UNIVERSITY OF UTAH
CHILD CARE
COORDINATING OFFICE
A Division of Student Affairs
UNIVERSITY OF UTAH
CHILD CARE COORDINATING OFFICE
Division of Student Affairs

ANNUAL REPORT
SUMMER SEMESTER 2012 – SPRING SEMESTER 2013

Submitted by: Shauna Lower
Program Director
August 2013
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- Strategic Plan
Executive Summary

In May 2012 the long standing Director of Child Care Coordinating Office retired. The new Director was hired in October 2012. Although the CCCOffice was without direct leadership for 6 months, the 2012-2013 academic years included a full slate of activities supporting the diverse child care needs of University faculty, staff and students.

The Child Care Coordinating Office (CCCO) operates six core service areas. They include: (1) Child Care Resource and Referral, (2) Special Programs, (3) Administrative Oversight of ASUU Student Child Care Program, (4) Coordination and Support for Early Childhood Campus Programs, (5) Administration of the CCAMPIS Federal Grant to low-income student parents and (6) Work/Family support and resources to other campus entities.

Child Care Resource and Referral services were provided to over 300 University families. Of those, 147 referrals were made to student parents. Of that number, 100 parents requested enhanced referral consultation, an individualized phone call or appointment, with our office. The CCCO Web Site received over 14,000 visits from May 2012 through April of 2013.

Special Programming partnerships continued through ASUU and Campus Recreation. “Parent Night Out” and “Finals Week Care” sponsored by ASUU, ran at full capacity with waiting lists. Team Tots, an ASUU/Campus Recreation partnership, now in its 7th year, served 200 children and 141 student parents. The “School/Life” scholarship program received continued support from ASUU leadership, funding 18 at-risk families with $5,243 to help subsidize the cost of child care fees for one semester.

The ASUU Student Child Care Program began its 11th year of operation. The Center now accommodates over 120 University families each semester during three shifts of care. NAEYC Re-Accreditation was accomplished making the ASUU one of 12 statewide to obtain this standard of excellence. A new Director of was hired in May 2012 to oversee daily operations.

In 2012-2013, the Director’s Coalition focused on expanded program measures to comply with new NAEYC standards. Three campus centers were involved in the accreditation process. ASUU Student Child Care, University Kids, and BioKids have all attained NAEYC Accreditation. The combined centers cared for 824 children of student parents.

CCAMPIS (Child Care Access Means Parents In School) was once again awarded through the Child Care Office. Coming out of the Office of Education, Trio Program, this grant supports child care access for low-income student families. The grant is a 4 year award of $489,044. Between May of 2012 and April of 2013 105 student families received $52,975 towards the cost of their child care.

Collaborative partnerships with other campus entities included co-authoring Child Care on Campus Recommendations for the CCCO on behalf of the President’s Commission on the Status of Women and the Child Care Task Force and work on the Health Science Child Care Steering Committee. The office role on the PCSW Task Force includes the evaluation and analysis of campus early care and education programs. For the division of Health Sciences, the office supports the development and implementation of an employee child care center scheduled for development upon achievement of external funding. In addition, the office continues its many years of collaboration with the Department of Family and Consumer Studies. The partnership includes a shared playground facility, student interns, parent education workshops and staff training opportunities.
2012-2013 PROGRAM OUTCOMES

The Child Care Coordinating Office saw increased numbers in all core areas of service and programming.

I. Child Care Resource and Referral Services:
   - 330 Parent Child Care Referrals
   - 165 Hours of Child Care Consultation (30 min. per referral)
   - 525 Children referred to campus programs
   - 14,061 Visits to the CCCO Website (multiple page visitors)

II. Administration of ASUU Student Child Care Allocation
    - 232 Children attended 8 sessions of Parent Night Out
    - 635 Children attended 80 sessions of Finals Week Child Care
    - 18 Families awarded a total of $5,243. “Families In Need” Scholarship

III. Oversight of ASUU Student Child Care Program
     - 167 Children attended the ASUU Child Care Center
     - 24 Part-time hourly positions were filled by student employees

IV. Administration of CCAMPIS and CCCO Funding
    - 105 Families received $52,975 CCAMPIS Subsidies
    - 1 Family received $300 emergency funding from CCCO

V. Coordination of University Early Childhood Director’s Coalition
    - 459 Children between the ages of 6 weeks and 8 years of age are Enrolled at University affiliated programs on a full and part-time basis
    - 232 Student parents with children in care at University facilities

VI. Advocacy, Conferences, Training and Professional Development
    - 24 Hours of in-service training was received by University Child Care Program directors and staff
The Child Care Coordinating Office Profile
Goals and Service Summary

The Mission of the Child Care Coordinating Office is to support and coordinate information, program development and services that enhance the availability, affordability and quality of child care services for University students, faculty and staff.

Child Care Coordinating Office Personnel:
Shauna Lower, Director 1.00 FTE exempt
SM Bennett, Administrative Assistant 1.00 FTE non-exempt
(Office reports to Annie Christensen, Dean of Students)

ASUU Student Child Care Personnel:
Kate Kausch, EC Specialist 1.00 FTE exempt
Amy Larson, EC Specialist 1.00 FTE non-exempt
19 Hourly part-time positions 9.50 FTE non-exempt
1 Larry H. Miller Student Scholars .25 FTE

Core Service Areas and Student Affairs Values:
I. Child Care Resource and Referral Services
   Student Engagement, Best Practices
   • Child care resource and referral counseling and information packets are received by all parents contacting the CCCO
   • CCCCO Web Site contains comprehensive information on child care options, selection criteria and special programs
   • Provider data base organized by zip codes
   • Zip code information is maintained for the greater Salt Lake Area
   • Parent/Provider Resource Library maintained – available in CCCO office

II. Special Programming
   Student Engagement, Commitment to Diversity, Collaboration & Best Practices
   • Parent Night Out
   • Finals Week Child Care
   • Facilitation of School-Life Scholarship selection, funding and oversight of volunteer requirements
   • Team Tots – collaborative program with Campus Recreation offering free child care while parents workout or use recreation facilities
   • Collaboration on special project implementation that supports non-traditional student families (Date Night, Family Fest, Conferences )

III. Administrative oversight of the ASUU, Student Child Care Program
   Student Engagement, Collaboration, Best Practices, Assessment, Evaluation & Research, Best Practices
   • Coordination of registration and enrollment
   • Coordination of personnel policies/procedures and payroll reporting
   • Coordination of program Advisory Board and policy development process
• Early Childhood technical assistance and training for director and staff
• Program assessment
• Program Development

IV. Coordination and support of nine University Early Childhood Programs
Student Engagement, Professionalism, Collaboration, Best Practices
• Facilitation of the University Early Childhood Director’s Coalition
• Support and linkages with National and State Accreditation and Rating Scale resources and mentors
• Participation on University program Advisory Boards
• Targeted support and mentoring based on director and program needs
• Staff training, professional development based on individual center needs

V. Professional Development and Advocacy
Exemplary Staff, Best Practices
• Collaboration with other institutions of higher education and community agencies to provide leadership, planning and program development
• Utah Inter-Institutional Early Childhood Conference sponsor
• Utah Office of Child Care, Work Force Services board member
• Advocacy at state and federal levels

Student Affairs Committee Memberships

Shauna Lower Child Care Coordinating Office

University Committee Membership
ASUU Child Care, Advisory Board
Bio-Kids, Advisory Board
University Kids CCLC, Advisory Board
University, Early Childhood Director’s Coalition
University Health Sciences, Child Care Steering Committee

State and Local Committee Membership
CCCM Child Care Resource and Referral Metro Board (local)
MECC MECCA Early Childhood Council (local)
SLCAP Salt Lake Cap Head Start Advisory Board (local)
SECTION I.

CHILDCARE RESOURCE AND REFERRAL & WEBSITE SERVICES
I. Child Care Resource and Referral Services

University faculty, staff and students seeking information regarding University and community childcare services may call, visit the office or access the CCCO website [www.childcare.utah.edu](http://www.childcare.utah.edu). Each of the three contact options provides core information that:

1. Gives a broad overview of child care options
2. Supports an individualized parent decision making process
3. Provides age appropriate quality checklists
4. Provides age and stage consumer education resources upon request
5. Offers child care listings by region and zip-code
6. Connects parents with other helpful information resources

Within 48 hours after the initial contact with the CCCO office, the parent receives an email with individualized referrals to campus or near-campus programs. If requested, a packet of information is mailed. Web access clients may request a follow-up call in addition to their referrals and information packet. Families needing in-depth information and assistance are encouraged to make a consultation appointment with CCCO director, Shauna Lower.

