

EXHIBIT A

Grantor (Prime Sponsor)

Contractor

Contract No.

City of Portland

Child Care Coordinating Council

This agreement for services is entered into by the Prime Sponsor, hereinafter referred to as the City and Child Care Coordinating Council, hereinafter referred as the Contractor. The Contractor shall provide services under the City's Comprehensive Employment and Training Act (CETA) Program in accordance with the provisions of this contract and applicable Federal Regulations. This contract consists of this sheet, the Agreement for Services, and attachments thereto.

The Contractor shall perform the functions set forth under the terms and conditions established in this cost-reimbursement contract.

The functions of this contract shall commence when approved by City Council and signed by all parties. The period of performance shall not exceed four months or extend beyond September 30, 1980, whichever occurs first, unless extended by City Council action.

In consideration of the foregoing, the City shall pay the Contractor allowable costs incurred in the performance of this contract, in an amount up to, but not to exceed \$ 92,878 to be paid from Federal funds received.

Dated this ___ day of _____, 19__.

Approved:

CONTRACTOR:

Janice J. Wilson by E.J.H.
Executive Director,
Human Resources Bureau

By: _____
Title: _____

Approved:

CITY OF PORTLAND

[Signature]
Director,
Training & Employment Division

BY: _____
City Auditor

Approved as to Form

By: _____
Commissioner of Public Utilities

City Attorney

AGREEMENT FOR SERVICESPARTIES:

CITY OF PORTLAND (City), City Hall, 1220 S.W. Fifth Avenue, Portland, Oregon 97204.

Child Care Coordinating Council, 1110 S.E. Alder Street
Portland, Oregon 97214

RECITALS:

- A. Upon consideration of a request for proposal, Child Care Coordinating Council, the Contractor, is considered an appropriate agent to fulfill the terms of this contract.
- B. The City has funds to support this agreement derived from the U.S. Department of Labor (DOL) under Title II-D of CETA.
- C. It is therefore appropriate for the City to enter into a contract with Child Care Coordinating Council, the Contractor, to provide the services herein described.

AGREED/CONTRACTOR:

1. Contractor shall be responsible for providing adequate supervision of participants assigned to their particular work site(s).
2. Contractor shall provide a safe work environment for all participants assigned to their work site(s) and adhere to applicable safety standards.
3. Supervisors shall make every effort to deal immediately with participant absences and shall make every effort to assist the participants in achieving regular attendance. It is intended that subsequent unnecessary absences can be influenced by speedy and early intervention on the part of the supervisor.
4. Contractor shall make necessary staff time available to meet with City personnel on participant matters.
5. Contractor shall make sufficient staff time available to fill out questionnaires and participate in interviews or other research and program monitoring activities.
6. Contractor shall be responsible for orienting every participant hired by the Contractor.
7. Contractor shall keep daily time and attendance records for participants and make such records available upon request.

8. Contractor shall be responsible for adhering to all fiscal requirements of DOL and the City.
9. Participant files and records shall be open to inspection by designated City staff.
10. All fiscal records related to this contract shall be open to inspection by designated staff.
11. Contractor shall notify appropriate City staff at least 24 hours prior to an anticipated termination of a participant.
12. Contractor shall comply with the goals and objectives stated in the agency proposal, herein attached as Project Narrative, Exhibit A.

AGREED/CITY:

1. City shall provide technical assistance in completing required reporting requirements.
2. City shall supply all required reporting forms to the Contractor.
3. City shall provide technical assistance in developing data gathering systems.
4. City shall monitor participant activities based on goals, objectives, productivity indicators and activities found in the project proposal.
5. City shall provide funds for approved participant job related training. These funds are incorporated in the attached budget, Exhibit "A".

GENERAL CONDITIONS:

1. Prior to commencement hereof, the Contractor shall deliver to the City Auditor evidence:
 - a. that all persons handling funds received or disbursed under this contract are covered by a Fidelity Bond in the amount of \$10,000 or 100% of the estimated forty-five (45) day cash flow, whichever is less. If the bonding is unavailable to Contractor, a third party trustee may be appointed;
 - b. of a Standard Liability Insurance Policy in the single limit of \$300,000 and provide the City Auditor with an endorsement thereto naming the City as an additional insured and protecting the City, its agents and employees from claims for damages arising out of the performance of this contract;

- c. that the above policies of insurance are in force and will not be cancelled without thirty (30) days prior notice to the City.
2. Contractor shall submit to the City a written Affirmative Action Plan within thirty (30) days after first hire.
3. In performance hereof, the Contractor shall comply with the provisions of the Civil Rights Compliance Statement (refer to Exhibit B).
4. In performance hereof, the Contractor shall comply with the provisions of the Oregon Revised Statutes, Chapter 279, relating to public contracts generally.
5. In performance hereof, the Contractor shall comply with the provisions of the Oregon Safe Employment Act, Chapter 654, relating to places of employment, safety and health.
6. Contractor shall submit the required program reports (refer to Exhibit C) by the fifth working day of each month. Reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by the City. Program reports not received by the time specified may result in delayed reimbursements.
7. Contractor shall maintain all fiscal and program performance records pertaining to this subgrant for a minimum of three (3) years after the close of the contract. In the event of dissolution of the corporation within the specified time, said records shall be turned over to the City Auditor.
8. The City shall provide management support and shall monitor and evaluate the services provided hereunder to assure that the goals and objectives of the contract are being met. The Contractor shall make staff and records available for this purpose. Technical assistance shall be provided to the Contractor upon request. Program progress shall be reported to the City Council upon request but in no case less than once a year.
9. The Contractor shall submit to the City one (1) copy of all formal documents produced under this contract.
10. The term "approval by the City" means written approval by the Commissioner in Charge of the Human Resources Bureau. Unless otherwise specified, documents to be submitted to the City by the Contractor shall be regarded as received when delivered to the Human Resources Bureau.
11. Compensatory time accrued by any employee performing services under this contract shall be taken within thirty (30) days of accrual to be charged as a contract cost. Time not taken within this period shall become the sole risk and expense of the Contractor.

12. Contractor shall be considered as the employer of record of all participants. Participants shall be deemed to be employees of the Contractor and Contractor shall provide Workers' Compensation Coverage for participants. Contractor shall hold harmless and indemnify the City of Portland by providing to the City of Portland an insurance certificate exhibiting the limits of such Workers' Compensation Coverage.

