

Date of application: 3/27/2008

Provider name: **Kids Care Cooperative**

Provider Address: 320 E College St, Iowa City, IA 52240

Names of Contact Persons:

Marwa Ibrahim 319-339-4897 marwamourad@hotmail.com

Stacy Tompkins 319-530-3155 stacy-tompkins@uiowa.edu

Program name: Kids Care Cooperative Playgroup

Program e-mail addresses: kidscarecoop@yahoo.com

Program phone: 319-337-3333

Program website: www.kidscarecoop.org

Amount of funding requested: \$3610.00 (three thousand, six hundred and ten dollars)

### Outcome Statements

The purpose of the Kids Care Cooperative Playgroup (Coop) is to provide affordable childcare to low income families who need a safe and fun environment for their children, while allowing parents a block of free time to meet their personal needs and duties.

### Summary Table

Program Name and Funding requested	Target Audience; expected # to be served	Goals of Program	Scope of Services (specific activities to be performed)	Performance Measures and Specific Measurements to be reported
Kids Care Cooperative Playgroup \$3610	Families with children 8 months to five years;  15 families with 21 children	1. To provide a low cost, quality childcare service  2. To provide a peer support group for parents  3. To provide a safe, secure and fun environment for children  4. To help foreign members integrate into society  5. To develop children's cognitive and socialization skills	Childcare services  (A typical day includes arts and crafts, snack time, story time and free play)	1. Performance of workers are reported and measured in six annual general meetings that are scheduled and run by the playgroup coordinator  2. DHS licensing requirements including completion of training, continuing education hours and required paper work of parents and children are observed year-round, by the re-licensure, but are intensively reviewed prior to each license renewal.

## Proposal Narrative

### I. Need for the program

Kids Care Cooperative Playgroup is an all-volunteer organization that has been providing quality, low-cost childcare to the Johnson County community since the 1970s.

#### **Our main goals are:**

1. To provide low cost quality childcare for parents who cannot afford it otherwise.
2. To provide a peer support group for parents who might not otherwise come in contact with parents of similar-aged children.
3. To provide a safe, secure and fun place for children
4. To help foreign members integrate into society, to make friends and feel welcome
5. To develop children's cognitive and socialization skills, which help to prepare them for preschool and school

With the rising cost of quality childcare, our playgroup offers a great opportunity for parents who do not need full time day care for their children and most of all cannot afford it. Our monthly dues vary between \$10 and \$18 a month.

Part of our mission is to help provide a peer support group for our members who might not otherwise meet parents of similar backgrounds and similar aged children. Since our playgroup is solely parent-run, our members do not only use the playgroup as a childcare source, but they also get to work with the children and help the other members on a regular basis. This unique structure gives them and their children the experience of not only benefiting from the playgroup but of also giving back to their community.

Over the years the playgroup has helped international student families who usually feel isolated when they first come to the United States, especially because many cannot work due to visa issues. We help them integrate into the society and make new friends. We help their children by providing a fun, safe and affordable place to look forward to going to. Right now, Kids Care Cooperative serves fifteen families. Among them are families from Egypt, Japan, Poland, Argentina and we are soon expecting members from India and Morocco.

We offer parents an opportunity to have a child-free block of time to meet their personal needs without worrying about childcare. Unlike regular childcare, all the member workers get to meet and become friends with the other parents/workers in our playgroup. This helps to reassure them that their children are completely safe, having fun, and learning basic social and cognitive skills in a nurturing environment.

We offer children a semi-structured environment with an emphasis on the development of socialization skills for children ages eight months to five years. Our workers not only watch the children, they take the part of the teacher and teach the children our monthly curriculum themes, which include numbers, letters, colors, etc. Many of our member parents rely on the playgroup to prepare their children for school.

For parents who have more than one child and need to enroll them in a nice program that allows them to play and learn daily, the playgroup is invaluable. Such families would have to pay more than \$600 a month per child in a regular daycare while at our playgroup they only pay \$18 a month for a family membership.

This unique program provides a valuable and supportive childcare opportunity for families that are not looking for full time care but are seeking supportive relationships, a nurturing environment, and social opportunities for themselves and their children.

## II. Program Description

Meeting each weekday morning, parents and children come together to form a cooperative for families. Kids Care Cooperative is a state-licensed, non-profit child-care center. It is a parent-supervised, non-structured play environment for children ages eight months to five years. Kids Care Cooperative rents space from Trinity Episcopal Church and shares the facility with the church nursery on Sundays.

Kids Care Coop is open 9:00 a.m. to 11:30 a.m., Monday through Friday. It is an all volunteer-run cooperative serving fifteen families and twenty-two children. As working members, parents earn mornings of childcare at Kids Care Coop. Members have the option of working once a week (as a “Regular”) or once every two weeks (as an “Alternate”). Members earn four mornings of childcare for each morning of work (although the system depends upon parents not using all of their mornings of childcare every week).

A one worker to four children ratio is maintained at all times in our center regardless of the ages of children attending with a maximum capacity of 13 children. Each day spaces are filled on a first-come, first-served basis. Parents earn the right to reserve one space for their children for each shift worked.

