sherlock  
Social Planner (4220)  
LS:cas

## **Child Care Statutory Reserve Fund Grants – Spring 2004 Recommended Allocations**

### **Background:**

The Child Care Development Board recently formed a sub-committee to review the Child Care Statutory Reserve Fund process. Some additions were made to the guidelines in hopes of making the process clearer to the applicants; i.e. noting on the application guidelines that it is possible to apply for the grant if you have received funds in the past.

It was evident early on with this grant round that we would not be in receipt of many applications. The CCDB agreed to mail out the Child Care Statutory Reserve Fund application to the non-profit child care societies in Richmond despite the fact the information had been posted on the City of Richmond website and was listed in the local newspaper. In the end we received ten (10) grant applications.

### **Recommendations:**

There is \$18,930.37 remaining in the Child Care Statutory Reserve Fund. Of the 10 applications received, the majority were well planned and thorough. At this time the CCDB recommends that the City of Richmond release \$18,903.54 from the Child Care Statutory Reserve Fund to support 9 of the 10 applications from the following Child Care Programs:

#### **Developmental Disabilities Association - Riverside Child Development Centre:**

*Funds Requested:* \$3600.00 for improvements to the existing playground.

*Recommended Allocation:* \$2000.00 towards the playground improvements.

*Rationale:* The CCDB provided generous funding to this centre in 2002 for the development of said playground. Due to unforeseen erosion problems and high traffic, flooding occurs in the playground therefore requiring improvements to various areas.

We are recommending the allocation of \$2000.00 towards the playground due to limited funds, the number of viable applications received and the generous funding that was allocated to this program in 2002.

#### **East Richmond Community Association – Kinderfun Preschool:**

*Funds Requested:* \$7,418.00 for the purchase and installation of a playground.

*Recommended Allocation:* \$2000.00 towards the playground.

*Rationale:* Whilst we realize a playground is an integral part of a child care program, the Child Care Development Statutory Reserve Fund is for child care centers. The Kinderfun preschool playground is also used by children in the elementary school and families in

the evenings and on weekends. Therefore, the decision was made not to fully fund a playground that will endure increased wear and tear not incurred by the program itself.

**The Society of Richmond Children's Centres – Cook Road Children's Centre:**

***Funds Requested:*** \$1940.54 for a Science table, couch, magnetic play table and a playstore/puppet theatre for school aged children.

***Recommended Allocation:*** \$1940.54 for all items requested.

***Rationale:*** This centre has been flexible to the needs of the community and is now offering a Kindercare program. With the addition of this program there is a need for age appropriate materials. We are recommending full allocation of the funds for this reason.

**The Society of Richmond Children's Centres – Terra Nova Children's Centre:**

***Funds Requested:*** \$4,698.24 for Phase 3 of their playground, couch, 25 rest mats.

***Recommended Allocation:*** \$1993.00 for the couch and 25 rest mats.

***Rationale:*** The CCDB recognizes the urgency in replacing the rest mats and couch and therefore recommends the allocation of funds for these items. We believe completion of the final phase of the playground is not urgent and will recommend that the applicant re-apply at a later date or seek alternate funding for this request.

**Sea Island Community Association – Burky's Preschool:**

***Funds Requested:*** \$1540.00 for folding and locking storage unit, double mobile storage centre and stacking tables.

***Recommended Allocation:*** \$1300.00 for storage units only.

***Rationale:*** Licensing has recommended the storage units require replacement due to safety concerns. The CCDB recognizes this as well as the importance of appropriate shelving for children to access play and learning materials. We would encourage the applicant to reapply for the stacking tables, providing more detail for this request or to seek out an alternate funding source.

**Az-Zahraa Islamic Academy – Montessori Preschool Program:**

***Funds Requested:*** \$4000.00 towards a new playground.

***Recommended Allocation:*** \$2000.00 towards the playground.

***Rationale:*** We recognize this Society's efforts in fundraising to provide an exciting new playground. However, with limited funds at this time and the number of equally viable applications, the decision was made to recommend a portion of the request be allocated.

**Brighthouse United Church – Brighthouse Nursery School:**

***Funds Requested:*** \$9,480.00 for a fence, resod, play stations and surface safety zone for playground.

***Recommended Allocation:*** \$2000.00 for fence and to re-sod the playground.

***Rationale:*** We had some concern with the most recent financial statements and due to the limited funds available at this time and the number of equally viable applications, the decision was made to recommend that a portion of the request be allocated.

**True Light Progressive Montessori:**

***Funds Requested:*** \$3536.91 for Montessori materials; geography, botany and mathematics.

***Recommended Allocation:*** \$620.00 for leaf cards and box, 3 puzzles and land forms.

***Rationale:*** We have a high level of concern with this preschool due to low enrollment numbers and a significant budgetary deficit. We decided to recommend a small portion of the request since the preschool has been so dedicated to its program and the existing families. Our hope is that these funds will aid in improving the program therefore drawing more enrollment. However, we did not feel it was prudent to allocate more funds until the financial situation is more viable.

**Hamilton Community Association – Hamilton Out of School Care:**

***Funds Requested:*** \$14,375.00 for a wide range of materials for an Out of School Care program.

***Recommended Allocation:*** \$2300.00 for use at their discretion as all the materials requested are viable, creative and necessary.

***Rationale:*** It should be duly noted that this application was outstanding and it is clear the Out of School Care Coordinator is innovative and creative.

Due to limited funds and the number of other viable requests we recommend the allocation noted above. We will encourage the Coordinator of this program to apply again at a later date because of the age appropriate and creative materials requested within this application.

**Steveston Community Centre – Sunshine Preschool Program:**

***Funds Requested:*** \$3000.00 for purchase and installation of a sink within the preschool classroom.

***Recommended Allocation:*** 0

***Rationale:*** It was decided that the Child Care Statutory Reserve Fund is more appropriately allocated for enhancing child care programs with materials, equipment and

for urgent repairs. There is no written quote included within the application, or a letter of approval for approval of said sink by the City of Richmond.

**Non-profit Child Care Centres in Richmond:**

***Recommended Allocation:*** \$2750.00 for the distribution of the publication “Towards Partnership”.

***Rationale:*** Towards Partnership is a manual with Early Childhood Education resource materials translated into languages other than English (French, Chinese, Punjabi, Spanish, Serbo-Croatian and Vietnamese). In the 2001-2006 Child Care Needs Assessment, one of the recommendations was for the CCDB to subsidize and distribute a resource such as this. The CCDB and City staff have been working on the logistics of this (permission to copy the manual obtained, cost estimated, etc.). This is a valuable resource to any child care centre in a municipality such as Richmond that is so rich with diversity.

The Child Care Development Board is proud to be able to distribute these funds so generously provided by the City Of Richmond. It is an honour to work within and for a municipality that has dedicated itself to child care.

Report prepared by Lesley Richardson and Susan Graf  
Co-chairs, Child Care Development Board  
June 29, 2004