2012-2013 Service Area Accomplishments:
- Conducted over 300 child care referrals
- Provided 200 hours of child care consultation
- Received over 14,061 active website visits
- Met with 38 high risk (felt they had to drop out of school if they could not find care for their child) student parents
- Assisted 126 student families with child care subsidies through CCAMPIS
- Successfully completed expansion recommendations and presented the recommendations to President Pershing, led by Mary Ann Berzins, through the PCSW

2013–2014 Goals:
- Develop assessment that goes out automatically to parents who have completed a service request intake form
- Develop office packet that is e-mail friendly
- Develop and implement a “Shared Care” in-home contact list for interested parents using University of Michigan model
- Explore the development of a “Student Child Care” or matched-care employment website
- Develop a marketing campaign to advertise resource and referral services
- Develop new website to meet Student Affairs guidelines
- Explore creating a satellite CCCOffice in the Health Sciences Education Building
# Child Care Resource and Referral
## Aggregate Data
### Summer Semester 2012 to Spring Semester 2013

<table>
<thead>
<tr>
<th>Student:</th>
<th>147</th>
<th>Under Graduate Students:</th>
<th>96</th>
<th>Graduate Students:</th>
<th>51</th>
<th>Not stated – 38</th>
<th>Married:</th>
<th>273</th>
<th>Female:</th>
<th>210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff:</td>
<td>111</td>
<td>Department: Oncology, Physics, Medical Center, Biology, Environmental Studies, Education, Sociology, Law, Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>45</td>
<td>(includes not stated)</td>
<td>Total Child Care Referrals: 330</td>
<td></td>
<td>Web Page Visitors: 14,060</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Service Populations:**

<table>
<thead>
<tr>
<th>HAVE YOU USED CCCO BEFORE?</th>
<th>NUMBER OF CHILDREN NEEDING CARE:</th>
<th>AREA REQUESTED FOR CARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: 9</td>
<td>Families with: 1 child needing care – 213</td>
<td>Total: 315</td>
</tr>
<tr>
<td>No: 273</td>
<td>2 children needing care – 13</td>
<td>Campus &amp; Close Proximity – 261</td>
</tr>
<tr>
<td>Not Stated: 33</td>
<td>3+ children needing care – 6</td>
<td>Near Home- 117</td>
</tr>
<tr>
<td></td>
<td>Not stated – 45</td>
<td>Other/not stated – 36</td>
</tr>
</tbody>
</table>

**Age of Child/Children Needing Care:**

| Infant: 135 | Center: 237 | Before/After School: 33 |
| Toddler: 120 | Family Home: 105 | Preschool: 81 |
| Preschool: 99 | Nanny: 66 | Other/not stated: 18 |
| School Age: 30 | | |

**Child Care Services Required:**

| Full-Time: 156 | Part-time: 198 |
| Drop-in/Emergency: 48 | Not stated: 6 |

*Some questions have multiple answers.*
HOME PAGE OF CHILD CARE COORDINATING OFFICE WEBSITE

Welcome to CHILD CARE COORDINATING OFFICE!

Helping University faculty, staff and students select a quality program for their child is a priority for the Child Care Coordinating Office. We offer a comprehensive guide to child care resources and information that supports parents in their search for child care services. This includes:

* Childcare options that exist both on and off campus
* Quality program check list
* Financial and educational resources
* Special programming for children and parents

Learn About Child Care
Child Care Options
Finances
Child / Family Programs
Resource Library
Kids & Family Fun
Website Search
Active Visitors during 2012 - 2013

Average visits per day = 38

New vs. Returning Visitors

In a comparison with last year’s data, all visit categories were increased with the exception of International Visits. The most significant increase was from “Visitors Who Visited More Than Once” which was up 53.07%.
SECTION II.

SPECIAL PROGRAMS

Finals Week Childcare

Team Tots

Parent Night Out

Family Night
II. Special Programs Summary

Each year, the CCCO works collaboratively with other campus programs to offer activities that support the interests and well-being of non-traditional parents. Associated Students of the University of Utah, and Campus Recreation funded the following programs in 2012-2013:

1. **Parent’s Night Out** – child care services are provided free of charge on the second Saturday night of each month between the hours of 6:30 and 10:00. Parents and children alike have a night out facilitated by the staff at the Early Childhood Education Center. Services are provided at the Student Apartment Community Center in the East Village.

2. **Finals Week Child Care** – high quality child care is provided for children of student parents on each day of finals week. Students have an opportunity to rest, study or take an exam while their child is cared for in a safe and healthy environment. Services are provided by, staff and early childhood students from the ASUU Student Child Care Center in the Alfred Emery Building.

3. **Team Tots** – a collaborative program with Campus Recreation allows student parents to use campus recreation facilities two nights a week while their children are cared for, free of charge, at the ASUU Student Child Care Center.

4. **School/Life Scholarship** – 18 low-income student parent families received child care subsidies totaling $5,243.16 during Fall and Spring Semester. This scholarship is funded through the interest from the ASUU Development Account.

5. **CCR&R Services** – enhanced services and support materials focused at non-traditional student needs such as; consumer education, parent resource library, childcare database development and web-site information provided by the CCCO.

**Service Area Accomplishments:**

- ASUU program offerings continue to meet the needs of non-traditional students with children. Programs were full and often had long waiting lists.
- The “Parent Night Out” program filled to capacity each month with waiting lists of up to 15 families. The program accommodates 30 children.
- “Finals Week Child Care” Program accommodated over 600 children.
- Program evaluations collected for all ASUU sponsored programs, continued to have very positive comments.
- “Finals Week” hours and sessions were expanded to cover early and late exam times and an additional room was made available.
- School/Life Scholarship award in the amount of $5,243 was received by 18 families.
- Team Tots had 141 parent participants and 200 children during Fall and Spring Semesters.

**Special Program Goals for 2013-2014:**

- Continue program evaluation through parent surveys and staff focus groups to support and refine program planning based on current evaluation content.
- Expand “Parent Night Out” programming to a second site, facilitated by the ASUU staff.
- Evaluate the “Quality Enhancement Grant” in terms of meeting non-traditional student goals.
- Continue to accommodate expanded Team Tots hours
- Explore feasibility of matched care services for mildly ill children and drop-in services
- Provide child care for major ASUU events

PROGRAM PARTICIPATION SUMMARY AND EVALUATION
Summer Semester 2012 through Spring Semester 2013

“Parent Night Out” is facilitated by the staff at the Early Childhood Education Center in the East Village. Children between the ages of 2 and 7 can attend. The program included 8 31/2 hour sessions.

Parent Night Out 2012/2013

<table>
<thead>
<tr>
<th>Season</th>
<th>Participants</th>
<th>Fall Semester (4 sessions)</th>
<th>Spring Semester (4 sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>126</td>
<td>Sept. 9th, Oct. 27th, Nov. 17th, Dec 8th</td>
<td>Jan. 26th, Feb.23rd, Mar. 30th, Apr.20th</td>
</tr>
<tr>
<td></td>
<td>106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Children</td>
<td>232</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Families</td>
<td>137</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All Sessions ran at full capacity with waiting lists of up to 15 families

Parent Night Out Evaluation Summary

1. How did you hear about the “Parent’s Night Out” Program
   (SA flyer, SH newsletter, door flyer, ASUU sign, Web-site, ECEC staff, Valerie at ECEC, word-of-mouth, USA newsletter, return users)

2. I was (Very satisfied – Not Satisfied) with the quality of care provided by the PNO staff.
   90% found the quality of care very satisfactory - 10% found services satisfactory

3. I found this service: (5-4-3-2-1 Very Helpful – Not Helpful)
   99% found service **very helpful**, 1% found the service **helpful**

4. I have used this service before? _____yes _____no
   68% had used the service before - 32% were using the service for the first time

5. Will you use this service again? _____yes _____no
   100% answered that they would use the service again

Participants: 96% students, 4% Faculty & Staff

Selected Comments from this year’s “Parent Night Out” programs:
• “We are very grateful for these events. We’d even be willing to pay – it is much better than having a babysitter. It’s a real “event” for our child.”
• “I liked the new set of rules.
• If it could start & end earlier (5 – 9, 5:30 – 9:30) it gets late for the young kids! Thanks”
• “Glad to have this and the staff is awesome!”
• “I love this because my kids are so happy to come.”

Finals Week Child Care 2012/2013
Finals Week Child Care is facilitated by staff at the ASUU Student Child Care Center and Staff at the Child & Family Development Center. It is free to student parents.

50 Families 59 Children  Summer Semester 12 sessions
(Aug. 2nd - 3rd)

238 Families 246 Children Fall Semester 28 sessions
(Dec. 10th - 14th)

315 Families 330 Children  Spring Semester 40 sessions
(April 26th - May 2nd)

Total Participants: 635 Children 603 Families 80 Sessions

*This year we increased the number of sessions to accommodate more families and keep the adult/child ratios low.