ASSURANCES AND CERTIFICATIONSGeneral Assurances

1. The prime sponsor assures that it will fully comply with the requirements of the Comprehensive Employment and Training Act, all Federal regulations issued pursuant to the Act, and with its Comprehensive Employment and Training Plan, as approved by the Department of Labor.
2. The prime sponsor, in operating programs funded under the Act, assures that it will administer its programs under the Comprehensive Employment and Training Plan in full compliance with safeguards against fraud and abuse as set forth in CETA and the CETA regulations; that no portion of its CETA program will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The prime sponsor, in operating programs for youth funded under Title IV of the Act further assures that:
 - a. Applications will be coordinated to the maximum extent feasible with the plans submitted under Title II, but services to youth under that title shall not be reduced because of the availability of financial assistance under Title IV, per Sec. 436(a)(2).

Additional Assurances

4. In administering programs under CETA, the prime sponsor assures and certifies that:
 - a. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
 - b. It will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 - c. It will comply with the provisions of the Hatch Act which limit the political activity of certain State and local government employees.
 - d. For grants, subgrants, contracts, and subcontracts in excess of \$100,000, or where the grant officer has determined that orders under an indefinite quantity contract or subcontract in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by the Environmental

Protection Agency (EPA) or is not otherwise exempt, the grantee assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; (2) it will notify the RA, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that a facility to be utilized for the grant is under consideration to be listed on the EPA List of Violating Facilities; and (3) it will include substantially this assurance, including this third part, in every nonexempt subgrant, contract, or subcontract.

COMPENSATION - METHOD OF PAYMENT:

1. Total compensation shall not exceed \$ 92,873 .
2. An advance shall be made to cover the cost of the Contractor's initial expenses for operation, not to exceed the sum of N/A upon receipt of a written request from the Contractor. Any advance request due to contract extension must be approved by the Director of the Training and Employment Division and be supported by cash flow statement.
3. The additional amounts due after the initial advance shall be reimbursed based upon receipt of the required Accounting Report Forms: (Refer to Exhibit C), the original, with the appropriate documentation attached. All reimbursement documents must be received by the fifth working day of each month. Reimbursement documents not received by the time specified may result in payments being held and made the following month. Reimbursement documents not received by the 20th day of the month may result in termination of contract. Advances will be recovered against program expenses based upon schedule to be furnished by HRB Fiscal, depending on the rate of expenditure.
4. All payments made pursuant to this contract are subject to post audit. The City shall perform spot audits, at their discretion, any time during the contract period to provide additional controls.
5. All funds received from the City shall be used by the Contractor as set forth in the budget (refer to Exhibit A). Funds not so used shall be promptly returned to the City at the end of the contract period. Any cost incurred by the Contractor over and above the agreed sums as set out in the Budget shall be at the sole risk and expense of the Contractor.
6. The operating budget may be amended provided the full cost does not exceed the amount stated in the contract. Budget amendments shall not become effective until the Commissioner in Charge has given written approval and filed the approved document with the City Auditor. Line item overruns of 5% or \$1,000, whichever is less, are allowable without a budget

amendment. All program income (i.e., sale of books written by project; admissions charged by performers; etc.) must be used to purchase consumable program supplies, with prior approval by the Director of the Training and Employment Division. It may not be used for non-consumable expenditures (items over \$100) or for any other purpose. Income not used for consumable program supplies must be refunded to the City.

TERMINATION:

1. This contract may be terminated by either party at any time by giving a thirty (30) day advance written notice by certified mail.
2. The contract may also be terminated at any time by the City by giving written notice if its Federal, State or local grants are suspended or terminated during the contract period. In the event of termination, the contractor shall be entitled to reimbursement for allowable costs incurred up to the date of termination indicated in the written notice.

ASSIGNMENT:

1. The Contractor and sub-contractors have been selected by the City for this work because of its particular experience in this program area. This contract is personal between the parties and the Contractor and sub-contractors shall not assign or subgrant in whole or part hereof without prior written consent of the Director of the Training and Employment Division.
2. In the event the City decides to assign their interest in this contract in whole or part, the City shall give written notice of the assignment to the Contractor ten (10) days prior to the assignment.

EXHIBIT "A"

TITLE II-D POSITIONS

<u>CONTRACTOR</u>	<u>NO. POS.</u>	<u>SALARY</u>	<u>F.B.</u>	<u>M&S</u>	<u>TOTAL</u>
Child Care Coordinating Council (Child Care Demonstration Project)	27	\$64,910	\$13,196	\$14,772	\$92,878

BUDGET WORKSHEET

	OBJECT TITLE	01 ADMINISTRATION 20%	02 PARTICIPANTS SERVICES 29%	03 PARTICIPANTS COSTS 50%	00 TOTAL 100%
110	Full-Time Employees	10,804	14,320		25,124
120	Part-Time Employees			39,786	39,786
130	Federal Program Enrollees				
140	Overtime				
150	Premium Pay				
170	Benefits	1,860	4,552	6,784	13,196
190	Less-Labor Turnover				
100	Total Personal Services	12,664	18,872	46,570	78,106
210	Professional Services	1,998			1,998
220	Utilities				
230	Equipment Rental	172	171		343
240	Repair & Maintenance	89			89
260	Miscellaneous Services				
310	Office Supplies	477			477
320	Operating Supplies		1,158		1,158
330	Repair & Maint. Supplies				
340	Minor Equipment & Tools		1,566		1,566
350	Clothing & Uniforms				
390	Other Commodities - External				
410	Education	281	3,472		3,753
420	Local Travel	160	560		720
430	Out-of-Town Travel				
440	Space Rental	1,200	300		1,500
450	Interest				
460	Refunds				
470	Retirement System Payments				
490	Miscellaneous	103	725		828
510	Fleet Services		276		276
520	Printing Services	447	233		680
530	Distribution Services	495			495
540	Electronic Services				
550	Data Processing Services				
560	Facilities Rental				
570	Telephone Services	389			389
580	Intra-Fund Services				
590	Other Services - Internal				
200- 500	Total Materials & Services	6,311	8,461	-0-	14,772
610	Land				
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
600	Total Capital Outlay				
700	Other				
	TOTAL	18,975	27,333	46,570	92,878

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE May 12, 1980

PROJECT NO. _____

PROJECT TITLE CHILD CARE DEMONSTRATION PROJECT PHASE I - ADMINISTRATION - 01

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>Professional Services</u> -4 month audit by Van Beck & Co. estimated at	1,500.00	
	-Contract Service with Milwaukie Computer for Computerized Payroll	498.00	1,998.00
230	<u>Equipment Rental</u> Copier rental and supplies	172.00	172.00
240	<u>Repair & Maintenance Equipment</u> 25% of current charge estimated at	89.00	89.00
310	<u>Office Supplies</u> 25% of yearly budget		
410	Paper, Pens, Files, etc.	477.00	477.00
	<u>Education</u> Conference, workshop, classes for staff	210.00	
	Non-CETA Employees Training cost	71.00	281.00
420	<u>Local Travel</u> 100 miles x 3 employees @ .30/mile	160.00	160.00
440	<u>Space Rental</u> 4 mos. @ 25% of current rent X 80% for staff (1500 x 4 x 25% x 80%)	1,200.00	1,200.00
490	<u>Miscellaneous</u> Insurance based - Admin. share 4/5 128 x 4/5 =	103.00	103.00
520	<u>Printing Services</u> Brochures, advertisements, cards, forms	447.00	447.00
530	<u>Distribution Services</u> 33% of yearly budget, mailings, etc.	495.00	495.00
570	<u>Telephone Services</u> Charges w/phone answering and recording equip. for 4 months	265.00	
	Service Charge for 4 months	624.00	889.00
	TOTAL		<u>6,311.00</u>

BUDGET JUSTIFICATION

149814

PERSONNEL

DATE May 12, 1980

PROJECT NO. _____

PROJECT TITLE CHILD CARE DEMONSTRATION PROJECT PHASE I - PARTICIPANT SERVICES - 02
CONSORTIUM MEMBER PROVIDING SERVICE; PORTLAND COMMUNITY COLLEGE

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time)	(D) Percent of time on Project	(E) No. of Months on Project	(F) Cost (AxCxDxE)
2	Trainer/Program Developers	1,600.00	100%	4	12,800.00
1	Clerical	760.00	50%	4	1,520.00
SUBTOTAL, PERSONNEL					14,320.00
32% * % FRINGE BENEFITS					4,552.00
TOTAL, PERSONNEL					18,872.00

*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

BUDGET JUSTIFICATION
MATERIALS AND SERVICES

DATE May 12, 1980

PROJECT NO. _____

PROJECT TITLE CHILD CARE DEVELOPMENT PROJECT PHASE I - PARTICIPANT SERVICES - 02

To extent possible, use format indicated below.

CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
230	<u>Equipment Rental</u> Copier rental and supplies	171.00	171.00
320	<u>Operating Supplies</u> Poster paints, colored paper, crayon, strings Trainee supplies, pamphlets, handouts, notebooks Teaching aid supplies	178.00 480.00 500.00	1,158.00
340	<u>Minor Equipment & Tools</u> Cribs, playpens, highchairs, etc.	1,566.00	1,566.00
410	<u>Education</u> Training sites \$800 x 2 sites x 2 mos. Instruction fee Processing students' records at PCC	3,200.00 153.00 120.00	3,462.00
420	<u>Local Travel</u> 100 mi. x 14 wks. x 2 Training Staffers	560.00	560.00
430	<u>Space Rental</u> 1/5 of office space	300.00	300.00
490	<u>Miscellaneous</u> Insurance (office) Day Care Stipend	25.00 700.00	725.00
510	<u>Fleet Services</u> Rental of van Insurance	214.00 62.00	276.00
520	<u>Printing Services</u> Brochures, advertising, cards, forms	233.00	233.00
	TOTAL		8,461.00

BUDGET JUSTIFICATION

149814

PERSONNEL

DATE May 12, 1980

PROJECT NO. _____

PROJECT TITLE CHILD CARE DEMONSTRATION PROJECT PHASE I - PARTICIPANT COSTS - 03

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time)	(D) Percent of time on Project	(E) No. of Months on Project	(F) Cost (AxCxDxE)
2	Child Care Hotline Assistant	642.00	100%	4	5,136.00
1	Support Network Assistant	642.00	100%	4	2,568.00
1	Library Aide	642.00	100%	4	2,568.00
14	Family Day Care Trainees	642.00	100%	3	26,946.00
1	Clerk Typist	642.00	100%	4	2,568.00
SUBTOTAL, PERSONNEL					39,786.00
17% * % FRINGE BENEFITS					6,784.00
TOTAL, PERSONNEL					46,570.00

*Indicate fringe benefits as a percentage of "Subtotal, Personnel"

CHILD CARE DEMONSTRATION PROJECT

PROJECT PURPOSE

TO PROVIDE READILY AVAILABLE QUALITY CHILD CARE THROUGH HOMES, CENTERS, AND COOPERATIVES TO WORKING PARENTS INCLUDING RESPITE CARE, SICK CARE, BEFORE AND AFTER SCHOOL CARE, AND EVENING AND WEEKEND CARE.

Consortium Membership

CHILD CARE COORDINATING COUNCIL, DISTRICT 2
1110 S.E. Alder
Portland, Oregon 97214

MULTNOMAH COUNTY, OREGON
County Courthouse
Room 605
1021 S.W. 4th Avenue
Portland, Oregon 97204

PORTLAND COMMUNITY COLLEGE
12000 S.W. 49th Avenue
Portland, Oregon 97219

PORTLAND PUBLIC SCHOOLS, DISTRICT 1
P.O. Box 3107
Portland, Oregon 97202

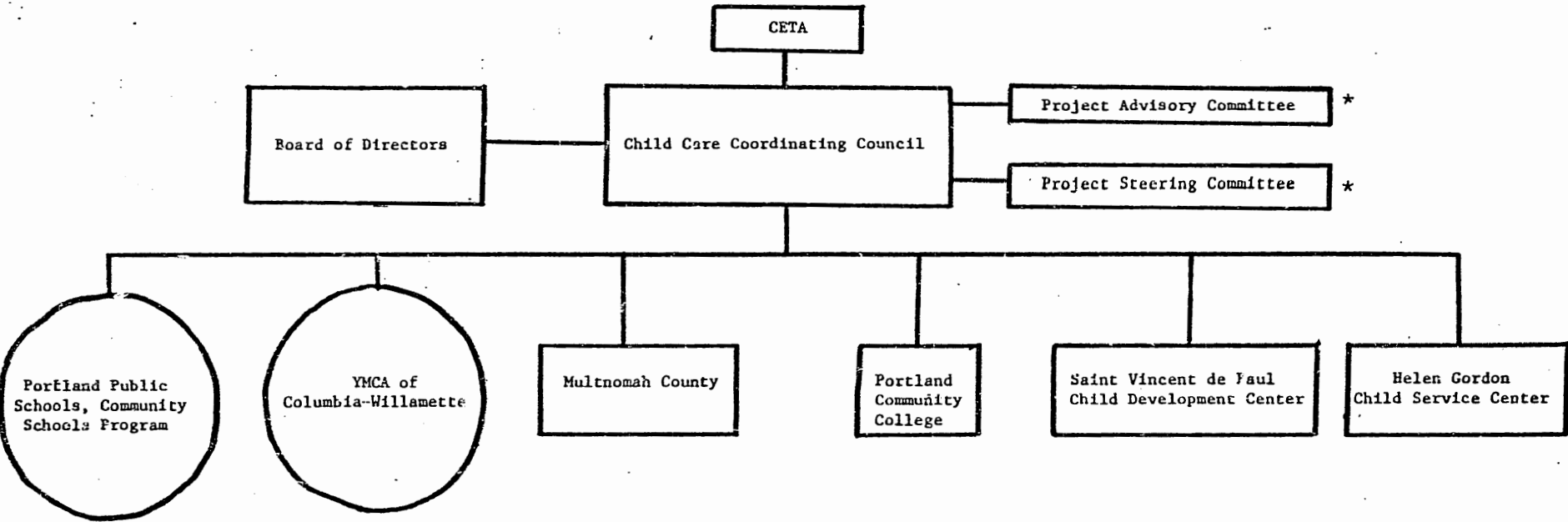
PORTLAND STATE UNIVERSITY
HELEN GORDON CHILD SERVICE CENTER
P.O. Box 751
Portland, Oregon 97207

SAINT VINCENT DE PAUL CHILD DEVELOPMENT CENTER
44 N.E. Morris
Portland, Oregon 97212

YMCA OF COLUMBIA-WILLAMETTE
Metro Center
2831 S.W. Barbur Boulevard
Portland, Oregon 97201

Advisory Committee

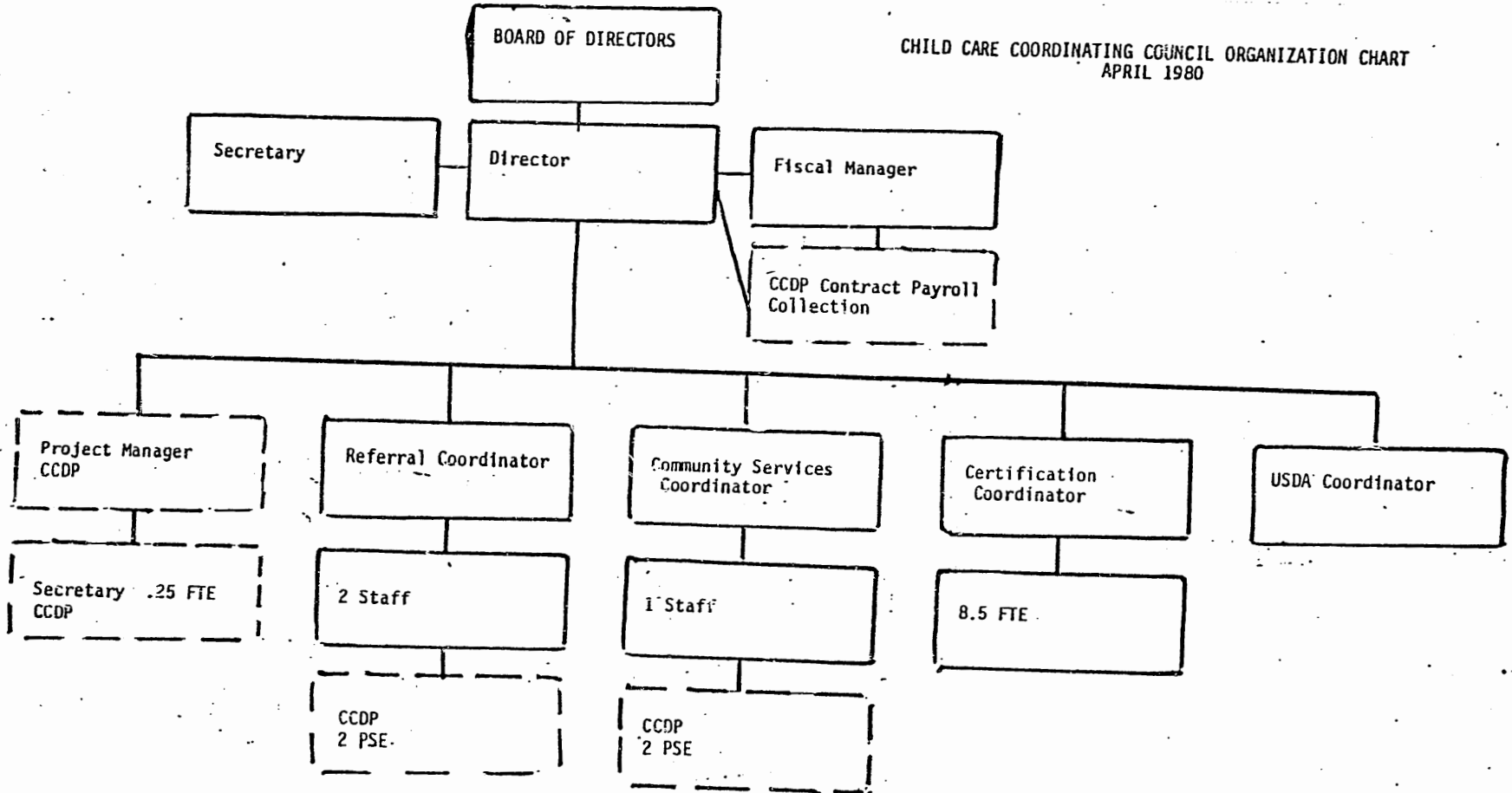
Representative Gretchen Kafoury
Commissioner Gladys McCoy
Ben Talley, Director, Adult Family Services, Multnomah County
Philip Bogue, Business



○ = Inkind Relationship
 □ = Financial Relationship

* Advisory Relationship

CHILD CARE COORDINATING COUNCIL ORGANIZATION CHART
APRIL 1980



----- CCDP Position
 _____ Present Position

Letters of Affiliation

Child Care Coordinating Council, District 2

Multnomah County, Oregon

Portland Community College

Portland Public Schools, District 1

Portland State University
Helen Gordon Child Development Center

Saint Vincent de Paul Child Development Center

YMCA of Columbia-Willamette, Metro Center



CHILD CARE
CHILD CARE COORDINATING COUNCIL (4-C)
DISTRICT 2

April 2, 1980

Human Resources Bureau
Training and Employment Division
Program Development
310 S.W. 4th Avenue
4th Floor
Portland, Oregon 97204

Dear Sir:

The Child Care Coordinating Council (4-C) strongly supports the CHILD CARE DEMONSTRATION PROJECT (CCDP). The Portland area working community is suffering from a lack of consistently available quality Child Care. The lack is felt by parents, children and employers. The CHILD CARE DEMONSTRATION PROJECT brings together a group of local agencies with a long and consistent history of successful involvement with children's programs. The Project goal is to provide consistent and quality Child Care for families of all income levels.

The Child Care Coordinating Council heartily endorses the goals of the CHILD CARE DEMONSTRATION PROJECT. We are pleased for the opportunity to be involved in this exciting endeavor.

Sincerely,

Leslie Faught
Director



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
ROOM 605, COUNTY COURTHOUSE
1021 S.W. FOURTH AVENUE
PORTLAND, OREGON 97204

DENNIS BUCHANAN, District 1, 248-5220
GLADYS McCOY, District 2, 248-5219
DAN MOSEE, District 3, 248-5217
EARL BLUMENAUER, District 4, 248-5218
GORDON SHADBURNE, District 5, 248-5213

April 16, 1980

Dear 4-C Council,

The Board of County Commissioners is considering a day care proposal for County employees. Designed to allow employees a role in the care of their children, the proposal would call for no ongoing County subsidy. It does call for a one-time-only expenditure of \$5,000. for the development of the program.

The proposal outlines the possibility of including the County as part of the consortium headed by 4-C's to apply for CETA funds offered for development of the program. That proposal seems to offer exceptional opportunities for the County to make use of your expertise and City CETA funds to set up a model employer day care program.

Included in the proposal is an outline of the program, and of the responsibilities assigned to the County and to 4-C's if we become a part of a successful consortium.

We endorse the concept, and hereby indicate our approval of becoming a member of the consortium, under the guidelines as stated in the memo of April 16 from Commissioner Blumenauer to the 4-C Council (attached).

We understand that our obligation would extend no further than that specified in the memo. We look forward to the successful implementation of the grant proposal, and the establishment of a cooperative, self-supporting County day care program.

Sincerely,

Commissioner Dennis Buchanan

Commissioner Gladys McCoy

Commissioner Dan Mosee

Commissioner Earl Blumenauer

Commissioner Gordon Shadburne



PORTLAND
COMMUNITY
COLLEGE

12000 S. W. 49th Avenue • Portland, Oregon 97219 • (503) 244-6111

April 22, 1980

Human Resources Bureau
Training and Employment Division
310 S.W. 4th Ave. 4th Floor
Portland, Oregon 97204

TO WHOM IT MAY CONCERN:

Portland Community College is supportive of this proposal that approaches several child care issues in an innovative manner. The problem of providing quality child care to the Portland Community in a variety of different settings and flexible times needs to be explored. At a time when evidence clearly shows that children need continuity as well as quality of care and that working parents need stable child care arrangements, the extremely high turnover rate among family day care providers has to be detrimental to families.

We feel that this issue is addressed in the training proposal that will not only provide some basic training for child care givers but will promote on-going training and a much-needed support system that will continue to reinforce their skills and confidence in what they are doing.

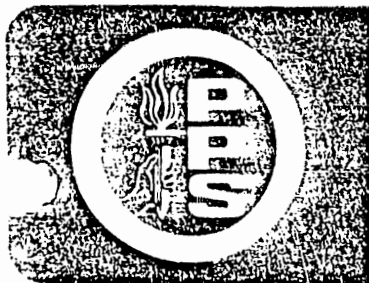
We are also supportive of the consortium approach that brings several agencies together with each agency providing expertise in the area they do best.

Sincerely,

A handwritten signature in cursive script that reads "Commy Warrell".

Commy Warrell, Chairman
Home Economics Dept.

CW/bb



PORTLAND PUBLIC SCHOOLS

501 North Dixon Street / Portland, Oregon 97227

Mailing Address: P.O. Box 3107 / Portland, Oregon 97208

Phone (503) 249 - 2000

OFFICE OF INTERGOVERNMENTAL RELATIONS

Charles A. Clemans,
Director
Maurice J. Caba,
Intergovernmental
Specialist
Nick G. Bolos
Intergovernmental
Specialist
Marlene Bayless,
Intergovernmental
Specialist

April 25, 1980

Jimmy Brown
Program Development
Training & Employment Division
Human Resources Bureau
310 SW 4th Avenue, 4th Floor
Portland, OR 97204

Dear Jimmy:

The Portland Community Schools Program endorses the proposal being submitted to you for a Comprehensive Child Care Program by the consortium headed by the Child Care Coordinating Council.

The Community School Program proposes to become a part of this project when funded and will provide a location for a training site or an observation site at Irvington Community School.

The School District will also enter into a contract to provide hot lunches for those sites identified.

We have great confidence in the leadership of the Child Care Coordinating Council in matters of Child Care delivery systems and appreciate the expertise of Portland Community College in the training of child care workers and view this proposal as an exciting opportunity for cooperation in addressing a major community problem.

Sincerely,

Marlene Bayless, Specialist
Intergovernmental Relations

MB:gal

PORTLAND
STATE
UNIVERSITY
ANNIVERSARY 25

Helen Gordon Child Development Program, P.O. Box 751 Portland, Oregon 97207 503/229-3092

April 23, 1980

Human Resources Bureau
Training and Employment Division
310 SW Fourth
Portland, Oregon

To Whom It May Concern:

I would like to take this opportunity to express to the Human Resources Bureau, Training and Employment Division, my support for the Child Care Coordinating Council grant proposal.

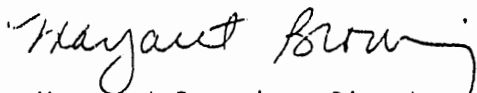
In reviewing the grant proposals, I know your agency is most interested in choosing a recipient agency and a proposal that will administer the grant monies responsibly and have a positive impact on both the quality and quantity of child care service available to families in the Portland area. I have worked with Leslie Faught and Anna Whipple for the past eight months on the "First Steps: Infant-Toddler Environments" conference. Both of these representatives of the 4-C agency have continually impressed me with their professionalism, responsiveness, and commitment to quality child care programming in the Portland area.

I also am most impressed with the consortium that the 4-C proposal has put together. The members of the consortium are leaders in the Portland area in the field of early childhood education and have proven their abilities and skills in programming and training.

I urge the committee reviewing the grant proposals to remember the far-reaching and powerful impact this grant will have on the Tri-County area. I am certain that who the grant is awarded to will be a strong indication of the quality of future child care programs in the Portland community.

Thank you very much for your time and consideration in these matters.

Sincerely,



Margaret Browning, Director
Helen Gordon Child Development Center

St. Vincent de Paul Child Development Center

44 N.E. Morris Street
Portland, Oregon 97212
(503) 288-0188

April 21, 1980

Child Care Coordinating Council
District 11
1110 S. E. Alder
Portland, Oregon 97214

TO WHOM IT MAY CONCERN:

The request to become a Member of the RFP CETA CONSORTIUM is gratifying.

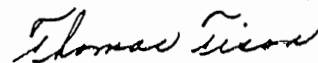
We accept the invitation to be a part of this project.

To provide a quality Day Care and Child Development Services Program to working parents and those in school in the greater Portland Metro-Area is our priority.

Therefore, we plan to take an active part in the CETA RFP.

We thank you for the opportunity.

Sincerely,



Thomas Tison, Executive Director

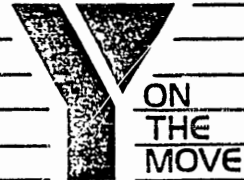
YMCA of Columbia-Willamette

Metro Center

2831 SW Barbur Boulevard

Portland, Oregon 97201

503/223-9622



April 18, 1980

Leslie Faught, Director
Community Coordinated Child Care Agency
1110 S.E. Alder
Portland, Oregon 97214

Dear Leslie,

Please accept this letter as intent from the YMCA of Columbia-Willamette to participate in the consortium of agencies applying for funds from the City of Portland to develop a comprehensive child care program. The YMCA agrees to provide six slots for children of CETA participants, to provide space for evening support system meetings, and to be available as training sites for observation. The YMCA understands that three CETA PSE participants will be placed in Latch Key Centers for twelve months.

The YMCA has been in operation in the Portland area for over 110 years, and has operated the largest Latch Key system in the state since 1971. As requested by the City, please find attached the following information:

- articles of incorporation
- personnel policies: includes fringe benefits for all YMCA employees
- Annual Report: includes program descriptions, Board of Directors list

The YMCA agrees to comply with all policies necessary for the operation of this program; copies of the YMCA liability policy and further information on the fidelity bond are currently in City files related to other YMCA-City of Portland contracts. A copy of the Affirmative Action Plan is also in City files.

The YMCA Latch Key Program is pleased to participate as a member of this consortium in providing child care for more members of the community. If we can provide further information or be of any other help, please do not hesitate to call.

Sincerely,

Bob Smeenk, Director
Family and Camping Services

BS:kl
Enc.

RECRUITMENT

The recruiting, screening and hiring of individuals to fill CETA PSE positions is a vital aspect of the CHILD CARE DEMONSTRATION PROJECT. The selection and training of dependable, interested, able candidates to become skilled, long-term care givers is a major project goal. Therefore, clear job descriptions and a thorough, insightful screening and hiring process is mandatory. Because a stable provider population is essential to insure quality Child Care and because our project is about providing quality Child Care, dependability and commitment are essential qualities for individuals interested in involvement in the CHILD CARE DEMONSTRATION PROJECT. Dependability may be interpreted as the capability to consistently be punctual and to complete day to day tasks. Commitment means the ability to see a project or involvement through to completion. We will look for these qualities during our hiring process. This project is directly oriented towards providing educational and professional support to individuals who have a commitment to quality training and Child Care.

The Child Care Coordinating Council will work with City CETA during the initial screening process to aid in candidate selection for Family Child Care Trainee positions by evaluating the applicant's home to ascertain: 1) the suitability of the home as a care center for children, 2) or whether the home can be certified. If the home can be certified, the licensing process will be initiated.

Family Child Care positions will not be limited to applicants residing in certifiable homes; however, the CHILD CARE DEMONSTRATION PROJECT encourages applicants to bring homes into compliance for licensing if possible. To this end, the CHILD CARE DEMONSTRATION PROJECT will offer hired trainees technical assistance and a small stipend. Homes which do not meet state licensing requirements will be assessed by a Child Care Coordinating Council certification staff person to ascertain whether or not they are acceptable within the project. The measure of acceptance will be based on a concern for the safety of children in the home.

Licensing is consistently to the financial advantage of the care give, the community, and the CHILD CARE DEMONSTRATION PROJECT. The non-licensed home care giver is ineligible to receive Child Care subsidies of any kind (WIN, CETA, CSD), which would effectively exclude non-CETA low income parents from utilizing this program. Further, the non-licensed care giver is ineligible for the USDA Food Reimbursement Program which can subsidize as much as 80% of total food expenditures, as well as help insure the provision of nutritious meals for children.

Four separate CETA PSE training sessions have been scheduled during the initial sixteen month period of the project. Each training session is prepared to deal with alternative Child Care delivery styles such as alternative hours, sick and respite care, as well as the traditional Child Care delivery forms. PSE recruitment and job descriptions will reflect special Child Care delivery needs.

1. Availability of 24-hour care will be addressed in the first training session to begin July 7, 1980. Therefore, the CHILD CARE DEMONSTRATION PROJECT will work with the City CETA to recruit a number of individuals interested in providing care during alternative hours.
2. The second recruitment effort scheduled for September, 1980, will address sick care and Child Care Cooperatives.
3. Respite care will be addressed in the February, 1981 recruitment effort.
4. The group home concept will be dealt with during the final recruitment effort scheduled for May, 1981.

Project members will work with City CETA Recruitment Office in all ways possible to facilitate continuing and successful recruitment.

LINKAGE

The Child Care Coordinating Council presently operates a Child Care Referral Office. A staff of three handle an average of 700 calls each month or 36 calls daily. A new referral system developed in September of 1979 enables us to maintain data on each call received. Data is collected in two ways. Parents seeking child care are asked specific questions. Providers are called at two month intervals to check to see whether they have available child care slots. At this time other information is gathered, such as whether the provider is willing to deal with special needs children. Records on 1,253 Family Child Care and 200 Center providers in three counties are updated every second month. The CHILD CARE DEMONSTRATION PROJECT has developed and maintains current data regarding home and center care givers interested in and capable of delivering care to special needs children.

Utilization of the existing Referral System will allow the CHILD CARE DEMONSTRATION PROJECT to easily and quickly implement the referral component within the Project, with the present Coordinator managing both offices. Two PSE positions will be necessary to staff the new office and additionally to organize a client intake system. Training will be facilitated in that new staff trainees will be able to observe and experience the presently functioning system well before the CHILD CARE DEMONSTRATION PROJECT referral system is operating. The Referral Coordinator, with experience in Latchkey agencies, Planned Parenthood, and the Child Care Coordinating Council is well able to coordinate the similar activities of two referral offices.

The activities of the Project Referral Office are as follows:

1. Advertise project services.
2. Coordinate client intake and/or screening.
3. Linkage of client with Child Care services.
4. Referral of clients to non-Child Care community resources; such as medical, emotional, legal services.
5. Share Child Care service information with neighborhood networks and other appropriate groups.
6. Maintain data.

The CHILD CARE DEMONSTRATION PROJECT Referral Office will advertise the project through Public Service Announcements, brochures, and newspapers. CETA clients will be referred directly to an appropriate and current care giver, as intake information will be on record with City CETA. Non-CETA parents will make an appointment with either the Referral Office or a Trainee home Child Care worker. The purpose of this appointment

is to get from the client data regarding income and Child Care needs and to share information about the project, fees, and services. During this meeting, a project intake form will be completed.² If a Trainee handles the intake interview, the form will be mailed to the Child Care Coordinating Council Referral Office which will then contact the client to confirm payment schedules and cost of care. Clients eligible for subsidy, or in need of other community services will be appropriately referred at this time.

The Child Care Coordinating Council presently shares the names and phone numbers of licensed homes with other recognized community agencies, such as Albina Ministerial Alliance (AMA), able to refer clients to Child Care resources. The CHILD CARE DEMONSTRATION PROJECT will continue this practice with project referral information resources.

Daily data will be gathered as to the number of calls, the kind and location of needed care, the location of the client, and the ages of children. The present Child Care Coordinating Council Referral Office successfully maintains the above mentioned data with a monthly average of 700 calls. We will utilize our current system and forms in the CHILD CARE DEMONSTRATION PROJECT Referral Office.

2. See Appendix

TRAINING/SUPPORT

Quality Family Child Care has consistently suffered from an enormously high turnover rate of providers. It is believed that a prime contributor to turnover is the feeling of isolation that these individuals feel. A study conducted by Emlen, Sullivan, and Lietke¹ indicated that a training-support system gave the care givers a "greater feeling of competence and less feeling of emotional drain." It also gave "opportunity for identifying needs of individual children in family day care and helping them deal with disruptive events in their lives." The study concluded that "the isolation of family day care arrangements from supportive services is a common criticism for this form of day care."

It is the goal of this project to provide initial training and a carefully structured on-going training and support system to show that these two elements can reduce the turnover of Family Child Care providers.²

The training project design includes a four-week orientation training session that will encompass the following content areas:

1. Orientation to Family Child Care (or Center Care).
2. Impact of Out-of-Home Care.
3. Health and Safety.
4. Nutrition.
5. Child Growth, Development and Guidance.
6. Educational/Developmental Activities.

The training for the CHILD CARE DEMONSTRATION PROJECT will be geared to the wide variety of educational and cultural backgrounds of the participants. The training will not focus on large amounts of theoretical information, but will be a blend of theory, observation and practice with a great deal of professional support to participants. During the training phase, participants will observe in Family Child Care homes, Centers, and Latchkey sites.

Following the initial four week training session, the participants will be placed in selected Child Care Centers for an additional four week period. This "hands on" experience is designed to expose the trainee to a variety of Child Care situations under the supervision of a qualified trainer. A staff member or members at each Center will be designated as the on-site trainer who will work closely with the College Trainer to provide the participants with a wide variety of experiences with children. The team will also give feedback and support. The College Trainer will visit the Center once a week

1. "Mixed-Model Day Care: A Study of West Tuality Day Care" 1976
2. See page 17-26.

for a two to three hour session observing and meeting with the participants and the on-site trainer. Center sites rather than homes were selected for the practicum experience. This is so that groups of four to seven might be trained simultaneously, supporting each other and receiving professional consultation and supervision. Throughout the initial training months, participants will be scheduled for observations in selected Family Child Care homes.

After eight weeks of intensive training, College Trainers will work with trainees to facilitate their forming on-going, supportive networks. Three neighborhood based support-training groups will be held weekly in North, Northeast, and Southeast. Further, a group will be situated in the Southwest area if we draw PSE's from this area. One hour will be devoted to training and one hour to group support and interaction. Each month, full group meetings will be held in a participating Center training site. By the end of the project it is anticipated that participants would have acquired sufficient skills and group rapport that the support network should continue independently.

For those participants who complete the initial four week training, the four week Center on-site training, and seven months of on-the-job-site training with concurrent training and support sessions, Portland Community College will grant thirty-six credit hours and a certificate in Child Care Training or Family Child Care Training.

(For Detailed Overview, see Training Unit)

SUPPORT SERVICES NETWORK

The Child Care Coordinating Council certification statistics indicate the turnover rate for Family Child Care providers in the Portland Metropolitan Area varied from an average of 80% to a high of 200% during the past six months. This means that one may expect to receive Child Care in a specific home in Portland, Oregon from an average of 1.80 months to a low of 0.72 months during a twelve month period. Or, stated another way, these figures indicate that some parents must make Child Care arrangements anywhere from six to fifteen times a year; or, that some young children in Child Care homes experience six to fifteen different care givers each year. Finally, these figures imply that particularly single parents of young children in Child Care homes are likely to miss a good deal of work due to interruptions in Child Care arrangements.

From April 1978 to April 1979 in Clackamas County, the Family Child Care turnover rate was documented at 59% by Clackamas Day Care, Inc. Today, the Child Care Coordinating Council certification unit charts the turnover rate at an average of 76%. The difference in rate may in part be attributed to the defunding of Clackamas County Family Day Care Support System which was funded by the Child Care Coordinating Council until March 30, 1979 when Title XX federal monies were withdrawn. This support system included a newsletter, monthly workshops, a toy and book lending library, and community wide resource information. All were well utilized by providers and served to lessen the isolation and related burnout of the Family Child Care provider.

The CHILD CARE DEMONSTRATION PROJECT will employ a two-pronged approach to a support system development whereby Portland Community College Trainers will develop and facilitate a supportive network of care givers and the Child Care Coordinating Council will provide material and resource backup to this system.

Following the initial eight week training experience, CETA PSE's will be assisted by Portland Community College Trainers to get their homes ready for their first group of children. The College Trainer will continue to provide in-home assistance, support and supervision on a continuing basis, meeting with the provider once a week for two-three hours for the first two months, gradually reducing the time as the individual provider shows evidence of skill and confidence.

Group support sessions will be organized in several neighborhood locations (North, Northeast, Southeast, Southwest).

One small group neighborhood session will be held weekly and one total group session held monthly. During these sessions one hour will be devoted to a training topic and one hour to a support group focus. Project parents are welcome and may be included at support network group sessions. By the end of the project, it is anticipated that a natural neighborhood network will develop that will be able to function independently. The large group sessions should encourage the development of an organized Association of Providers with assistance from the Child Care Coordinating Council with their existing system of materials and support.

4-C's presently existing provider support resources will be blended into the CHILD CARE DEMONSTRATION PROJECT. The Child Care Coordinating Council serves an existing provider community numbering 1,250 Family Child Care homes and 168 Centers. Currently, the Council writes and plans for distribution a newsletter with a mailing list of 1,500 Family Child Care, Center, and "request" persons. The Child Care Coordinating Council administers a resource library with books, toys, games, records, and A-V equipment for Center and Family Child Care providers alike. The agency coordinates a van service which takes resources primarily to Centers. 4-C serves as a technical assistance resource to Family Child Care support groups and Centers. The Council develops Family Child Care resources (i.e., resource files), maintains a professional file in Early Childhood and related fields, and recruits Family Child Care providers. These services are available to serve the needs of the CHILD CARE DEMONSTRATION PROJECT. Additionally, four resources will be developed specifically to meet the needs of the CHILD CARE DEMONSTRATION PROJECT:

1. Family Child Care Equipment Rental. The equipment rental budget for the first funding phase of the CHILD CARE DEMONSTRATION PROJECT is \$1,565.71 to purchase games, toys, and books necessary for initial set-up in a Family Child Care home. The equipment will be available to providers through a lending library. Available equipment reflects cognitive, emotional, physical and language needs of children 0 - 6 years.
2. Family Child Care Materials Store. The Child Care Coordinating Council will purchase wholesale, large quantities of consumable materials necessary for children's games and activities. Materials will then be made available to providers for purchase at cost. Dollars received from material sales will be utilized to purchase replacement materials. Providers will have opportunities for input to specific materials to be purchased.
3. Resource Van Service. The presently existing 4-C van service will be expanded to serve CHILD CARE DEMONSTRATION

PROJECT needs. The van will be made available to deliver rental supplies and purchase materials to support group meetings and providers' homes.

4. Develop a Resource "Make It" Room for Child Care Workers. 4-C will utilize free and purchased materials along with space and instruction to provide Home Child Care workers with the opportunity to construct their own resource materials.

The Child Care Coordinating Council Community Services Coordinator will oversee the resource support program. Close to completion of a Master's Degree in Child Development from Pacific Oaks College, Pasadena, California, with ten years experience as a teacher and later a director in San Diego Child Care programs, the resource Coordinator is knowledgeable regarding both children's programs and provider's needs. One clerical person and one library assistant (CETA PSE) will be added to the Child Care Coordinating Council staff to facilitate service delivery.

IMPLEMENTATION

Each training group will deal with a blend of both Center and Family Child Care givers with an emphasis on Family Child Care. In addition, each training group will deal with a specific kind of alternative Child Care, such as extended hour, sick and respite care, or cooperative group home care. Alternative Child Care, with the exception of cooperatives, will be dealt with in Family Child Care homes. Because Portland Community College is training small groups for eight weeks with a low trainer/trainee ratio, the CHILD CARE DEMONSTRATION PROJECT will be able to deal with Center care, home care and one alternative care focus during each eight week training session. Job descriptions and recruitment efforts will reflect alternative and on-going training needs. As the CHILD CARE DEMONSTRATION PROJECT progresses, trainees from earlier groups who wish to become involved in alternative Child Care may do so. Training in these instances will be provided during weekly home visits implemented by Portland Community College.

In each case, specific types of alternative care will be treated as "mini pilot programs." The CHILD CARE DEMONSTRATION PROJECT will begin with a small number of alternative care givers, so that the Project may monitor, evaluate, and adjust services as necessary to meet client needs. After initial "test" programs, the CHILD CARE DEMONSTRATION PROJECT will expand a service if the need is apparent.

I. Training Group A: Alternative Hours
June 1980

Training Group A will be comprised of fourteen CETA trainees. One trainee is scheduled to become a Center Care giver in the Helen Gordon Child Service Center; a project PSE training site. Two trainees will provide Child Care in latchkey programs; one at a Metr YMCA latchkey, another with Growing Concerns in the Irvington School. The eleven remaining training slots will be recruited to provide in-home Child Care. For up to six of the eleven home provider slots, the Project will recruit specifically for extended hour Child Care. With this training group, the CHILD CARE DEMONSTRATION PROJECT intends to meet the evening, overnight, and weekend work related Child Care needs of CETA PSE's.

Evening and Weekend Care

The CHILD CARE DEMONSTRATION PROJECT will recruit for the initial training session, up to six interested and able individuals to provide alternative hours of Child Care. Because scheduling is a major consideration, the project will as quickly as possible meet with CETA PSE parents in need of alternative hour Child Care in order to ascertain specific need and potential Child Care scheduling possibilities. When the parent is involved in a rotating shift work situation, the project will make every effort to group parents working

IMPLEMENTATION Continued

like shifts into one home so that the care givers "work shifts" follow those of the parents. In this way, the CHILD CARE DEMONSTRATION PROJECT avoids changing care givers, which is disruptive to parents, child, and providers alike. In an effort to discover whether such an arrangement would be acceptable to providers, the Child Care Coordinating Council in January of 1980 conducted a random sampling of one-third of the 159 existing licensed care givers in North Portland. The survey asked whether the care givers were very interested, interested, or not interested in either rotation, extended or weekend Child Care hours. The Child Care Coordinating Council found 17% to be very interested, 54% interested, and 29% not interested. Therefore, the CHILD CARE DEMONSTRATION PROJECT believes that the necessary interested trainees can be recruited to provide alternative Child Care.¹

II. Training Group B: Sick Care
September 1980

Eight trainees will be recruited for Training Group B, beginning in October of 1980. Three trainees are scheduled to work in Saint Vincent de Paul Child Development Center which is serving as a PSE training site for the CHILD CARE DEMONSTRATION PROJECT. Two individuals will be placed with the Multnomah County Parent Cooperative Pilot scheduled to open in March of 1981. Three trainees will be placed with the Helen Gordon Child Service Center or Saint Vincent de Paul Child Development Center until the Cooperative opens. Three PSE's will be trained for in-home care. One of the three home care providers will be trained to deal with sick children. Additional sick Child Care homes will be developed in Training Groups D and E after we have monitored and evaluated our initial pilot sick Child Care home to ascertain how best to meet the needs of children, parents, and providers in need of sick Child Care.

Sick Child Care

Caution must be taken with regard to providing care for children who are ill in order to avoid such pitfalls as a child becoming very ill or even dying while in care. Such situations can occur and do result in law suits. