

Analysis of the Infant Toddler Program

Ridgewood Board of Education

7/26/2020

History of the Program

- ▶ The Infant Toddler program started in 1987 and for the last 33 years has served many children of the Ridgewood community including children of our teaching staff. The program is housed in Glen School along with our REACH transitional program, Rise program, and our Red Program.

Questions Concerning the Program

- ▶ Fifty-seven parents have signed up for ITDC for this school year. Have they signed an agreement? Given a deposit? They have given a deposit. We have 57 Children signed up for the program. 9 unsure and 12 on a waiting list.
- ▶ Not sure if the Board understands the programs that are housed at Glen or the classroom use. Provide information on the RED and REACH programs, how many students in each. How many classrooms are used for these programs. How many students are typically in a classroom that would allow for social distancing. We currently have 4 Reach classes (Transitional/Integrated program) for the 20-21 school year. There are 9 students in two of the classes and 10 students in the other 2 classes. We have 2 Rise classes (MD program) for the 20-21 school year. There are 2 students, 2 aides and a teacher in one class (The max we could have is 4 students) and there are 4 students, 4 aides and a teacher in the other. We currently have 2 Red Classes (Pre-K Disabled Program) for the 20-21 School year. There are 6 students in each class (the max we could have is 8 students in each class). These enrollment numbers are in line with the social distancing guidelines.
- ▶ ITDC, how many classrooms are used for this program. What is the square footage for this program and the amount of \$ amount of rent collected over 12 months? How many children participate, how many to a classroom. Is social distancing for day care different than it is for schools 6 feet vs. 10 feet? There are 6 classrooms for this program. The square footage for the program is 4,538. The rent for the 19-20 school year was \$112,179.36 and the rent for the 20-21 school year is \$114,402.98. For the 19-20 school year before COVID We had 1 room of 10 infants, 1 room of 12 Toddlers (1 years old by Oct. 1st), 2 rooms of 15 two year olds, 1 room of 20 three year olds, and 1 room of 20 four year olds. Total of 92 students. For day care the social distancing requirement is 10 feet separation between groups of 10 students. The maximum number of students we can have under the guidelines is as follows: 1 classroom of 10 infants, 1 classroom of 10 Toddlers, 2 classroom of 10 two years, 1 classroom of two groups of 3 year olds(this is our largest classroom at 970 sq. feet we can divide it into 2 separate areas to accommodate both groups of 10), and 1 classroom of 10 four year olds. Total 70 students.

Questions-Continued

- ▶ Provide information on custodial staff for the Glen School. Would additional staff be required to meet needs for RED, REACH, and ITDC. Is there a need for specific and specialized cleaning products for the ITDC above what is purchased currently for our schools? **We will not need additional custodial staff at Glen School. The cleaning products that we are currently using throughout the district we be used at Glen School.**
- ▶ PPE requirements. Since children are under age 5, no face masks. But masks would be required for staff. How many staff members are part of the ITDC? If washable cloth masks are used and RPS paid for a set of masks, let's say 5 to each staff member, what would be the cost. Would face shields be required, how many and cost? Disposable gloves, I imagine that they already use gloves, but if not how many would be needed and cost? **We normally have approximately 29 ITDC staff members plus the part/time hourly high school and college students. Under the guidelines we will have approximately 21 staff members. The district will not be provided cloth masks to the staff. They will need to provide their own. We will have extra masks on hand if someone forgets, breaks one, etc. Cost is \$60 for a box of 100 masks. We will be providing face shields for every teacher and aide. It's \$3.80 a face shield. We will provide disposable gloves if needed. It costs \$75 to \$90 per case of 1,000 gloves.**