Because the Iowa State Department of Human Services licenses Kids Care Cooperative annually, we follow the rules and regulations required of all licensed childcare facilities. To fulfill DHS requirements, working member parents must become CPR and First Aid certified and complete their Mandatory Reporting of Child Abuse and Universal Precaution classes within the first six months of starting work.

A typical day at our playgroup includes arts and crafts, snack time, story time and free play. Daily snacks, which exceed minimum standards, are brought to the center by the member with the food supplier job and are paid for by the parents. The snacks are 100% natural juice (diluted with water), crackers (whole grain crackers) and natural cheese (cheddar, colby etc.). The playgroup utilizes the church’s large meeting room for large motor play activities after snack.

The Coop has an ever-changing volunteer group of parents who have joined together to provide not only child care but also a parent support group. Many of the families attending are from a variety of countries and are student/professional families connected to the University of Iowa. Other families are employed part time or seeking social interactions for their children.

Any parent with children ages eight months to five years is eligible to apply for membership by completing an application packet. Requirements include a negative TB test result, a physical check, a criminal record check and emergency contact information. Before working with children, parents must participate in an orientation about Coop discipline and expectations, which promote consistency in care. The playgroup supplies health and emergency policies and practices to new members as part of their orientation. Complete files regarding children's emergency and medical information are also kept.

Recently, our center has accomplished many community involvement activities. As a fundraiser, the playgroup participated in the Coralville City-wide Garage Sale. We organized a cleaning day with the University of Iowa law students as part of their volunteer orientation. Another cleaning day was organized with the help of the UI Civic Engagement Program for students participating in the Martin Luther King’s Day of Service. Every semester our playgroup participates in the University of Iowa Volunteer Fair, through which we usually get over fifteen student volunteers, who help with our daily childcare responsibilities. Furthermore, in August 2007 the Iowa City Press Citizen wrote an article about the playgroup for positive publicity.

Visit our website [www.kidscarecoop.org](http://www.kidscarecoop.org) for our General Policies and Orientation Manual.

**How our services address the Community needs:**

With the rising cost of childcare and the very limited childcare openings provided by day care centers, it is becoming hard for parents to find safe and affordable childcare for their children. Kids Care Cooperative helps in increasing the number of regulated and affordable childcare slots, mostly for low-income student families.

Our playgroup not only offers a fun and safe place for children, we also offer a wide curriculum with monthly themes that begin to prepare them for school. Kids Care offers children a semi-structured environment with an emphasis on the development of social and learning skills. The playgroup has a number of educational toys and books that challenge the children's intellect and stretches their imagination, which increases the children's readiness to succeed in school.

Over the years, the playgroup has helped many families prepare their children for school and they continue this important community role. Because of its very low monthly dues, the playgroup can be considered the least expensive solution for a low-income parent who is seeking a preschool program for his/her children. The playgroup also plays a great role in facilitating English acquisition for foreign-born children, which prepares them to enter into the public school system as kindergarteners. The diversity of Kids Care Cooperative is one of its greatest strengths; our American-born children learn the importance of multiculturalism and we strive to make Kids Care Cooperative a tolerant and inclusive environment for all children. Finally, it is important to emphasize the fact that although we are an all-volunteer organization, we strive to maintain the highest professional standards among our staff and facility. After all, this benefits our own children!

**Coop expenses:**

The low cost to parents utilizing the service places an ongoing challenge for all members to fundraise. Some of our ongoing program costs include: updating toys (batteries, replacing broken toys, painting toy shelves, etc.), general supplies (cleaning supplies, paper towels, cups etc.), monthly rent, yearly insurance bill, website hosting, arts and crafts materials, and advertising costs (printing and photocopying). After fulfilling all of the group's basic needs, we struggle every year to raise enough money to pay the organization's insurance bill (due in April). This grant would allow the playgroup to do the following things not otherwise possible.

1. Install carpeting: replacing the carpeting of the playgroup is an extremely important need. Our existing carpet consists of remnants taped together with duct tape. Some have exposed padding and most likely all of it is old and dirty, which could potentially cause allergy problems. Some areas have rugs on top of each other for more padding and others have nothing underneath. All the pieces are also a tripping hazards to those learning to walk.
2. Install a shoe cubby: this will provide an organized space for shoes while at the Coop and will enable our carpets to stay clean. This will also eliminate potential chemicals brought in by shoes on carpets the children play on.
3. Purchase continuing education materials: books and audio visual materials that instruct quality professional development training for our workers will help fulfill the required in-service training and continuing education credits.
4. Purchase a carbon monoxide detector: our old one no longer works and in order to comply with our state requirements, we need to purchase a new one.
5. Update Toys: while updating our space we will only keep toys that are not broken. Our current tool bench has no working pieces so the kids aren't able to play with it, but some of our other toys just need batteries replaced.
6. Purchase paint and painting supplies: also while updating our space, we would like to make it a little more cheerful and bright with paint. We would also repaint some of the shelves we currently have.

### III. Evaluation

Our program has made a big difference for the parents and the children who have become part of Kids Care over the years. It has helped many foreign families or families coming from other parts of the United States to socialize and not feel like outsiders anymore.