Finals Week Evaluation Summary

1. How did you hear about the Finals Week Child Care Program?
(SA flyers, SA newsletter, ASUU office staff, website, CFDC, Signs around campus, Resident Council Meeting)

2. I was (5–4–3–2–1 Very Satisfied – Not Satisfied) with the quality of care provided by this program.
86% Very Satisfied 114% Satisfied

3. I found this service: (5–4–3–2–1 Very Helpful – Not Helpful)
95% Very Helpful 5% Helpful

4. I have used this service before _____yes _____no
62% have used the service before – 38% are first time users

5. Will you use this service again _____yes _____no
100% would use the service again – 0% would not use the again

Participants: 98% Students - 2% Faculty/Staff

Comments:
• Thank You!! Good Job!! Wonderful Service!!
- Great to have time to study without being on double duty with my son
- Wonderful service – can’t believe it’s free
- My children loved coming and Miss Jenny was a real hit
- Full day would provide better support my family

**Team Tots Participants**

Team Tots is a collaborative program between the Child Care Coordinating Office and Campus Recreation. Student parents have access to free child care while they work out at one of the recreation facilities on the campus. This popular program has been running since Fall Semester of 2006. The program runs on Tuesday and Thursday evenings from 5:00 to 8:00. Campus Recreation pays a percentage of staffing, snack food and activity material costs.

Fall Semester:
- 25 Sessions (Tuesday and Thursday 5:00 to 9:00) 136 hours
- 68 Children
- 42 Student Families

Spring Semester
- 26 Sessions (Tuesday and Thursday 5:00 to 9:00) 264 hours
- 132 Children
- 99 Student Families

**Totals**
- 51 Sessions
- 200 Children
- 141 Student Parents

The number of participants dropped due to the fact that we could not accept Team Tots Children until 5:00. Many parents prefer coming at 4:00 however the center is still full at that time. Our challenge continues to be accommodating Teams Tots children with ASUU growing enrollment numbers.

**DATE NIGHT**

Date Night was cancelled this year due to low registration numbers.
ASUU

“SCHOOL - LIFE”

Child Care Scholarship Application
(Fall Semester 2013)

The Associated Students of the University of Utah are proud to sponsor a special “School - Life” scholarship for student parents who are experiencing a financial hardship and need support paying for child care while completing their semester course work. The scholarship helps with Campus Child Care Program expenses while the parent attends class. Applications will be reviewed by an oversight committee and additional information will be taken from your child’s application to the ASUU Student Child Care Program. All information is confidential. Applications are due by Noon on Monday, August 12, 2013 and award notification will be made during the 2nd week of Fall Semester 2013.

Student parent name: _____________________________ Single ___ Married ___ Other _____
Address: ____________________________________________________________

E-mail address: ______________________________________________________

Student Status:  Undergrad _____ Grad _____ Student ID# __________________________

Dual student family:  Yes _____ No _____ If yes, spouse is Undergrad _____ Grad _____

International Students:  Visa #__________________________ Expiration date: ____________
I-20 # ______________________ Expiration date: ____________

Child’s First Name: _____________________ Age: ________

Have you previously received a “School - Life” scholarship?  Yes _____ No _____

If additional information is needed, at what number can you be reached? ________________________________

Scholarship recipients are required to volunteer at least one hour per week at the center. This volunteer time may be working on an at home project for the center or assisting in an activity at the center. Activity to be determined by the recipient and approved by the Center Director

Incomplete volunteer hours will result in ineligibility for future “School - Life” awards.

Please answer the questions on the next page (responses should be a minimum of several paragraphs long but no more than two pages).  Please no photographs! Please do not use your last name in your responses to the questions.

Information provided is truthful & reflects my current household status. Should I be awarded this scholarship, I understand that it is my responsibility to contact the Child Care Coordinating Office should my childcare needs change during Fall Semester 2013.

______________________________________________________________________________

Signature of student parent Date

Please submit (drop off or e-mail) application no later than 12:00 pm (noon) on August 12, 2013 to:

Child Care Coordinating Office Phone (801) 587-7730
Union Building, #408 E-mail: sbennett@sa.utah.edu
Please be specific as the scholarship is awarded based on the content of your answers to these questions:

1. What are your reasons for applying for the ASUU “School - Life” Scholarship (please describe your circumstances and financial need).

2. How will access to campus childcare help you succeed as a student? How will the scholarship benefit you and your child?

3. The recipient of this scholarship will be obligated to volunteer at least one hour per week in support of the center, please describe how you would like to fulfill this obligation?
SECTION III.

ADMINISTRATION OF ASUU STUDENT CHILDCARE PROGRAM

Outdoor Learning Environment
III. Administrative Oversight of ASUU Child Care Program

The Child Care Coordinating Office provides administrative oversight to the ASUU Student Child Care Program through:

1. Facilitation of program Advisory Board
2. Administration of accounts payable and receivable
3. Administration of CCAMPIS awards
4. Partial administration of program applications and enrollment
5. Administrative oversight of payroll
6. Compliance with HR requirements for staffing
7. Technical assistance in support of State Licensing and NAEYC Accreditation
8. Staff training
9. Parenting workshops and parent counseling

The ASUU Student Child Care program finished the 9th year of operation and is staffed with a full-time Director, full-time Curriculum Specialist and 20-25 part-time hourly employees. Each semester childcare services are provided on a part-time basis, slots for up to 120 children between the ages of 12 months and five years of age. The program operates from 7:00 a.m. to 9:00 p.m. Monday thru Thursday and from 7:00 a.m. to 6:00 p.m. on Friday.

2012–2013 Program Accomplishments:

- New Director hired and trained
- State Child Care License maintained – May 2013
- NAEYC Accreditation annual report completed and accepted
- Quality Enhancement grant awarded for $23,000 by the Utah Office of Child Care
- Enrollment process moved from under CCCO office to be under the ASUU Director responsibilities
- Hosted December Date Night
- 6 Staff attended UAEYC Conference in April

2013-2014 Program Goals:

- Continuation of best practice staff orientation and training program with assessment piece added
- Conduct Parent/Teacher conferences at the end of each semester
- Reduce staff turnover by studying the feasibility of hiring a full-time benefited staff member
- Reaccreditation to NAEYC completed and awarded
- Design completion of the outdoor nature space
- Move enrollment process to digital media
- Move CCAMPIS process to digital media
2012 – 2013
ASUU Student Child Care Advisory Board Members

Geri Mendoza  
Child & Family Development Center  
Bus: 581-4230  
geri.mendoza@fcs.utah.edu

Shauna Lower  
Child Care Coordinating Office  
Bus: 585-5897  
shauna.lower@sa.utah.edu

Sandy Bennett  
Child Care Coordinating Office  
587-7730  
sbennett@sa.utah.edu

DJ Payton  
ASUU Vice President  
Bus: 581-2788  
djpayton@asuutah.edu

Rob Phillips  
ASUU Financial Advisor  
Bus: 581-2788  
rphillips@asuutah.edu

Daniel Payne  
ASUU Non Traditional  
Bus: 581-2788  
payne.daniel@hotmail.com

Kate Kausch & Amy Larson  
ASUU Student Child Care Program  
Bus: 585-7393  
kkausch@sa.utah.edu  
amylarson@sa.utah.edu

Lori McDonald  
Associate Dean of Students

Bus: 581-8061  
lmcdonald@sa.utah.edu

Teresa Brown  
Office of Risk & Insurance Management  
Bus: 581-5590  
teresa.brown@utah.edu

Parent Representatives  
Colin Thomas  
colin.thomas@utah.edu

Eva Morgan  
eva.t.morgan@gmail.com

Heather Thiesset  
heather.thiesset@hsc.utah.edu

Jessica Houf  
jesse.houf@utah.edu

Juan Jose Garcia  
folklorejay@gmail.com

Katrina Herd  
katrina.herd@gmail.com

Ruth Guyon  
ruth.guyon@gmail.com

Stacie Roberts  
stacieroberts@hotmail.com
2012 – 2013 DJ Payton and Daniel Payne Leadership Accomplishments

- DJ Payton, ASUU Vice President was identified as the Advisory Board Committee Chair
- Daniel Payne was appointed the Non-Traditional Representative
- After a 5 year lapse, the Non-Traditional Student Committee sponsored a Spring Conference focused at non-traditional students
- The “School/ Life Scholarship program continued with $5,243.16 being awarded to 18 families. Additional funding was awarded by the joint legislature for Spring Semester. The award helps student parents defray the cost of their child care services for one semester.
- Tom Hurtado, ASUU Communication Advisor, was instrumental in developing new marketing materials including signage around campus.
SECTION IV.

COORDINATION OF UNIVERSITY EARLY CHILDHOOD DIRECTOR’S COALITION

1. Biokids
2. Bright Horizons Child Development Center
3. The Child and Family Development Center
4. Early Childhood Education Center
5. University Head Start
6. University Kids
7. Virginia Tanner Preschool
8. ASUU Child Care Program
IV. Coordination of University of Utah Early Care and Education Director’s Coalition

The CCCO Director serves as chair and coordinator of the University of Utah Early Childhood Director’s Coalition. The Coalition has representation from the University’s eight early care and education programs. The combined services of these programs provide over 800 early childhood and summer camp slots for children of University families. Program demographics are compiled on a yearly basis and monthly vacancy rates are reported. Monthly meetings facilitate communication, training and technical assistance between the individual centers. In addition, the Coalition sponsors and collaborates staff training and program enhancement opportunities throughout the year.

