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July 1, 1994

Ms. Jean Campbell  
Manager, Social and Equity Programs  
Ministry of Skills, Training and Labour  
838 Fort Street  
Victoria, B.C.  
V8V 1X4

Dear Ms. Campbell:

I am pleased to submit Capilano College's proposal to initiate the development of a capital plan for the construction of a new daycare facility. I believe that our plan will provide a much needed service for Capilano's present and future students. In addition to our (present) full-time program for 25 preschool children, our new daycare service will offer a number of key elements that will expand our present service mandate.

- \* an infant care program for 12 children
- \* a toddler program for 12 children
- \* a part-time program for 15 children
- \* a unique Transition program bridging the gap between high school and college

The College is prepared to subsidize the daycare's operation out of its base budget. As you can see from our budget plan, we anticipate the annual subsidy to be in the neighbourhood of \$23,000.

I hope this proposal gives you and the staff from the Ministry of Women's Equality enough information for an initial review. If you have questions regarding the detail of this proposal, I suggest you contact John Potts, Dean of Career/Vocational Programs (984-4988) or Ms. Janet MacDonald, Supervisor of our daycare centre (984-4950).

Thank you for considering this proposal and for the support and information you have provided us with in its development.

Sincerely,



Dr. Greg Lee  
Vice President, Career/Vocational Programs

CC Dr. D.K. Jardine, Marie Jessup, Dr. Robert Turner, John Potts, Lois Rennie,  
Janet MacDonald



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1968-1993



## - PROPOSAL -

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# ON-CAMPUS CHILD CARE FACILITY



1968-1993

Contact:  
John F. Potts,  
Dean, Career/Vocational Programs  
984-4988

Janet MacDonald  
Supervisor, Daycare  
984-4950

**- PROPOSAL -**  
**Capilano College**  
**On-Campus Child Care Facility**

**(1) Background**

For twenty-one years Capilano College has provided students with an on-campus daycare service. The program is supported by parent fees, MSS (one staff position) and is subsidized by the College. We are committed to a high quality educational program that is based on a whole-child developmental approach. Both parents and their children benefit from this service. As a reflection of our commitment to quality service and the Early Childhood field, our staff are recognized by being paid the highest salaries for daycare educators in the Province. There are a number of reasons, however, why the present daycare service and facilities are no longer adequate.

**Facility:** The present daycare centre is large enough for only 25 children. In the new program, we anticipate a multi-faceted facility that will accommodate full-time and part-time enrollment as well as infant care. This need for increased service, plus the fact that the daycare was established with 25 spaces when Capilano College had fewer than 1000 full time students (the College now has over 6000 students) requires a considerable increase in space.

There are also problems with the condition of our current facility. The daycare has been in a portable building for its entire 21 years. The foundations have dry rot, windows, doors and other hardware are misaligned or non-functional and the roof needs to be replaced. In approving the Campus Master Plan, the Ministry of Skills, Training and Labour has directed the College to remove its portable buildings.

**Infant and Toddler Program:** Our present program serves 25 full-time children (some with "special needs") between the ages of three and five. There are a number of problems with this limited range of service that can't be solved within the confines of our present space. First, one of the major daycare needs of college students, and those in our **High School Transition Program** (see below) is infant and toddler care. In the new facility, we plan to have 12 infant spaces and 12 infant /toddler spaces. At the same time we will continue to integrate "special needs" children into the programs. In the recently published study, District of North Vancouver Community Child Care Plan, the need for infant/toddler care was singled out:

*"Table 2 details the current capacity for all types of child care spaces in each community. The table highlights the acute shortage of care for children under three throughout the district." (Pg 13).*

The complete study, which provided data for this proposal, is contained in the Appendix.

**Part-Time Program:** Second, the majority of Capilano students are part-time. Indeed, the majority of Capilano students also have part-time jobs off-campus. Full-time daycare is not needed by all student-parents and isn't practical for students who need to coordinate school in North Vancouver with jobs that might be located anywhere in the Lower Mainland. Added to this is the fact that nearly 50% of Capilano students come from homes on the south shore in Vancouver, Burnaby and other lower mainland locations. These students don't need to come on-campus on days they are not in classes (when they may be working elsewhere) in order to keep a commitment to full-time daycare. In our plans, we will offer spaces for 25 full time and 15 part-time spaces.

## **(2) High School Transition**

The High School Transition Program will be one of the unique features of our daycare service. The child-centred focus of our program will incorporate all the key elements of an educational and developmentally appropriate curriculum for children. In addition, the parent-centred focus of our service will provide a seamless web of support enabling young mothers (or fathers) to make the smoothest possible transition from high school to post-secondary. Capilano College is developing a series of Transition Agreements with high school infant care and referral programs in the lower mainland and on the north shore. These Transition Agreements will provide a path for high school students who otherwise may never have considered post-secondary education as an option.