After joining our program, members have free time to meet their personal needs and duties, which is something most don't have before joining. Every weekday from 9:00 am to 11:30 am members go to their part time jobs, attend class, go to the gym, have some quiet, child-free time to study or even just relax and have a cup of coffee. Many were not able to have these privileges before joining the Coop, not only because they could not afford the fulltime childcare but also because of the lack of openings in other childcare centers. The playgroup also gives parents a chance to experience how to deal with older children, giving them insight of how to deal with their own children as they grow.

The playgroup has helped parents teach their children good values and discipline rules like sharing, being gentle with younger kids, picking up toys after playing, taking turns playing, etc. Member parents also like the fact that they can do things with their children that they might not do at home, like arts and crafts, playing with our big selection of developmentally appropriate toys, puzzles, and games or having a story time with other children. Since many of the playgroup's children come from a variety of different countries, their parents have always relied on the playgroup's members to help improve their children's language by immersing them in a low-key, English language environment. Most of our non-native speakers pick up English in the first few months of enrollment, simply through exposure.

For many of the foreign student families, socializing is a big problem, because not only are they usually shy but also because they never come in contact with other parents of similar-aged children. Our playgroup offers these families a great chance to integrate into the society and to help others as well as themselves.

One of our membership requirements is to complete First Aid, CPR, Blood Pathogens and Universal Precautions and Mandatory Reporting of Child Abuse training, which not only ensures the safety of the playgroup, but it also helps the members with general knowledge that could help them in their daily lives.

For some parents the playgroup has made a huge difference in their lives. Many of them were previously isolated at home with their children. They now have a reason to go out everyday and have fun in a safe place with people they fully trust.

The grant will reduce our stress by allowing us to do some necessary updates that would otherwise not be possible, like update our carpeting, equipment and toys. We also plan to buy books and audio video materials for our continuing education requirements. This will increase our quality of service as well as the safety and hygiene of the center.

We have updated **Appendix 5**, which was one of the grant application attachments, to fit our conditions and are planning to use it in evaluating the playgroup in case we receive the grant and are able to do the updates we have planned. We will be distributing the form amongst the members as a questionnaire that they will fill out in privacy, without any influence, and return to us to send in. In addition, the program's performance is evaluated in our six yearly general meetings that are scheduled and run by the Coop's coordinator.

In addition to this short evaluation, the playgroup's board of directors has decided that it would be a good idea to let the Coop's members speak for themselves and evaluate their experience at the playgroup in their own words. Please view the attachment: **"Coop Members' Evaluation Statements"** for personal stories.

#### **IV. Provider Qualifications:**

Potential members are not qualified to work at the playgroup until they complete all paperwork and an orientation session. The required paperwork includes a Criminal Record/Child Abuse statement signed and dated and a Physical Check with TB test turned in. In addition, all members must complete all the childcare required training within the first six months of work, which includes First Aid, Infant and Adult CPR training, Mandatory Reporting of Child Abuse and Universal Precautions.

Furthermore, in the first year, all members must complete five hours of continuing education training and four hours annually each subsequent year. Unlike the coordinator who has to complete ten hours of in-service training. General meeting attendance is required at three of six general meetings a year. These count towards three of their training hours. At least two of the additional hours must come from an outside-accredited agency. Continuing education opportunities are posted on the calendar of our website [www.kidscarecoop.org](http://www.kidscarecoop.org) so members can choose appropriate classes to attend. Please visit: <http://www.my.calendars.net/kidscarecoop>.

It is worthy of mention that any failure to meet Kids Care membership requirements in a timely manner, as determined by the Board of Directors and the guidelines above, may result in the dismissal of said member.

Each member of the Kids Care Cooperative volunteers to perform a job on a regular basis. Jobs are assigned as part of the new members' orientation and reassigned periodically at General Meetings. There are six jobs which comprise the Board of Directors at Kids Care Coop. Other jobs may vary according to the number of members at any given time. When the Coop does not have enough members to each only have one job, they choose additional jobs. Because members have a sense of belonging and devotion towards the playgroup multiple jobs are no problem.

The Kids Care Cooperative jobs, representing our Board of Directors include the following: **The coordinator** is mainly responsible for the general harmony and activities of the Coop. Along with the Re-licensing Manager, is familiar with the Day Care Regulations of the Iowa Department of Human Services (Iowa DHS) and the Johnson County Board of Health. The Coordinator Schedules at least six meetings of the Board annually. In addition, he/she oversees the annual Board review of Board of Job descriptions.

**The treasurer** oversees collection of all fees, has custody of all financial records and funds of Coop, and maintains stock of consumable supplies. In addition, he/she purchases materials and equipment for the Coop as directed by the Board, and presents a financial statement for each Board and general membership meeting.

**The secretary** keeps minutes at the Board and General meetings and maintains an available supply of current application packets for one and two child families. The Secretary's name and home telephone number are listed on the Coop Application Information form, along with the Coordinator's.

**The scheduler's** job is to schedule Coop members for their workdays each month and maintain a current list of members and substitutes. Both documents are emailed to the group and copies are left at the Coop. Board and General meetings are listed on the schedule when applicable.

**The orientation manager** arranges an orientation session for new members upon notification by Secretary of completed application. In addition, he/she introduces each new member to the Coop facilities and reviews with her/him the General Policies, Worker Job Description and other materials in the Orientation Handbook.