The Early Childhood Director Coalition meets monthly, rotating meeting locations to different areas around campus. The eight programs, range from part-time preschool to full-time child care and full-time school-age summer camp. We are also fortunate to have a SLCAP Head Start program in the West Village, student housing complex. Each program falls under a different administrative division and offers a wide range of services to children six weeks through twelve years of age. The programs are located on or in close proximity to the campus center. They include:

**ASUU Student Child Care** – This unique program sponsored by ASUU is tailored to meet the needs of student parents. Part-time hours, sliding fee scale, and slots for toddlers are offered for children ages 12 months – 5 years of age. It is located in the Alfred Emery Building on President’s Circle.

**BioKids**- Created by faculty from the Biology Department, this small family oriented program is uniquely designed to meet the needs of faculty parents. The program serves 31 children between the ages of 6 weeks and 5 years of age. There is a parent co-op option for participating families. It is located west of the Bookstore in building #44.

**Club U** - Club U falls under Continuing Education /Youth Programming. They have operated on the University campus since 2001 offering summer camp and semester break child care options for faculty, staff and students. Program administration is located in the Annex Bld.

**The Child & Family Development Center**- The oldest early childhood program on campus has operated since 1930. As part of the Department of Family and Consumer Studies, offering part-day (2 ½ hr sessions) preschool programs and kindergarten for children 2 through 6 years of age. The lab school operates as a training center for early childhood students and is housed in the Alfred Emery Building on President’s Circle.

**The Early Childhood Education Center**- The University’s second oldest program is conveniently located in the East Student Village and operated by the University Auxiliary Services. Services include full and part-time programs for children 24 months through 8 years of age. It has operated since the early 1970’s.
While priority placement is given to children of students who live in East and West Village, many community children also attend.

**Head Start** - The Salt Lake Community Action Program operates Head Start for income-eligible families. A home visitation program and traditional preschool services are offered to families living in the West and East Villages. Sixty children between the ages of 3 and 5 years are served by this program. It operates September through May.

**University Kids** - A national chain that began its association with the University in 1996. The University has a contractual agreement with CCLC and participates on their Advisory Board. Located south of the campus on Guardsman Way, University Kids serves children from 6 weeks through 12 years of age. University students, staff and faculty are given priority placement and a 10% discount in this program.

**Virginia Tanner Fine Arts Preschool** – Uniquely focused on the arts, this preschool program offers part-time sessions (M,W,F 9:00-12:00) throughout the year. Children must be between the ages of 3 and 6 to participate. The program is temporarily located in the former Museum of Natural History.

**2012–2013 Combined Accomplishments:**
- Director Coalition met 10 times during the year
- Director’s Participated in Accreditation Support Group
- High levels of State Licensing Compliance were maintained
- Director training sessions included: Emergency Management brainstorming, Active Shooter training, Referring children with difficult behaviors and Supporting Staff through difficult times
- Development of monthly reporting system for capacity, vacancies and waiting lists

**2013-2014 Program Goals:**
- Share recruitment and retention strategies that include a yearly program evaluation and assessment process
- Refine Emergency Evacuation Plans with a focus on Off-Campus Sites
- Continue inter-program observation and mentoring opportunities for program directors and staff
- Develop formula for calculating University in-kind support to individual programs
## PROGRAM STATUS REPORT 2012 – 2013

<table>
<thead>
<tr>
<th>PROGRAM NAME:</th>
<th>Years of affiliation with the U of U:</th>
<th>Program Status:</th>
<th>NAEYC Accreditation:</th>
<th>Administrative Oversight Department or Division:</th>
<th>In-kind Support Provided by Department or Division:</th>
<th>Amount of University Subsidies:</th>
<th>Estimated Yearly Dollar Amount of University Subsidies:</th>
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<tr>
<td>ASUU Student Child Care:</td>
<td>11</td>
<td>X</td>
<td>‘06 ‘15</td>
<td>Child Care Coordinating Office</td>
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<td>BioKids:</td>
<td>13</td>
<td>X</td>
<td>‘06 ‘16</td>
<td>Biology Department</td>
<td>X X X X X X X</td>
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<td>The Child &amp; Family Development Center:</td>
<td>83</td>
<td>X</td>
<td>Def ‘13</td>
<td>FCS</td>
<td>X X X X</td>
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<td>Auxiliary Services</td>
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<td>15</td>
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<td>‘10 ‘15</td>
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<td>13</td>
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<td>X</td>
<td>SLCAP</td>
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<td>Program Name:</td>
<td>Program Director:</td>
<td>Years in Service</td>
<td>Yearly Salary Range:</td>
<td>Is This Position Benefited?</td>
<td>Other Forms of Compensation (please explain):</td>
<td>Education Qualification:</td>
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<td>-------------------------------------</td>
<td>-------------------</td>
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<td>-----------------------------</td>
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<td>Kate Kausch</td>
<td>1</td>
<td>X</td>
<td>Yes</td>
<td>Support to attend National Conferences, IT Training, Flex-time Free Child Care</td>
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<td>BioKids:</td>
<td>Robin Perley</td>
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<td>X</td>
<td>Yes</td>
<td>Support to attend National Conferences and State Training Seminars</td>
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<td>The Child &amp; Family Development Center:</td>
<td>Geri Mendoza</td>
<td>2</td>
<td>X</td>
<td>Yes</td>
<td>Travel to professional conferences, Teaching within the dept.</td>
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<td>Tracy Brown</td>
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<td>X</td>
<td>Yes</td>
<td>Discounted child care, Training, Campus resources</td>
<td>Doctorate</td>
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<td>University KinderCare (Knowledge Learning Corporation):</td>
<td>Andrew Mongomery</td>
<td>5</td>
<td>X</td>
<td>Yes</td>
<td>Regional Conference Training,</td>
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<td>Salt Lake CAP Head Start AJS Center – University of Utah:</td>
<td>Susan Kay</td>
<td>2</td>
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<td>Yes</td>
<td>State and National Training</td>
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<td>Program Name</td>
<td># of Full-time Teachers</td>
<td># of Part-time Teachers</td>
<td># of Work/study Employees</td>
<td>How many teacher positions have benefits?</td>
<td>Other forms of Compensation (please explain):</td>
<td># of Full-time Teachers with:</td>
<td># of Part-time Teachers with:</td>
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<td>0</td>
<td>0</td>
<td>Conferences Travel Training</td>
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<td>14</td>
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<td>BioKids:</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>Training, First aid, CPR</td>
<td>3</td>
<td>1</td>
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<td>The Child &amp; Family Development Center</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>Teaching opportunities</td>
<td>3</td>
<td>1</td>
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<td>Early Childhood Education Center:</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>2</td>
<td>Conferences Travel</td>
<td>2</td>
<td>1</td>
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<td>University Kids (Creative CC Learning Centers):</td>
<td>20</td>
<td>2</td>
<td>0</td>
<td>20</td>
<td></td>
<td>8</td>
<td>14</td>
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<tr>
<td>Salt Lake CAP Head Start AJS Center – University of Utah:</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<td>3</td>
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</table>
## Program Capacity by Semester and Fee Scale

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>FUNDING SOURCES</th>
<th>INFANTS</th>
<th>TODDLERS</th>
<th>TWO'S</th>
<th>PRESCHOOL</th>
<th>SCHOOL-AGE</th>
<th>WEEKLY FEE SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUU Part-time, Student Priority</td>
<td>CC fees, CCAMPIS grant, Student Act. Fees, In-kind U support</td>
<td>0</td>
<td>24 spaces (3 hourly sessions) 2 semester wait list</td>
<td>36 spaces (3 hourly sessions) 2 semester wait list</td>
<td>75 spaces (3 hourly sessions) 2 semester wait list</td>
<td>0</td>
<td>$23 - $200</td>
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<tr>
<td>BIO KIDS Full time, Biology Dept. Priority</td>
<td>CC fees, In-kind U support, State grants</td>
<td>4 spaces 4 semester wait list</td>
<td>4 spaces 4 semester wait list</td>
<td>12 spaces 2 semester wait list</td>
<td>11 spaces 2 semester wait list</td>
<td>0</td>
<td>$16 - $165</td>
</tr>
<tr>
<td>CLUB U Summer &amp; semester breaks, Open Enrollment</td>
<td>CC fees, In-kind U support</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>34 (6 weekly sessions)</td>
<td>101 (6 weekly sessions)</td>
<td>$203</td>
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<tr>
<td>ECEC Full Time, Student Housing Priority</td>
<td>CC fees, Auxiliary Services fees, In-kind U support, State grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12 spaces 3 semester wait list</td>
<td>46 spaces 2 semester wait list</td>
<td>$161 - $133</td>
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<tr>
<td>UNIVERSITY KIDS Full Time, University Student, Faculty and Staff Priority</td>
<td>CC fees, In-kind U support (property tax)</td>
<td>24 spaces 3 semester wait list</td>
<td>16 spaces 3 semester wait list</td>
<td>14 spaces 3 semester wait list</td>
<td>54 spaces 1 semester wait list</td>
<td>24 spaces 1 semester wait list</td>
<td>$199</td>
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<tr>
<td>CFDC Part-time Pre-School/ Kindergarten, Open Enrollment</td>
<td>Parent fees, Tuition fees, In-kind U support</td>
<td>0</td>
<td>0</td>
<td>16 spaces</td>
<td>98 spaces 3 – 5 yr. olds</td>
<td>20 spaces ½ day Kindergarten</td>
<td>$233 - $253</td>
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<tr>
<td>HEAD START Part-time Pre-School</td>
<td>State &amp; Federal funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>34 spaces</td>
<td>0</td>
<td>$45.00 - $51.25</td>
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<tr>
<td>VIRGINIA TANNER Creative Arts Preschool Part-time, Open Enrollment</td>
<td>Parent fees, Private funds, In-kind U support</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>46 spaces 1 semester wait list</td>
<td>0</td>
<td>$45.00 - $76.25</td>
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<td>Income Eligible</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$70 - $76.25</td>
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<tr>
<td>Weekly fee scale</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$70 - $76.25</td>
</tr>
<tr>
<td>Total Capacity</td>
<td></td>
<td>28 Full-Time</td>
<td>20 Full-time</td>
<td>38 Full-time</td>
<td>111 Full-time</td>
<td>24 Full-time</td>
<td></td>
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</tbody>
</table>