Transition Agreements are presently being articulated with the North Shore Continuing Education Program, Burnaby Referral Services, the Tupper Infant Care Program (Vancouver YWCA, Elephantstone Secondary School, Gibsons) and the Focus Program (Vancouver). Discussions are also underway with the daycare program at the King Edward Campus (VCC) to develop a Transition Agreement for their parents who are in developmental studies programs and plan to transfer to Capilano. In addition, parents from the North Shore Intergenerational Family Literacy Program (co-sponsored by Capilano College and North Shore Neighbourhood House) will also have the benefit of the Transition program.

**Advanced Wait list Placement:** In consultation with high school counsellors, Capilano daycare staff and the supervisors of feeder programs will, on a case-by-case basis, assess the estimated time of high school completion for young parents and place them on Capilano's wait list prior to high school completion. The goal is to have these high school parents ready for intake into Capilano's program when they are ready to start college.

**Linked Counselling/Advising Services:** Capilano advisors will work closely with high school counsellors to help plan out the post-secondary options for high students with children. At the earliest stages the discussion will focus on all the possibilities for post-secondary education. If a student declares an interest in Capilano programs, she will have Advanced Wait list Placement available to her. Capilano advisors will serve as post-secondary resource persons for parent education activities.

One of the main functions of the Capilano Advisors will be to help parents uncover all their post-secondary options (whether or not they elect to attend Capilano). Letting parents know they have a number of career/training options and assisting them in choosing is one of the main values of the Transition Program. Capilano Advisors will accomplish this goal by means of presentations at parent education meetings and individual program planning with students in conjunction with high school counsellors. Under the Innovations fund, Capilano will be developing a series of Articulation Agreements for instructional programs. The Child Care Transition Program will be complementary to these initiatives.

**Financial Aid Counselling:** In 1990 the College established an Office of Resource Development to assist in raising increased private support for student scholarships and bursaries. This office, in cooperation with the Capilano College Foundation, has raised over \$3 million for student aid in the past four years. Income from endowed bursary funds is available to assist parents with child care fees that exceed the Provincial subsidy. In addition, our Financial Aid Advisors will be available to counsel parents in overcoming these barriers as well as other financial support. Our advisors also provide counselling on handling finances in general to help reduce the burden of managing a home, family and school program.

**Pre-College Visitations:** High school students on the Advanced Wait list will have the opportunity to visit Capilano's daycare program, and the College campus prior to enrollment. While on-campus they will meet with their Capilano Advisor, daycare staff and have the opportunity to observe the daycare program and tour the campus. This familiarization visit will help to ease fears new parents might have regarding college and daycare arrangements.

**Parent Mentor:** While the College can provide health services, counselling, financial aid assistance etc., the most practical and empathetic support will come from a parent mentor. New parents in the centre, making the transition from high school, will have the opportunity to be assigned mentors from among "veteran" daycare parents. Mentors will be matched with new parents according to age and similarity of interests or backgrounds. It is from these mentors that new parents will most likely "learn the ropes" of being in College and, hopefully, informal peer relationships will develop.

### **(3) Potential User Data**

The data for this proposal came from a number of sources.

- \* Child Care Survey conducted by Capilano College's Planning Office. (Fall, 1993)
- \* Capilano College Daycare Wait list (130 children)
- \* 1993 ABE Student Outcomes Pilot Study (Entrance Survey), Capilano College by VCC Institutional Research Office. (Fall 1993)
- \* Inter-generational Family Literacy Program: A Feasibility Study by Patti Bossort for Capilano College and the North Shore Neighbourhood House. (March 1993)
- \* Child care Needs in The District of North Vancouver by Social Planning Department, District of North Vancouver. (1990)
- \* District of North Vancouver Community Child Care Plan by Westcoast Child Care ResourceCentre in Association with Rita Chudnovsky, Principal Consultant. (Feb 1994)

In addition to the sources listed above there are undocumented potential users in the programs of The High School Transition partners. **It should be noted that nearly 50% of Capilano's students come from lower mainland locations outside of the North Shore.** With this in mind, the College considers potential daycare users to come from anywhere in Vancouver metropolitan region as well as our rural regions -- the Sunshine Coast, the Howe Sound and Bowen Island.

The College also offers a number of provincially unique programs such as Music Therapy Degree, Legal Assistant, Applied Information Technology and Jazz Studies Degree. In most of these unique programs there is a majority of female students, many of whom have families and require day care.

**(a) Data Elements: Student Demographics**

**Single vs two parent:** 60% of Cap students surveyed who have children and/or are on the waiting list are single parent families.

**Full vs Part-Time Students:** Of the wait list sample, 77% are/plan on being full-time students (since part-time daycare has not been offered at Cap, parents on wait lists do not state that as a preference). Of the general college population, 42% are full-time students. If future daycare parents fit the profile of Cap students, then 58% will be part-time students.