**The re-licensure's** duties include checking Coop facilities and all worker and child files to ascertain that state, county and fire department regulations for daycare facilities have been met and are current. These requirements are observed year-round, quarterly by a re-licensure committee, but are intensively reviewed prior to license renewal each June.

**For more detailed job descriptions please view the attachments.**

**Proposed Budget: Kids Care Cooperative**

July 1, 2008 to June 30, 2009

	<b>Total Program Cost</b>	<b>Empowerment Request</b>	<b>Other Revenue</b>
Salaries & Personnel detail chart A			
1. Salaries subtotal	0	0	0
Program Costs provide detail			
a. Rent	900		900
b. Daily Supplies	400		400
c. Insurance	500		500
d. Web Hosting	50		50
e. Advertising	100		100
f. Savings			60
<b>2. Program Costs subtotal</b>	<b>1950</b>	<b>0</b>	<b>2010</b>
Participant Supports provide detail			
a. Crafts	300		300
b. Toys	240		240
c. Snacks	660		660
<b>3. Participant Supports subtotal</b>	<b>1200</b>	<b>0</b>	<b>1200</b>
Equipment provide detail			
a. Carbon Monoxide Detector	50	50	
<b>4. Equipment subtotal</b>	<b>50</b>	<b>50</b>	<b>0</b>
Other provide detail			
a. Carpet	2000	2000	
b. Carpet padding	450	450	
c. Installation	210	210	
d. Shoe Cubby	100	100	
e. Tool bench Toy	100	100	
f. Updating Toys	100	100	
g. Continuing Education Materials	500	500	
h. Paint & Supplies	100	100	
<b>5. Other subtotal</b>	<b>3560</b>	<b>3560</b>	<b>0</b>
<b>6. TOTAL DIRECT (total lines 1+2+3+4+5)</b>	<b>6760</b>	<b>3610</b>	<b>3210</b>
7. TOTAL INDIRECT	0	0	0
<b>8. TOTAL EXPENDITURES (total lines 6+7)</b>	<b>6760</b>	<b>3610</b>	<b>3210</b>

**Detail Chart A: Salary Costs** - Kids Care Cooperative does not pay any Salaries of any kind

**Detail Chart B: Other Revenue**

Source of Other Revenue	Total amount of other revenue from source
1. Fundraising	150
2. Member Tuition	2400
3. Member Snack Dues	660
<b>Total Other Revenue</b>	<b>3210</b>

# **Attachments**

1. Coop Members' Evaluation Statements
2. Future Evaluation Form
3. Coop detailed jobs' descriptions

## **Kids Care Cooperative Members' Evaluation Statements**

The following are evaluation statements written by the members of the Coop answering the following questions:

- 1. What differences have the Coop's services made in your lives?**
- 2. What can you do now (after becoming a member) that you couldn't do before?**
- 3. How have yours and your children's behaviors, knowledge, skills or attitudes change after joining the Coop?**
- 4. Has your life become better than before after receiving the Coop's services?**

Coming from my home country Egypt to the States with my two-month old baby, I was isolated. I never did any activities, rarely went out and did not have any friends. I thought about childcare for my son when he became a one year old, I was terrified that he would grow up unsociable and hate people. But even with the childcare subsidy offered by the University to my husband I was not able to afford regular childcare centers. I learned about the playgroup and wanted to join. The members were so friendly to me that they made me love the place, and never hesitate to become a member. The Coop has drastically changed my life. It gave me a reason to go out everyday and have fun with my son and all the other children. My visa does not allow me to work, but after becoming the playgroup's coordinator, I felt that this is my job that I came here to accomplish it. I feel blessed that I found such a beautiful program.

**Marwa Ibrahim**

Kids Care Cooperative has allowed me to complete my graduate degree and avoid sending my sons to full-time day care. With the addition of an afternoon nanny, I have been able to carve out enough time during the day to complete my coursework, study for exams and begin writing my dissertation. In addition, however, Kids Care Cooperative has given me a community of other parents, whom I would never had met, who have struggled with the same parenting problems my husband and I face. This community support has been the most valuable aspect of Coop.

**Kate Elliott**

After the birth of our son and my three month maternity leave, I was privileged enough to work from home and tend to our son as he needed. After a few months of this the University of Iowa Hospitals and Clinics changed their minds and wanted me back in house, so it was time to decide how we were going to manage work, school and taking care of our son. I've never wanted someone else raising my kids and always wanted to be a stay at home mom; however, my husband was still in graduate school and quitting my job and losing the benefits were not an option. Just as unappealing was the thought of working only to pay most of my salary to the very expensive daycare providers here in Iowa City. We found the Coop and thought it was a genius idea - parents that need a little time during the week volunteer once a week to eliminate the need for high childcare dues. In addition to the very affordable and wonderful care provided by other parents, I've been able to continue part-time in a job I really enjoy, give our son some needed interaction with playmates, allow my husband and son some time alone in the mornings, and enjoy some camaraderie with other parents. I've also learned, after being a member for 9 months, additional benefits of this system are knowing the kids and parents that will be with our son and being able to ensure that the environment he is in meets our approval through the freedom and flexibility to suggest and implement beneficial changes. While our case is somewhat unique, in the sense that we really rely on the Coop to have openings everyday in order for us to stay on our work schedules, the understanding nature of the other parents has been a blessing. In summary, the Coop has had a very positive impact on our lives and we believe it has enriched the life of our son.