- **Total Capacity**
  - 28 Full-Time
  - 20 Full-time
  - 24 Part-time
  - 38 Full-time
  - 52 Part-time
  - 111 Full-time
  - 287 Part-time
  - 121 Part-time

---

27
# UNIVERSITY OF UTAH EARLY CARE & EDUCATION PROGRAMS - 2012 SERVICE POPULATIONS

<table>
<thead>
<tr>
<th>PROGRAM Priority Placement</th>
<th>Undergrad Student Parents</th>
<th>Grad Student Parents</th>
<th>Faculty</th>
<th>Staff</th>
<th>Community</th>
<th>Total Families</th>
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<tbody>
<tr>
<td>ASUU Part-time, Student Priority</td>
<td>92</td>
<td>51</td>
<td>1</td>
<td>20</td>
<td>3</td>
<td>115</td>
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<td>BIO KIDS Full time, Biology Dept. Priority</td>
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<td>7</td>
<td>29</td>
<td>16</td>
<td>13</td>
<td>32</td>
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<tr>
<td>CLUB U Summer &amp; semester break Sessions, Open Enrollment</td>
<td>0</td>
<td>15</td>
<td>30</td>
<td>30</td>
<td>60</td>
<td>135</td>
</tr>
<tr>
<td>ECEC Full Time Student Housing Priority</td>
<td>13</td>
<td>12</td>
<td>11</td>
<td>51</td>
<td>14</td>
<td>58</td>
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<tr>
<td>UNIVERSITY KIDS Full Time, University Student, Faculty and Staff Priority</td>
<td>4</td>
<td>4</td>
<td>48</td>
<td>74</td>
<td>12</td>
<td>142</td>
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<tr>
<td>CFDC Part-time Pre-School/ Kindergarten., Open Enrollment</td>
<td>17</td>
<td>13</td>
<td>19</td>
<td>24</td>
<td>152</td>
<td>134</td>
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<tr>
<td>HEAD START Part-time Pre-School</td>
<td>11</td>
<td>10</td>
<td>0</td>
<td>22</td>
<td>0</td>
<td>36</td>
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<tr>
<td>VIRGINIA TANNER Creative Arts Preschool Part-time, Open Enrollment</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>40</td>
<td>45</td>
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<tr>
<td><strong>Total Family Participants</strong></td>
<td><strong>140</strong></td>
<td><strong>112</strong></td>
<td><strong>143</strong></td>
<td><strong>237</strong></td>
<td><strong>294</strong></td>
<td><strong>697</strong></td>
</tr>
</tbody>
</table>

**Total number of families does not reflect center capacity as many 2-parent families will fall into more than one population category**
Director’s Coalition 2012 -2013 Program Accomplishments

ASUU Student Child Care
- Re-licensed with State Health Dept., May 2013
- NAEYC Accreditation May 1st
- New Director, Kate Kausch, joins ASUU CC Team in a smooth transition
- 6 Staff attended the UAEYC Spring Conference
- $22,678 received through the Quality Environment Grant, Utah Office of Child Care

Bio Kids
- NAEYC Accreditation Annual Report complete, Sept 2012
- Re-licensed with State Health Department
- Member, Board of Directors, Jewish Family Services
- Participation in Next Steps Two-Year Old Grant
- Member, University of Utah Child Care Task Force
- Awarded $300 accreditation grant from UAEYC

Child & Family Development Center
- Free speech, language and hearing screening
- Selecting a School Seminar for parents (opened to all centers)
- Presented at NAEYC Professional Development Institute and Rocky Mountain Early Childhood Conference
- Completion of NAEYC Accreditation Self-Study
- Awarded Innovative Teaching Grant to support child development education of students studying in other disciplines across campus

Club U
- Voted by Nickelodeon – “Best Day Camp In SLC”
- Attended National Association for Summer Camp leadership

Early Childhood Education Center
- Four staff members received 1 or more levels on the Early Childhood Career Ladder
- Received “Baby Steps Grant Award”

Head Start
- Completed the Federal Review at 100% compliance (no findings)

University Kids
- NAEYC Accreditation Renewal
- Member, Utah Office of Childcare Advisory Board
- Department of Family & Consumer Studies Advisory Board
- CCLC Quality Award
- Eco-Healthy Certification renewal
SECTION V.

Collaboration with External University Constituencies

- President’s Commission of the Status of Women, Child Care Task Force
- Division of Health Sciences, Child Care Task Force
- Department of Family and Consumer Studies
Joanne Yaffe, Chair
Associate Professor
College of Social Work
395 South 1500 East, Room 101
CAMPUS
801/581-4829
joanne.yaffe@utah.edu

Kits Hale, Co-Chair
Director
Child Care Coordinating Office
A Ray Olpin Union Building
200 South Central Campus Drive, Room 316
CAMPUS
801/585-5867
khale@csa.utah.edu

Stacy Ackerlind
Director
Student Assessment
A Ray Olpin Union Building
200 South Central Campus Drive, Room 270
CAMPUS
801/587-5144
sackerlind@csa.utah.edu

Heidi Baker
Director
Child and Family Development Center Lab
School
Alfred Emery Building
225 South 1400 East, Room 228
CAMPUS
801/581-2420
heidi.baker@cs.utah.edu

Mary Anne Berzins
Chair, PCSW
Assistant Vice President for Workforce Planning
Human Resources
420 Wakara Way
CAMPUS
801/585-5911
maryanne.berzins@utah.edu

Jason Castillo
Assistant Professor
College of Social Work
395 South 1500 East, Room 101
CAMPUS
801/585-5992
jason.castillo@csouw.utah.edu

Kathy Chapman
Professor
Communication Sciences and Disorders
Social and Behavioral Sciences Building
390 South 1530 East, Room 1201
CAMPUS
801/587-5076
kathy.chapman@health.utah.edu

Pamela Clarkson Freeman
Research Assistant Professor
Social Research Institute
College of Social Work
395 South 1500 East, Room 101
CAMPUS
801/581-5176
pam.freeman@csouw.utah.edu

Denise Dearing
Professor
Biology
Biology Bldg
257 South 1400 East, Room 201
CAMPUS
801/585-1298
dearing@bio.science.utah.edu

Carolyn Eilsworth
Director
Bright Horizons at University Hospital
419 Wakara Way, Suite 100
Salt Lake City, UT 84108
801/581-6710
carolyn.eilsworth@brighthorizons.com

Katelyn Fullmer
ASUU Non-Traditional Student Services
A Ray Olpin Union Bldg
200 S Central Campus Drive, Suite 234
CAMPUS
801/581-2798
kfullmer@asuu.utah.edu

Valerie Green
Manager, Student Apartments
Oversight, Early Childhood Education Center and University Kids
University Student Apartments Office
1945 East Sunnyside Avenue, Room 101
CAMPUS
801/581-5626
vgreen@usa.utah.edu
Child Care Task Force

Leanne Hawken
Associate Professor
Special Education
Milton Bennion Hall
1705 Campus Center Drive, Room 221
CAMPUS
801/581-8121
leanne.hawken@utah.edu

Wendy Hobson-Rohrer
Associate Professor
Department of Pediatrics
School of Medicine
295 Chipeta Way, Room 29010
CAMPUS
801/585-6943
wendy.hobson@hsc.utah.edu

Harriet Hopf
Professor
Anesthesiology
School of Medicine
30 North 1900 East, Room 3c444
CAMPUS
801/581-6393
Harriet.Hopf@hsc.utah.edu

Carl Johnson
Chair, Faculty Moms Group
Associate Professor
Geology & Geophysics
Frederick Albert Sutton Building
115 South 1460 East, Room 383
CAMPUS
801/585-3782
carl.johnson@utah.edu

Isabel Teresa Molina-Avello
Research Assistant Professor
College of Social Work
395 South 1500 East, Room 101
CAMPUS
801-581-8192
teresa.molina@utah.edu

John Pearson
ASUU Vice President
A Ray Olpin Union Bldg
200 S Central Campus Drive, Suite 234
CAMPUS
801/581-2788
johnpearson@asu.utah.edu

Robin Perley
Director, BioKids
Biology Bldg
257 South 1400 East, Room 201
CAMPUS
801/585-0528
perley@biology.utah.edu

Kristin Phillips
Risk Coordinator
Risk and Insurance Management
John R Park Bldg
201 South Presidents Circle, Room 408
CAMPUS
801/581-5590
kristin.phillips@utah.edu

Cynthia Stark
Associate Professor
Philosophy
Carolyn Tanner Irish Humanities Bldg
215 South Central Campus Drive, Room 402F
CAMPUS
801/581-7618
cstark@philosophy.utah.edu

Jennifer Still
Architect/Project Manager
Campus Design & Construction
V Randall Turpin Univ Serv Bldg
1795 East South Campus Drive, Room 201
CAMPUS
801/581-3756
jennifer.still@fm.utah.edu

Sonja Van Hala
Assistant Professor
Family and Preventive Medicine
395 Chipeta Way, Room 201
CAMPUS
801/581-7234
sonja.vanhala@hsc.utah.edu

Angela Wang
Assistant Professor
Department of Orthopaedics
590 Wakara Way, Room A0058
CAMPUS
801/587-5400
ANGELA.WANG@HSC.UTAH.EDU
Proposed Child Care Recommendations
University of Utah Child Care Task Force

April 2013

Submitted to:

David W. Pershing, President, University of Utah
Introduction

The Child Care Task Force met for a 2 year period to review campus child care services, conduct a needs assessment survey and consider recommendations for a Child Care Coordinating Office strategic plan. The needs analysis was conducted in spring 2011 with 10.4% of respondents participating in the survey; 6.7% of students, 8.3% of staff and 15.8% of faculty responded.

The Needs Analysis identified key data relating to current and future needs, hours child care is required and cost of childcare services. These are shown in the following tables:

Table 1: Child Care Need by Age Range

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<tr>
<th>Age Range of Children</th>
<th>&lt;12 Months</th>
<th>12-23 Months</th>
<th>24-35 Months</th>
<th>3-5 Years</th>
<th>6-12 Years</th>
<th>All Ages</th>
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</thead>
<tbody>
<tr>
<td>Students</td>
<td>189 (16.8%)</td>
<td>164 (14.5%)</td>
<td>135 (12.0%)</td>
<td>287 (25.4%)</td>
<td>353 (31.3%)</td>
<td>1128</td>
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<tr>
<td>Staff</td>
<td>241 (13.7%)</td>
<td>200 (11.4%)</td>
<td>178 (10.1%)</td>
<td>457 (26.0%)</td>
<td>685 (38.9%)</td>
<td>1761</td>
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<tr>
<td>Faculty</td>
<td>58 (10.4%)</td>
<td>59 (10.6%)</td>
<td>58 (10.4%)</td>
<td>161 (29.0%)</td>
<td>220 (39.6%)</td>
<td>556</td>
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<tr>
<td>Med Res</td>
<td>21 (20.4%)</td>
<td>20 (19.4%)</td>
<td>16 (15.5%)</td>
<td>30 (29.1%)</td>
<td>16 (15.5%)</td>
<td>103</td>
</tr>
<tr>
<td>All</td>
<td>509 (14.3%)</td>
<td>443 (12.5%)</td>
<td>387 (10.9%)</td>
<td>935 (26.4%)</td>
<td>1274 (35.9%)</td>
<td>3548</td>
</tr>
</tbody>
</table>

Table 2: Planned Future Use of Child Care Arrangements

<table>
<thead>
<tr>
<th>Site Location</th>
<th>Students</th>
<th>Other</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td>60 (25.8%)</td>
<td>90 (26.0%)</td>
<td>150 (25.9%)</td>
</tr>
<tr>
<td>Off-Campus</td>
<td>37 (15.9%)</td>
<td>44 (12.7%)</td>
<td>81 (14.0%)</td>
</tr>
<tr>
<td>Both</td>
<td>136 (58.4%)</td>
<td>212 (61.3%)</td>
<td>348 (60.1%)</td>
</tr>
<tr>
<td>Total</td>
<td>233 (100.0%)</td>
<td>346 (100.0%)</td>
<td>579 (100.0%)</td>
</tr>
</tbody>
</table>

Table 3: Placement Slots Needed by Day and Time for All Respondents

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>All Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600-0800</td>
<td>464</td>
<td>469</td>
<td>470</td>
<td>464</td>
<td>442</td>
<td>38</td>
<td>32</td>
<td>2389</td>
</tr>
<tr>
<td>0800-1200</td>
<td>904</td>
<td>909</td>
<td>915</td>
<td>905</td>
<td>857</td>
<td>87</td>
<td>49</td>
<td>4626</td>
</tr>
<tr>
<td>1200-1500</td>
<td>895</td>
<td>910</td>
<td>903</td>
<td>910</td>
<td>871</td>
<td>76</td>
<td>48</td>
<td>4613</td>
</tr>
<tr>
<td>1500-1700</td>
<td>1002</td>
<td>1017</td>
<td>1011</td>
<td>1023</td>
<td>937</td>
<td>75</td>
<td>52</td>
<td>5117</td>
</tr>
<tr>
<td>1700-1900</td>
<td>460</td>
<td>485</td>
<td>483</td>
<td>491</td>
<td>426</td>
<td>45</td>
<td>33</td>
<td>2423</td>
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<tr>
<td>1900-2100</td>
<td>62</td>
<td>77</td>
<td>75</td>
<td>87</td>
<td>67</td>
<td>36</td>
<td>21</td>
<td>425</td>
</tr>
<tr>
<td>Overnight</td>
<td>9</td>
<td>7</td>
<td>9</td>
<td>9</td>
<td>13</td>
<td>12</td>
<td>10</td>
<td>69</td>
</tr>
<tr>
<td>All Times</td>
<td>3796</td>
<td>3874</td>
<td>3866</td>
<td>3889</td>
<td>3613</td>
<td>369</td>
<td>245</td>
<td>19652</td>
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</tbody>
</table>
### Table 4: Average Monthly Cost of Current Child Care Arrangements (n = 1355)

<table>
<thead>
<tr>
<th>Ave. Monthly Cost</th>
<th>Students</th>
<th>Staff</th>
<th>Faculty</th>
<th>Other</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than $500</td>
<td>181 (51.7%)</td>
<td>305 (41.8%)</td>
<td>52 (22.7%)</td>
<td>11 (23.4%)</td>
<td>549 (40.5%)</td>
</tr>
<tr>
<td>$501-$1000</td>
<td>121 (34.6%)</td>
<td>279 (38.3%)</td>
<td>81 (35.4%)</td>
<td>17 (36.2%)</td>
<td>498 (36.8%)</td>
</tr>
<tr>
<td>$1001-$1500</td>
<td>21 (6.0%)</td>
<td>80 (11.0%)</td>
<td>39 (17%)</td>
<td>5 (10.6%)</td>
<td>145 (10.7%)</td>
</tr>
<tr>
<td>$1501-$2000</td>
<td>8 (2.3%)</td>
<td>20 (2.7%)</td>
<td>17 (7.4%)</td>
<td>6 (12.8%)</td>
<td>51 (3.8%)</td>
</tr>
<tr>
<td>$2001-$2500</td>
<td>0</td>
<td>6 (0.8%)</td>
<td>15 (6.6%)</td>
<td>6 (12.8%)</td>
<td>27 (2.0%)</td>
</tr>
<tr>
<td>$2501-$3000</td>
<td>1 (0.3%)</td>
<td>3 (0.4%)</td>
<td>8 (3.5%)</td>
<td>0</td>
<td>12 (0.9%)</td>
</tr>
<tr>
<td>$3001-$3500</td>
<td>0</td>
<td>2 (0.3%)</td>
<td>1 (0.4%)</td>
<td>0</td>
<td>3 (0.2%)</td>
</tr>
<tr>
<td>$3501-$4000</td>
<td>1 (0.3%)</td>
<td>1 (0.1%)</td>
<td>3 (1.3%)</td>
<td>0</td>
<td>5 (0.4%)</td>
</tr>
<tr>
<td>More Than $4000</td>
<td>1 (0.3%)</td>
<td>9 (1.2%)</td>
<td>5 (2.2%)</td>
<td>0</td>
<td>15 (1.1%)</td>
</tr>
<tr>
<td>Not Sure/Refused</td>
<td>16 (6.4%)</td>
<td>24 (3.3%)</td>
<td>8 (3.5%)</td>
<td>2 (4.3%)</td>
<td>50 (3.7%)</td>
</tr>
<tr>
<td>Total</td>
<td>350 (100.0%)</td>
<td>729 (100.0%)</td>
<td>229 (100.0%)</td>
<td>47 (100.0%)</td>
<td>1355 (100.0%)</td>
</tr>
</tbody>
</table>

It would be reasonable to assume that current and future needs may be conservative given the percentage response rates. It is also evident from the data that the University would not be able to provide sufficient child care slots by itself. In any event, the overall need for childcare is considerable and presents a significant challenge for the university. The challenge is further compounded when coupled with cost issues. The data clearly suggests that there is a requirement to explore a number of mechanisms simultaneously to address the need for child care which has been identified. Institutionally, the lack of childcare options and resources impacts the capability to hire and retain talented faculty, staff and students. The needs analysis has shaped a scope of work which has been included in a three year strategic plan that is broad in nature and requires collaboration across the university. To enable progress to be made in addressing child care needs, significant resources will be required and the recommendations which have been identified for consideration are:

1. **Stabilize the Funding of The Child Care Coordinating Office (CCCO)**

   The Child Care Coordinating Office was developed in 1991 as a central office of support charged with promoting activities that have an impact on access, cost and quality of campus child care services. While it was strategically placed in the Union Building for easy access by student-parents, it has always supported all campus entities.

   With oversight from the Dean of Students Office, CCCO is currently funded through 4 main funding streams: Dean of Students, Student Affairs, ASUU and Child Care Access Means Parents in School (CCAMPIS) grant through the US Department of Education. These sources ensure that the child care needs of student-parents are in the forefront of the decisions made by the Child Care Coordinating Office.

   The scope of work and core services of the Office reach far beyond the child care needs of student-parents. The Office supports faculty, staff, and campus departments in a number of ways, serving as a
resource and referral center for anyone with questions or concerns regarding quality, availability and accessibility of child care on campus as well as in the community.

For the Child Care Coordinating Office to support the growing and diverse requirements on campus and to move a broad based strategic plan forward, it is recommended that a stable, multi-division funding stream be considered. To meet the expansion costs an additional $158,000 is needed. The additional budget will include stabilizing the salary of one full-time administrative assistant, and provide for one additional full-time and two part-time employees to implement proposed services. Furthermore, the funding increase will allow the CCCO to implement additional services outlined in Recommendations 3 and 5.

2. Create a Child Care Advisory Board

The Child Care Task Force (CCTF), convened by former University President Michael K. Young in 2008, conducted a child care needs assessment for faculty, staff and students in spring 2011. By summer 2012, the initial recommendations identified by the CCTF transitioned to the Presidential Commission on the Status of Women.

To assist with the implementation and analysis of the 3-year strategic plan the creation of a Child Care Advisory Board is proposed, as an extension of the PCSW, capable of moving a campus-wide child care strategic plan into action.

Under the direction of The Dean of Students, the Board would have representatives from key areas in the university community including:
- CCCO Director
- Chair, President’s Commission on the Status of Women
- AVP, Outreach and Engagement
- Faculty Member – Main Campus
- AVP, Auxiliary Services
- HR Director, Health Sciences
- Faculty Member – Health Sciences Campus
- Staff Member-at-Large
- Dean of Graduate School
- ASUU-Director of Non-Traditional Students
- Director, CFDC
- Designee, Office of Institutional Advancement
- Office of Risk Management

3. Implement 3 Year Strategic Plan – Attachment 1

The 2011 Child Care Needs Assessment identified gaps in the current level of child care structure on-campus in that there are not enough slots available, both on and off campus. Given the significance of the need and the institution’s capability to meet these, an expansion of services is required. Among the identified gaps are: expanded slots and resources for children birth-3 years, emergency back-up (when regular child care arrangements break down), care for sick children, before and after-school programs, and drop-in care. Additional areas of identified need include links to nanny services and a
system of shared nanny care services as well as a match service to pair students who are available to provide child care around their class schedule.

While it is recognized there is a need for more on-site programs on campus, the issue of space and budget to start new programs will be challenging. There are opportunities within the current program structure to expand support services immediately while continuing to work with departments to fulfill on-site child care needs, particularly infant care.

With the assistance of the Child Care Advisory Board and additional personnel in the CCCO, services could be expanded by the end of the third year to include:

a) Proactively supporting the development of the new child care facility proposed by health sciences
b) Exploring the feasibility of a nanny listing, with a shared care option, as well as a matched care listing to help pair students interested in caring for children in-home while ill or for drop-in purposes.
c) Developing a proposal for drop-in child care at a satellite site.
d) Expanding current programming services including Parent Night Out, increased marketing of existing and new programs, veteran-parent placement programs and child care services during university events.
e) Expanding grant applications and fund-raising events to support campus programs.
f) Transitioning the CCCO to take lead role in managing child care contracts
g) Expanding resource and referral options in locating child care and educating parents about options.
h) Exploring options for the development of child care facilities within educational programs.
i) Exploring the feasibility of providing a mechanism to subsidize child care.
j) Exploring the feasibility of expanding the hours of on-site facilities and programs.

4. Continue to Fund Current Programs and Facilitate the Creation of New Programs

The Child Care Coordinating Office has an established history of partnerships with university departments in building child care and support services. It is through these successful partnerships that many of the programs on campus have addressed the varying needs of faculty, staff and students. In a decentralized model the university has eight collaborative programs across on or near campus. Each program is unique and addresses the specific needs and goals for which they were established. The programs are as diverse as the departments that support them, i.e. Auxiliary Services in the East Village for student families in residential living, ASUU Student Child Care to support student-parents and BioKids, in the Department of Biology. Other part-day, part-time programs operate to meet the needs of parents for a shorter pre-school experience or summer camp for school-age children. These programs include Virginia Tanner Dance, The Department of Family and Consumer Studies and Continuing Education.

The CCCO coordinates and partners with directors from each of the eight campus programs, through the Director’s Coalition, providing guidance, leadership and support. Programs continue to operate in a decentralized fashion but maintain ties to a central office. The university supports child care programs through provision of utilities and space. It is recommended that this model of support continue providing departments the flexibility to develop programs based on particular needs. In transitioning to a lead role, the CCCO office will manage new contracts and help to develop new programs at the departmental level, including the potential for new site builds i.e., the former Children’s Center in conjunction with Health
Sciences. This model of de-centralized programs, with support from a centralized CCCO office, allows strengthened partnerships across campus, creates working models for new services and provides for the varied needs of departments, faculty, staff and students. It also ensures a standard of quality care be maintained, as programs will be required to obtain national accreditation in the field and uphold high training and curriculum standards. As new programs become available, they will be included in the Director’s Coalition. It is recommended that the university continues to support department programs by contributing to infrastructure costs.

5. Develop and Expand Support Service Options Within Existing Core Services and Create a Satellite Child Care Coordinating Office

By focusing on a shared care and matched care service and continuing to work with current on-campus programs, there is the potential to address a broad spectrum of needs. These would include the feasibility of a student/family match service for sick child care, a daily emergency care listing, a drop-in satellite service for students, the expansion of after-school options and a nanny/family match service.

The issue of affordability of child care continues to be significant. Both needs assessment comments and input from committee members indicated a critical need for an exploration of options to subsidize the cost of care. Realizing the complexity of this challenge, the CCCO will continue to work with departments who may want to individually provide a sliding scale fee for child care, while also identifying the feasibility of subsidizing child care in other ways. It has been suggested that a subsidy along the lines of the tuition reduction model be explored.

The CCCO is currently located at 408 Union which makes it very convenient for main campus faculty, staff and students. However, there is not a CCCO presence on upper campus. It is recommended that a satellite office be established in a location which is in close proximity to the School of Medicine, College of Nursing, School of Dentistry and College of Pharmacy. The College of Health could access services from either CCCO location. The office would be staffed by one full-time staff member who would also be responsible for identifying opportunities for funding from grants and contracts.

6. Director of CCCO to have an ex-officio appointment on PCSW

It is recommended that PCSW takes on the responsibility for reporting on child care issues and that the Director of the Child Care Coordinating Office be made an ex-officio member of the commission.
SECTION VI.

EARLY CHILDHOOD PROFESSIONAL
DEVELOPMENT AND ADVOCACY

National Association for the Education of Young Children

Promoting excellence in early childhood education

Why does NAEYC Accreditation matter?

NAEYC accredited programs are committed to providing high-quality educational services to young children and their families. While the accreditation process examines all aspects of a program — including health and safety, teacher qualifications, and administration — the focus is on the quality of interactions between teachers and children and the nature of the child’s experience.

ASUU CHILD CARE PROGRAM
Accreditation Recipient

BIOKIDS
Accreditation Recipient

University Kids
Accreditation Recipient
VI. Professional Development and Advocacy

The CCCO actively supports professional development activities and initiatives on the campus, in the community and at the state and national level. Statewide Conference facilitation, regional workshops and smaller training venues support early childhood professional development on multiple levels. In addition the office encourages programs to become NAEYC Accredited as an infrastructure guarantee of quality performance.

NAEYC ACCREDITATION

Four Campus Programs, ASUU, BioKids, Bright Horizon and University Kids achieved accreditation through the National Association for the Education of Young Children. This is the highest level of achievement that an early childhood center can achieve. Centers must pass 417 standards of quality at a 80% compliance level. This involves:

- comprehensive staff training on principles of developmentally appropriate curriculum
- early childhood degreed directors and teachers
- benefited teacher positions
- parent involvement program
- health and safety regulatory compliance inside and outdoors
- program and child portfolios
- low adult/child ratios (often lower that state licensing standards)

Awards and Certificates

- Sandra Bennett, Child Care Coordinating Office, University of Utah 2012 District Staff Excellence Award
- Amy Larson, ASUU Student Child Care Program Bachelor of Science Degree in Human Development & Family Studies, May 2012
APPENDIX A

Updated Strategic Plan
and Evaluation
Schedule
VISION
Be a leading support office for school/life resources and benefits to University Families.

MISSION
The mission of The Child Care Coordinating Office is to enhance the quality, affordability and accessibility of child care services for University families, to provide outstanding service, and to be an integral component in support the wellbeing of University families.

VALUES

<table>
<thead>
<tr>
<th>Student Affairs</th>
<th>Child Care Coordinating Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student engagement</td>
<td>Quality, Access, Affordability</td>
</tr>
<tr>
<td>2. Professionalism</td>
<td>Quality, Access</td>
</tr>
<tr>
<td>3. Commitment to diversity</td>
<td>Quality, Access</td>
</tr>
<tr>
<td>4. Exemplary staff</td>
<td>Quality, Access</td>
</tr>
<tr>
<td>5. Collaboration</td>
<td>Quality, Access, Affordability</td>
</tr>
<tr>
<td>6. Assessment, evaluation/research</td>
<td>Quality, Affordability</td>
</tr>
<tr>
<td>7. Leading edge technology</td>
<td>Quality</td>
</tr>
<tr>
<td>8. Best Practices</td>
<td>Quality, Access, Affordability</td>
</tr>
</tbody>
</table>
STRATEGIC OBJECTIVES

1. Develop students as a whole through the cultivation and enrichment of the body, mind and spirit. [Value: Student Engagement]

Goals:
- Broaden ASUU Student Child Care’s student employee and internship goals to provide opportunities for introspection and connections with staff, children and parents using a trust relationship model.
  A. Integrate into orientation, weekly analysis and planning and semester reviews.
  B. Provide opportunities for employees/interns to identify their developmental stage and compare it with the developmental needs of the children they are working with.
  C. Provide staff interaction support, resources and feedback for building competent classroom teams.
  D. Conduct individual profile development through evaluation and goal setting meetings on a semester basis.

2. Provide education that ensures that staff is properly trained to provide professional and competent service. [Value: Professionalism]

Goals and Actions:
- Follow core principles of NAEYC Accreditation standards recognizing teacher knowledge and decision making as vital to educational effectiveness.
  A. Implement on-line orientation with behavioral benchmarks to be assessed
  B. Integrate DAP training in active and passive modalities.
  C. Provide self assessment and goal setting opportunities.
  D. Conduct ongoing reviews of staff development and performance evaluations.
  E. Involve long term early childhood staff in the development of professional portfolios.
  F. Provide opportunities for administrators and teachers to attend state, local and national conferences.
3. **Promote diversity on campus through effective programming and active recruitment of staff and students.** [Value: Commitment to Diversity]

**Goals and Actions:**
- Broaden programs, resources and training that promote a foundation to facilitate anti-bias education for young children and the teachers that serve them.
  A. Implement anti-bias core knowledge goals within Orientation training for all campus programs.
  B. Include pieces of anti-bias curriculum in year-long training objectives for teachers and administrative staff.
  C. Assess the impact of anti-bias training on classroom interaction and curriculum goals.
  D. Involve families in sharing cultural and ethnic traditions and values with teachers and children.
  E. Ensure that classroom enrollment serves underrepresented student families

4. **Recruit and retain highly qualified staff.** [Value: Exemplary Staff]

**Goals and Actions:**
- Expand marketing and awareness of early childhood job opportunities on the University of Utah Campus
  A. Provided links to early childhood professional development websites, Universities Early Childhood Departments and High School Child Development Centers.
  B. Provide long term job incentives such as career ladder, pay increase benchmarks and job placement support.
  C. Annually compare salaries of University of Utah positions with local, state, and national rates.
  D. Develop consistent job descriptions, program objectives and goals within each performance category focusing on specific expectations for the qualified employees hired.
  E. Provide mentoring opportunities with other campus programs, teachers and exemplary leaders.
  F. Provide ongoing recognition and incentives to staff members who perform above expected levels.
  G. Apply for state funding that supports salary increases.
5. Partner with faculty, staff and external constituencies to foster student development and enhance the greater community. [Value: Collaboration]

Goals and Actions:
- Expand the visibility of Child Care Coordinating Office services.
  A. Complete 3 year leadership position with the Presidents Commission on the Status of Women – Child Care Assessment Project.
  B. Continue consultation role with Health Sciences.
  C. Formalize interaction with the Child and Family Development Center and the Women’s Resource Center.
  D. Develop stronger linkages with the Department of Education, the Speech and Hearing Clinic and the Children’s Center.
  E. Continue partnerships with the College of Nursing and the Department of Family and Consumer Studies.
  F. Continue program development exploration with the Faculty Mothers Association.
  G. Recruit student representative for the Bennion Center program mentor position.

6. Utilize a coordinated assessment, evaluation and research approach to promote data driven decision-making. [Value: Assessment, Evaluation and Research]

Goals and Actions:
A. Evaluate current assessment projects and identify strengths and weaknesses.
B. Reorganize Annual Report to align with Student Affairs strategic objectives.
C. Work with AER to refine CCCO program assessment and Campus Program Assessment.
D. Continue to refine enrollment tracking
E. Expand grant application opportunities to include state and federal funding opportunities.
F. Provide training opportunities for campus program directors on assessment and evaluation practices.

7. Provide, maintain and utilize technology to enhance student services, assessment and communication. [Value: Leading Edge Technology]
   - Review computer capacity and program utilization

Goals and Actions:
A. Upgrade Office and ASUU computers
B. Continue training in EZ-Care
C. Update CCCO Website
D. Develop interactive opportunities for ASUU Website
E. Provide opportunities for student input on how the CCCO and program websites could better meet their needs.

8. **Promote the effective use of best practices in Student Affairs departments, programs and services.** [Value: Best Practices]
   - Identify common themes between NAEYC Best Practices and Student Affairs Best Practice standards.

**Goals and Actions:**
A. Encourage programs to utilize DAP benchmarking standards to evaluate their programs and facilities.
B. Provide shared access to the Director’s Exchange, NAEYC Journal and ACEI Journal
C. Encourage active participation in local and national NAEYC chapters
D. Encourage staff presentations at local, state and national conferences
# Child Care Coordinating Office Assessment Plan

## Time Line

<table>
<thead>
<tr>
<th>Goal/Obj. Criteria</th>
<th>Type of Assess.</th>
<th>Population</th>
<th>Method</th>
<th>Frequency</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client Satisfaction:</strong> Referral Counseling Website</td>
<td>survey</td>
<td>Faculty, Staff, Students</td>
<td>On-line</td>
<td>Semi Annually</td>
<td>February and September 2014</td>
</tr>
<tr>
<td><strong>Special Programming:</strong> Parent Night Out Finals Week Child Care Team Tots</td>
<td>Survey Survey Survey</td>
<td>Student Parents Student Parents Student Parents</td>
<td>Written Written Written</td>
<td>Monthly Semester Semester</td>
<td>9 times per year Dec. &amp; May Dec. &amp; May 2014</td>
</tr>
<tr>
<td><strong>Director Coalition:</strong> Current Vacancies Monthly Meetings Yearly Retreat Staff Workshops</td>
<td>Survey Focus Group Survey Survey</td>
<td>EC Directors EC Directors EC Directors Program Staff</td>
<td>On-line Written On-line Written</td>
<td>Monthly Yearly Yearly Semester</td>
<td>June 2014 May 2014 Ongoing</td>
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<tr>
<td><strong>University EC Programs</strong> 1. Quality/Client Sat. University EC Program 2. Staff/Climate Sat.</td>
<td>Survey Survey Survey</td>
<td>Faculty, Staff Students Faculty, Staff Students</td>
<td>On-line On-line</td>
<td>Bi - Yearly Bi - Yearly</td>
<td>June 2012 June 2012</td>
</tr>
</tbody>
</table>