**Length of Educational Program:** A difficult figure to determine, most parents on wait list are not yet in a program. Over 50% of Cap students are UT which means they don't have a set "length of program". Career students are in programs varying from four months to four year degree programs. No generalization can be made.

**Campus Location:** North Vancouver

**Number/Ages of Children:** From wait list - infants: 21, 2 yrs: 11, 3yrs: 24, 4yrs: 34. In addition, 10 children from Cap employees, 2 from UBC students and 1 from SFU. A number of other families not included were on the wait list, but their children reached 5 before spaces were available.

**Eligibility (for Subsidy):** Eligibility is determined at the time of intake, therefore this data is not available on wait list parents.

**Special Needs:** Usually screened through M.S.S. Centre currently has four spaces allocated to "special needs".

**(b) Current Child Care Arrangements**

There is a wide variety of current child care arrangements for wait list families.

with mother: 31%

daycare: 26%

Balance: family daycare, grandmother, "family", friend, babysitter, nanny, play school

In general, the level of satisfaction with present arrangements is low. Major concerns are lack of proximity to the College and the quality of care.

**(c) Child Care Preferences**

Preferred location: North Vancouver Campus

Preferred Hours (opening & closing): 7:30 AM to 6:30 PM (peak 10 AM to 3:30 PM)

Part/Time Full Time: A considerable number of waitlist parent want part-time daycare.

Preference for year round or academic term: Most want year round daycare.

**(d) Community Data**

Available licensed spaces in:

<b>Community</b>	<b>Infant</b>	<b>3 to 5 yrs</b>		
North Burnaby		125		
North Vancouver	72	522		
West Vancouver		61		
East Vancouver		213		
Bowen Island		20		
<b>Neighbourhood</b>	<b>Daycare</b>	<b>Preschool</b>	<b>After-school</b>	
Nor Van Boys & Girls Club			18	
Liz Alderman's	19	15	15	
Dinosaur		40	20	
Maplewood	25	20	22	

Given the population of North Burnaby, East Vancouver, North and West Vancouver areas, the number of licensed day care spaces available are not adequate. In particular, the small number of infant care spaces (only 72 in North Vancouver) makes infant care an especially urgent need. In the following budget plan there is a \$22, 940 shortfall which Capilano College is committed to covering on an ongoing basis. Should we receive approval for the development of a new facility, a detailed centre operations program plan will be submitted along with the facility design proposal.

## OPERATING BUDGET

### SALARIES

#### 3 to 5s

One program operating at 100% capacity 100% of time. Second program (adjacent to first) operating at 66% capacity 9 months of the year.

<b>Program #1</b>		<b>Monthly</b>	<b>Annual</b>
.33 Supervisor (26)	-	1,422	
1.0 Assistant Super (21)	-	3,681	
1.0 ECE Educator 3 (16)	-	3,175	
.66 ECE Educator 2 (14)	-	1,995	
.66 Attendant (6)	-	<u>1,575</u>	
Total	-	11,848	142,176
<b>Program #2</b>			
.66 ECE Educator 3	-	2,095	
.66 ECE Educator 2	-	1,995	
.44 Educational Assistant (12)	-	1,241	
.44 Attendant	-	<u>1,093</u>	
Total	-	6,424	57,816
<b>Toddlers</b>			
.33 Supervisor	-	1,422	
1.0 ECE Educator 3	-	3,175	
.66 Educational Assistant (12)	-	1,861	
1.0 Attendant	-	<u>2,362</u>	
Total	-	8,820	105,840
<b>Infant</b>			
.33 Supervisor	-	1,422	
1.0 ECE Educator 3	-	3,175	
.66 Educational Assistant	-	1,861	
1.0 Attendant	-	<u>2,362</u>	
Total	-	8,820	<u>105,840</u>
Annual Salaries Total			<u>411,672</u>
Benefits (@15%)			61,751
<b>OPERATING EXPENSES</b> (12 mo x 1,500)			18,000
<b>TOTAL EXPENSES</b>			<u><b>491,423</b></u>



## REVENUE

### INCOME

#### Fees

3 to 5s	- 25 x 530 = 13,250 x 12 months	-	159,000	
	- 25 x 350 = 8,750 x 9 months	-	78,750	
Toddler	- 12 x 600 = 7,200 x 12 months	-	86,400	
Infant	- 12 x 700 = 8,400 x 12 months	-	<u>100,800</u>	
Total Fees		-	424,950	
Less 5% attrition		-	-21,248	= 403,702

#### Subsidies

Infant/Toddler Incentive Grants Program

Ministry of Women's Equality 2,500 x 12 months = 27,000  
(assuming 10% attrition rate)

Subsidy for "Special Needs" Staff position 3,175 x 12 months = 38,100

**TOTAL REVENUE = 468,802**

### NET CAPILANO SUBSIDY TO DAYCARE

(assuming 5% attrition rate)

OPERATING EXPENSES	491,423
REVENUE	- <u>468,802</u>
	<u>(22,621)</u>