**Stacy Tompkins**

1. The Coop has made a difference in not only mine and my daughter's life, but it has even affected my husband who is a full-time dental student. Although I am currently only an alternative member and have so far only chosen to use the Coop once per week, the time that I have spent away has been focused on doing things that I would normally have to wait and do on the weekend when my husband is available to take care of our daughter. Now that it can be done during the week, our family as a whole has more quality time together. This is important, because often my husband is very busy and not present during the week due to his responsibilities as a dental student.

2. I can do several things as a member that I couldn't do as a nonmember. My extended family is not in this area and because my husband is a student, we cannot afford baby-sitters very often. This left me with no one to care for my daughter during the week if I needed to do something without her. This time allows me to clean my house, run errands, study while pursuing my Master's degree, or even just enjoy some time to relax. I could not do many of these things before and certainly without the same ease.

3. Because we have been members for such a short time, I have not noticed a huge change in my daughter's or my behavior, knowledge, skills, or attitude. However, the time that we have spent as members has certainly helped reduced anxiety that both my daughter and I have felt about being separated from each other. In fact, I feel that we both view the time apart as fun. I also now feel that it is necessary for her social and emotional well-being and development. My daughter would not have these benefits without the Coop.

4. My family's life has become better after receiving the Coop's services because it has given my daughter and I social experiences when otherwise we would have few. My family is new to Iowa City, and we have met several families through the Coop. For the past four years up until now, I was an elementary school teacher and this allows me to continue to have interactions with other children and parents. It has also made us feel more apart of a community since the Coop is a system that depends on everyone contributing and helping each other when needed. The Coop has inspired me to try and give for the good of the group, because we all have the common goal to do what is best for the children we love.

**Anna Blank**

1. The Coop has given me a safe, supportive place to drop off my son, and allowed me the mental freedom to make plans during Coop hours knowing that daycare will, for once, not be an issue.

2. As a stay-at-home mom, I was never able to schedule doctor's appointments for myself or for my school-aged children without taking into consideration that I'd be dragging my infant along. I also was unable to attend a weekly meeting that has been very beneficial to my life due to having no daycare. It has taken the stress of "owing" someone for watching my son, or imposing on friends and family members out of my life, knowing I can count on the Coop in these situations.

3. My child has grown immensely since joining the Coop! He has gone from a clingy, mom-obsessed baby to a baby who will play independently and engage with others. He is a much happier, well-adjusted little guy since having his horizons expanded by the Coop. I have benefited and changed from getting to know a diverse set of wonderful families that I might not otherwise have had the opportunity to know.

4. Our lives have become much better since joining the Coop. I have gained some freedom and flexibility in my life, and he has gained some independence and vital interactions with other children and adults. My older son also enjoys the Coop, particularly the friendly atmosphere and the structured play events and crafts that it provides.

**Michelle Bacon Curry**

1. I can just drop my daughter there and I get to do something during that time. I also work at Coop once a week. I can play with my daughter and other kids. I know what she is doing at Coop.
2. I can go to appointments in the morning without children and I can do things that I wanted to do.
3. My daughter can now count numbers and sing songs to me. She can speak more English.
4. Yes! It is better than before.

**Keiko Oya**

I think that this is perfect solution for families with kids and low income. This is daycare everybody can afford. You just have to play with a group of kids a couple of hours every week (or like me every other week). Instead, your kid can enjoy being among other kids, play different toys. I think that the big advantage is that groups are small (much smaller than in other day cares) so kids are not overwhelmed. As I know almost every day a lot of students come to play with kids, which is a big help especially with young kids. When I came to Coop for the first time my impression was that it's a clean place with a lot of different toys and little subject corners where kids can play separately without disturbing each other.

**Alicja Fornalik**

1. The Coop provides a unique experience for both my child and myself as a parent. As a parent run Coop it necessitates that parents be directly involved in the care of not just their own children but their children's playmates. This helps broaden the parent's understanding of childhood learning and development and allows the child of the parent to be a partner in this process, thus enriching their own development.
2. As a new member, I am unable to fully answer this question. However, I anticipate that because of the time afforded by the Coop I will be able to be better organized in the handling of family business and needs.
3. As a new member, I am not able to make a full assessment of the Coop's effect on my child. However, in our limited experience thus far I have observed that my child is very attentive to the actions and behaviors of the other children, especially the older children. This being a first step in socialization, I foresee that this will continue and her socialization skills will grow through her interactions with the other Coop children and parents.
4. As a new member I can not fully answer this question yet. However, I foresee that the Coop will help with my child's socialization development and cognitive skills. For myself, I foresee the Coop experience enriching my abilities to work with children and to provide a certain level of security by providing a service that is needed for any busy parent in today's world.