Questions-Continued

- ▶ Is there an isolation room for any child who becomes ill? Can such a space be shared by all programs in the building or does ITDC need a separate space? Is there such a space? The nurses office which is shared by all programs will be the isolation room for child who become ill. The room next door to the nurses office will become the "healthy room" where the nurse can assist children with minor medical needs. (Band Aids, etc.).
- ▶ Can playground use be staggered and does equipment need to be cleaned after each use? playground use will be staggered if the playground equipment were to be used the equipment would need to be cleaned after each use.
- ▶ How to deal with high touch surfaces and toys. Will new standards be required for cleaning of these surfaces and toys? Will we need additional staff? High Touch surfaces and toys will be cleaning more frequently we will not need additional staff.
- ▶ Can the program be outsourced in time for a September opening? Can the program be outsourced for January 1st? If there was a desire to outsource this service what would be the needed timeline to identify a vendor and what would be the revenue for the district? The program cannot be outsourced in time for a September opening. If we wanted to bring in another vendor we could do a formal RFP like we did for the before and after care program. That would take several months. The vendor would also have to go through licensing approvals with the State which could take several months. Our Revenue would be the monthly rent/revenue share from the vendor. The estimated timeline to bring in a outside vendor is as follows:

Timeline for Request for Proposals

At least 2 to 3 weeks	Preparation and review of the Request for Proposals
You must allow for at least 20 days from when the RFP is advertised in the newspaper to when the proposals are officially opened.	Advertise and accept proposals
At least 3 to 4 weeks.	Committee reviews and makes a recommendation award to the board of education
Depends on when the committee's recommendation is submitted to the board for approval. The next Board meeting after the committee makes its recommendation	Board awards the contract
At least 2 to 3 months	Vendor submits the application and proper paperwork to licensing for approval.
1 month after paperwork is submitted	Licensing comes to visit the site final approval to open and temporary license.

Questions-Continued

- ▶ Has the ITDC run a deficit annually (last five years) as suggested by a resident during public comment? **In the last five years the infant toddler program ended in a deficit in the 2016-2017 school year. This will be discussed further in the financial section of the presentation**
- ▶ What improvements have been made to the building from revenues raised through ITDC gym window, bathroom renovations, classroom upgrades etc and therefore outside of the district's capital project reserve. **None from the last five years.**
- ▶ Should the ITDC be required to close in 2020-21 due to COVID 19 shut down can staff be furloughed, saving the district salary expenses? **Yes the staff can be furloughed.** What expenses would we have - health insurance and other benefits - how much would that cost? **\$195,280 for health and dental benefits.**
- ▶ Should a nurse be in the building for ITDC or can the nurse for RED and REACH also be available for ITDC? **The nurse is for the entire Glen School building.**
- ▶ Will additional staff be needed for screening children entering the building? **No additional staff needed**

Questions-Continued

- ▶ How many users does the ITDC typically have and what percentage of their maximum capacity under normal circumstances does that represent? ITDC had 92 children in the program this year. That represents 96% of max. capacity. The program typically has 85 to 90 children per year. Which is 89.5% to 95% of max. capacity.
- ▶ What capacity level (percentage of normal maximum capacity) must the ITDC reach to break even as far as revenue vs. all expenses related to the business and the space it occupies are concerned? We need approximately 74 children to break even. Which would be approximately 77% of normal maximum capacity.
- ▶ What percentage of the ITDC's normal maximum capacity is left after compliance with the current social distancing, health, and safety requirements is met? The maximum number of children we can accommodate under the current COVID guidelines is 70. That would leave 26% of normal capacity.
- ▶ How many of the ITDC customers have committed to returning and what percentage of our normal maximum capacity does that represent? 57 children are committed to returning. That would be 60% of normal capacity. We have additional 9 who are unsure. If they commit our total would be 66 which would be 69.5% of normal capacity.
- ▶ Please itemize the incremental costs per square foot for the Glen School location. Is this for the whole building? With a maximum capacity of 70 children and the square footage of 4,538 for the program. The per sq. ft. cost would be \$235.23.

Questions-Continued

- ▶ 6. Please itemize, in light of the current requirements for daycare facilities, what the new cleaning and sanitizing requirements, additional supplies needed, PPE, and sanitizing equipment will add to the ITDC overhead. These expenses are charged to the maintain and custodial supply budget of the district for Glen School. We charge rent to the ITDC program in order to cover their part of the building maintenance and custodial costs.
- ▶ 7. Can the RPS administration guarantee that under the current conditions the Infant/Toddler Development Center will, at the very least, be self-sustaining without manipulating its operating costs, shifting them to the school district? No we cannot, because we do not know what is going to happen over the next school year with the COVID-19 virus. If we remain under the current guidelines the maximum number of children we can accommodate is 70 children which based on my budget estimates will put us in a deficit.
- ▶ 8. While no one in our school administration has so far responded candidly to this, I would nonetheless like a response regarding the ITDC's ongoing lack of compliance with the health, safety, and environmental standards for children aged 6 weeks to pre-k. Please don't tell me what the law allows you to get away with. I am asking for a response regarding the actual state requirements private daycare businesses must comply with regarding air, water, soil, and other requirements for babies and toddlers aged 6 weeks to pre-k that have been neglected while the ITDC has continued to operate and advertise as licensed. We are in compliance with all health safety and environmental standards. As a Board of Education we are required to meet health, safety and environmental standards according to the guidelines of the DOE and other state agencies. The Infant/Toddler program housed in the Glen School is under those guidelines and regulations as part of the Board of Education. Also, our staff for the Infant Toddler program follows Chapter 52 Manual of Requirements for Child Care Centers issued by the State of New Jersey Department of Children and Families Office of Licensing, even though we are not longer required to be licensed by the DCF Office of Licensing.

Financial Review

- ▶ Funds were borrowed and returned to the general fund between the 2011-2012 and the 2016-2017 school years. This was in order to keep the infant toddler program in a positive cash flow. The infant toddler program ended in a deficit in the 2012-2013 and the 2016-2017 school years.
- ▶ In the 2017-2018 school year the infant toddler budget was not charged out for the cost of health benefits (179,504) in order to clear any remaining funds due back to the general fund and to clear the deficit from the end of the 2016-2017 school year.
- ▶ In the 2018-2019 school year the infant toddler budget was not charged a portion of it's FICA expenses (17,222) in anticipation of a possible deficit. The program ended up in a profit and would have even if the full amount was charged to the program.
- ▶ In the 2019-2020 school year we estimate the program will be in a deficit of approximately \$304,000 due to the program shutting down in March 2020 due to COVID-19.

Estimated Budget for 2020-2021

	Proposed Budget <u>7/1/20-6/30/21</u> 70 Children	Proposed Budget <u>7/1/20-6/30/21</u> 66 Children	Proposed Budget <u>7/1/20-6/30/21</u> 57 Children	
TOTAL REVENUE	<u>991,150</u>	<u>904,800</u>	<u>792,080</u>	
Expenditures				
100.0101	Cont. Head Teachers	236,393	236,393	236,393
100.0101.001	Teacher-summer timecards	0	0	0
	Music/Yoga	9,150	9,150	9,150
100.0106.001	Teacher Asst.-timecards	271,000	271,000	271,000
	Teacher Asst.-summer timecard	0	0	0
100.0610	Instructional Supplies	4,000	4,000	4,000
200.0103	Contracted-Director	48,457	48,457	48,457
200.0105	Contracted - Secretary	35,043	35,043	35,043
200.0105.001	Secretary - Summer	0	0	0
200.0220	Social Security	39,516	39,516	39,516
200.0241	Pensions	75,244	75,244	75,244
200.0250	Unemployment (SUI)	2,188	2,188	2,188
200.0260	Workmen's Compensation	3,008	3,008	3,008
200.0270	Health Benefits	195,820	195,820	195,820
200.0441	Rental-Land/Bldgs.	114,423	114,423	114,423
200.0490	Lease Equipment	4,600	4,600	4,600
200.0520	Liability Insurance	6,311	6,311	6,311
200.0530	Communication/Tele.	800	800	800
200.0580	Travel/subst.	1,300	1,300	1,300
200.0610	General Supplies	10,231	10,231	10,231
200.0890	Snacks/Dues/Misc. Exp.	10,000	10,000	10,000
TOTAL EXPENDITURES	<u>1,067,484</u>	<u>1,067,484</u>	<u>1,067,484</u>	
Profit/(Loss)	(76,334)	(162,684)	(275,404)	

Would need approx. 74 students to breakeven.

Options for 2020-2021

- ▶ Show the deficit at year end in the infant toddler program.
- ▶ Borrow the funds from the operating budget and transfer the funds from the operating budget to cover the deficit.
- ▶ Charge the operating budget and transfer the funds from the operating budget to cover the deficit.