**Ryan Downing**

1. The COOP has been an excellent option for us; because it is run by parents only we feel really confident that the parents that are in charge when we drop our son off will treat him and take care of him as if he were their kid. It also adds quality playing time that we get to spend with our son when we work.
2. We can run errands, go to appointments or just enjoy sometime alone while our son is having fun with other kids. Plus we get to know people and learn about child development and education.
3. Our son learned to share, to play with others, he learned to speak English (we are native Spanish speakers) and develop a great interest in arts and crafts. We learned CPR and child behavior, development and education. Also working at the Coop you get to realize that even though all the kids are different lot of attitudes, reactions or tantrums are thrown by other kids, too.
4. Yes! We, as a family enjoy being members of the Coop so much, as a matter of fact our son started to go to preschool some days of the week and complains those days he is not going to the Coop!

**Adela Mansilla**

1. Lower cost alternative to day care. Doesn't require that Max spends a full day or a full week away from me but still gives him exposure to other children.
2. Extra study time (I'm a student) and allows me to attend morning meetings that I otherwise was unable to go to.
3. I think my son is still adjusting to the Coop, but I think the interaction has been great for him. Also I feel comfortable leaving him with other parents -- we are able to share common experiences and give/get advice regarding childcare. I feel the effect of the Coop extends beyond the weekday mornings.
4. Definitely. I am confident that it is stimulating my son emotionally and educationally, and I am becoming a better parent by getting to experience more childcare situations as a Coop worker.

**Ben Galluzz**

## Kids Care Cooperative Playgroup Education & Support Participant Evaluation

Age: \_\_\_\_\_ Number of Children age 5 and under: \_\_\_\_\_

Race: White African American Native American Asian Hispanic(Latina) Multiracial Other

Are you a single-parent household? Yes No

### As a result of participating in this program...

*Please answer the following questions by circling the number that best describes how you may have changed because of this program.*

	Not At All	A Little More	A Lot More
1. I know more about how children grow and develop	0	1	2
2. I feel more confident about my parenting skills	0	1	2
3. I have more time to fulfill my personal duties and needs	0	1	2
4. I play more often with my child	0	1	2
5. I have more ideas about how to discipline my child	0	1	2
6. I have more activity ideas to use at home with my child	0	1	2
7. My child is more sociable	0	1	2

*Below are some statements about this program. Please circle the number that best describes how you feel about them.*

	Disagree	Unsure	Agree
9. The presenter talked at a level I could understand	0	1	2
10. The presenter was very knowledgeable	0	1	2
11. I felt comfortable asking the presenter any questions I had	0	1	2
12. The Coop helped my child with his/her learning and talking skills	0	1	2
13. Helping the other members makes me feel better about myself	0	1	2
14. I feel safe leaving my children at the Coop	0	1	2
15. I think Coop is an affordable solution to get my child ready for school	0	1	2
16. I feel that my opinions and suggestions are taken into consideration by the Coop board of directors	0	1	2
17. My children are getting the essential nutrition they need from the snack that Coop offers them	0	1	2
18. There is a high sense of health and hygiene awareness amongst the members of the playgroup	0	1	2
19. The recent updates (new flooring etc.) have significantly increased the quality of service offered by the Coop	0	1	2
20. The materials offered by Coop helped me to fulfill my continuing education requirements	0	1	2

## **Coop Detailed Jobs' Descriptions**

### **The Coop's Board of Directors:**

*Coordinator	Marwa Ibrahim
*Treasurer	Stacy Tompkins
*Secretary	Ryan Downing
* Relicensure	Kate Elliott
*Scheduler	Adela Mansilla
*Orientation Manager	Marwa Ibrahim

### **Other jobs:**

Curriculum Coordinator	Theresa Meeks
Fundraising Coordinator	Anna Blank
In-Service Training and Continuing Education Manager	Ben Galluzzo
General Supplier	Keiko Oya
Volunteer Coordinator	Kate Elliott
Logger	Aneta Goska
Website Master and Creator	Marwa Ibrahim
New Member Recruitment/Publicity	Marta Tryzna
Cleaning Coordinator	Stacy Tompkins
Art Supplies Manager	Alicja Fornalik
Food supplier	Tonia Montrucchio
Librarian	Traci Burton
Recycling Used Materials	Meghann Foster

## **The Coop Board of Directors Job Descriptions**

### **COORDINATOR JOB DESCRIPTION (Revised Spring 2007)**

- Serves as Coop liaison with Trinity Episcopal Church, through the church staff or through their designated liaison.
- Submits an annual report to the Vestry of the Trinity Episcopal Church each January, thanking the church for the use of their space, highlighting Coop's activities and achievements during the past year and giving brief statistics regarding the number of families who were helped by the availability of Coop during the year.
- Along with the Re-licensing Manager, is familiar with the Day Care Regulations of the Iowa Department of Human Services (Iowa DHS) and the Johnson County Board of Health. Examines new regulations and reports changes affecting Coop procedures to the Board.
- Oversees the annual Board review of Coop general policies and worker job description in order to ensure their appropriateness for use with Coop and to ensure their compliance with Iowa DHS and Johnson County Board of Health regulations.
- Oversees the annual Board review of Coop application forms in order to ensure their appropriateness for us with Coop and to ensure their compliance with Iowa DHS regulations. Oversees the annual Board review of Board of Job descriptions in order to ensure their appropriateness for use with the Board.
- Files an Iowa Non-Profit Corporation Annual Report Form with the Office of the Secretary of the State of Iowa annually before April 1 of the year.
- Schedules a fire inspection from the City of Iowa City annually in May or June.
- Requests and oversees completion and submission of Childcare Grant application form to the Johnson County of Social Welfare. Forms become available in November, deadline is in January (money is not always available).
- Oversees the provision of information regarding Red Cross First Aid training and staff growth (child care related) training to Coop members.
- Presides at all meetings of the Board and general membership.
- The Coordinator Schedules at least six meetings of the Board annually, and four meetings of the general membership annually.
- Authorizes any temporary project committees and delegates member jobs/duties.
- Receives regular reports from the Treasurer on the status of the Coop treasury, including balance, payments for inspection fees, insurance (April, annually), etc. Co-signs with the Treasurer Coop checks over \$100.
- Responsible for accomplishing needed repairs for Coop rooms, materials or equipment. May recruit members to assist as needed. (Coordinator and Treasurer)
- Responsible for the general harmony and activities of Coop, but need not be present daily.
- Picks up and sorts Coop mail appropriately.
- Performs other acts incident to the position of Coordinator.

### **TREASURER JOB DESCRIPTION (Revised Spring 2007)**

- Oversees collection of all fees.
- Has custody of all financial records and funds of Coop.
- Maintains stock of consumable supplies.
- Purchases materials and equipment for the Coop as directed by the Board.
- Labels Coop materials and equipment and keeps an inventory of non-consumable items.
- Signs all checks, which shall, if over \$100.00, be co-signed by the Coordinator.
- Pays rent to church office in a timely manner.
- Informs Coordinator upon receipt of the insurance renewal notice.
- Updates the contents of the First Aid Kit annually or as needed.
- Prepares and presents a financial statement for each Board and general membership meeting.
- Approves member's reimbursement requests for Coop purchases over \$5.00 in advance.

### **SECRETARY JOB DESCRIPTION (Revised Spring 2007)**

- Keeps minutes of the Board and General meetings. Provides one copy for each Board member (six), posts one copy with an initial slip on the bulletin board for the members, and files the original copy in the general file.
- Maintains available supply of current application packets for one and two child families.
- Secretary's name and home telephone number are to be listed on the Coop Application Information form, along with the Coordinator's. The Secretary will write the date of receipt on application forms returned by prospective members. The Secretary will answer applicants' questions regarding the Coop, its daily routine, policies and forms.
- Reviews carefully all application forms submitted to Coop for errors, omissions or content (non-immunized child, conviction involving mistreatment of a child or violence against a person, or a record of any type of child abuse (neglect, physical, emotional or sexual) that would cause an immediate threat to our license or be harmful to our general membership, both children, and parents and or violate our mission statement.
- Reviews all child protection (criminal and child abuse) form results returned to Coop by the Iowa DHS. Reports any irregular or problem findings immediately to the Coordinator.
- Contacts the Orientation Manager when an applicant has returned completed forms and is eligible for membership.
- Maintains the supply of forms for current members to update and renew their information.
- Requests Iowa Department of Human Services child protection (criminal and child abuse) forms from the DHS Day Care office in Iowa City, as needed.
- Picks up additional immunization cards from Johnson County Health Department as needed.
- Maintains an orderly general file as well as a separate member families' file.
- Update Emergency Medical List in travelling First Aid Kit monthly.
- Makes new labels for cubbies and mailboxes for all new members
- Responsible for typing, filing, copying, mailing or other acts incident to the Secretary.

### **SCHEDULE MANAGER JOB DESCRIPTION (Revised Spring 2007)**

- Schedules assigned days for work for Coop members.
- Maintains a current monthly schedule of members and a list of substitutes. Emails schedule to group. Makes 5 copies for Coop.
- Includes scheduled Board meetings and General meetings on the monthly schedule.
- Indicates key workers on monthly schedule.
- Indicates birthdays of children on monthly schedule.
- Posts monthly calendars numbered for reserve spots.
- Fills vacant memberships with eligible applicants in accordance with policy 5.3, 7.5.
- In the case of a vacant membership space and no eligible applicant available, the Schedule Manager will make arrangements to fill the spot from the current members or in accordance with policy.
- May give permission for members' leaves of absence per policies 17.1, 17.4 and 17.8.
- Oversees implementation of leaves of absence described in policy 17.3. Members must submit a written statement to the Schedule Manager listing the names of the members involved and the dates they will provide coverage.
- Monitors First Aid/CPR/Universal Precautions Certification to make sure new members become certified within six months of beginning date.
- Notes on the monthly schedule the names of members and substitutes without First Aid Certification making sure that at least one worker per day is certified.
- When notified by a member that he/she will be leaving the Coop, the Schedule Manager will remind that member of his/her duties prior to leaving as outlined in policies 18.1 and 18.2. Specifically remind them that they owe a minimum of two weeks notice.
- Shall perform all other acts relating to the job of Schedule Manager.

### **ORIENTATION/RECORDS MANAGER JOB DESCRIPTION** (Revised Spring 2007)

- Arranges an orientation session for new members upon notification by Secretary of completed application. Introduces each new member to the Coop facilities and reviews with her/him the General Policies, Worker Job Description and other materials in the Orientation Handbook.
- Has new member/substitute introduce her/himself with a brief paragraph by email.
- Adds new member/substitute's name and telephone number to the current monthly schedule posted in Coop.
- Calls and gives Schedule Manager the name and telephone number of new member/substitute upon completion of orientation.
- Reviews the Daily Log periodically to monitor member compliance with use of the earned number of childcare units. Reports any discrepancies to the Coordinator. (also Logger)
- Assigns a contact (mentor) person to each new member of Coop.

### **RE-LICENSURE JOB DESCRIPTIONS** (Revised Spring 2007)

- Duties include checking Coop facilities and all worker and child files to ascertain that state, county and fire department regulations for day care facilities have been met and are current. These requirements are observed **year-round, quarterly** by a re-licensure committee, but are intensively reviewed prior to license renewal each June. Review of the physical facilities covers guidelines for safety, space and cleanliness. Review of workers and children's requirement covers the following documents:
  - For each child:
    - Immunization Card (updated as changes occur)
    - Child Health Form (updated as changes occur)
    - Emergency Medical Consent (renewed annually)
    - Release from Liability (renewed annually)
  - For each worker:
    - Worker's Health Report (renewed every 3 years)
    - First Aid (certificate valid for 3 years)
    - Adult/Child CPR (valid for 1 year)
    - Mandatory Reporting (valid for 5 years)
    - Universal Precautions (valid for 1 year)
    - Ensure in-service Hours are logged (5 first year, 4 thereafter)
    - Log of General Meetings (2 per year)
    - Records of Criminal & Child Abuse Check (renew every 2 years)
- The Re-Licensure Manager consults with state and local human service representatives, the Coop Coordinator, and other Coop workers regarding the status of, and/or problems in fulfilling any requirements. The Re-Licensure Manager works to ensure that any outstanding requirements are met in a timely fashion so that state license to operate Coop is not withheld or revoked.
- Ensures that a current copy of the State's Departments of Health Services Regulations is on file at Coop.
- Informs the In-Service Manager of members who are deficient on their in-service hours.

## **The Coop Non-Board of Directors Job Descriptions**

### **SPECIAL EVENTS/FUNDRAISING COORDINATOR** (Revised Spring 2007)

- Undertakes event planning and leads event committees as needed.
- Plans/facilitates two fundraising events per year (typically gift-wrapping session during holiday season and a spring garage sale).

### **ART SUPPLIES MANAGER** (Revised Spring 2007)

- Maintains a fully stocked Art Supply Cabinet and posts suggestions for art activities.
- Works with a curriculum committee to provide reimbursable supplies for planned activities.

### **CLEANING/RECYCLING MANAGER** (Revised Spring 2007)

- Posts monthly cleaning duties and coordinates additional cleaning as needed.
- Ensures that Recycling is taken home by members in timely manner.
- Contributes to the safety of the Childcare setting by promoting hand-washing and good hygiene practices.

### **GENERAL SUPPLIES MANAGER** (Revised Spring 2007)

- Purchases reimbursable napkins, cups, bleach, hand-soap, paper towels, office supplies, etc.

### **LOGGER** (Revised Spring 2007)

- Posts on front board and files paperwork (daily log, field trip forms, infant log, etc) monthly.
- Assures that daily paperwork is being filled out completely.
- Maintains adequate supply of copied documents and files each document's master copy.
- Assigns Fire/Tornado drills on a monthly basis. Maintains an organized file system.

### **LAUNDERER** (Revised Spring 2007)

- Takes home dirty laundry on a weekly basis. Returns laundry to clean bin promptly. Periodically takes home mat covers and stuffed toys to be washed.

### **IN-SERVICE MANAGER** (Revised Spring 2007)

- Ensures that all members meet their continuing education obligations under the State of Iowa licensing requirements.
- Organizes and schedules in-service presentations as needed.
- Posts at the Coop and on our on-line calendar community classes and events counting towards in-service credits.

### **BOOK/TOY LIBRARIAN** (Revised Spring 2007)

- Obtains books and toys to rotate into circulation at Coop. Utilizes the 4-C's toy library, public library, etc and coordinates donations of toys, books and supplies.

### **CURRICULUM MANAGER** (Revised Spring 2007)

- Chooses and organizes monthly themes and activities appropriate for 2, 3 and 4 year olds. Activities shall not involve supplies that might be dangerous or hazardous to our less than two-year old age group (small objects, substances which must be used with extreme caution, balloons, or any other substance forbidden by Coop policies.)
- Consults with board about purchases facilitating the Coop curriculum and are more than \$5.
- Adheres to the mission of Kids Care Cooperative in all aspects of curriculum development.

### **FOOD SUPPLIER** (revised spring 2008)

- Makes a monthly snack budget according to how many regular and alternate members the Coop has. Regular members each pay \$5 and alternate members pay \$2.50 each month.
- Buy snacks for the playgroup according to budget. The snacks are 100% natural juice, crackers (whole grain, salty and graham cracker, Gold Fish etc.) and cheese.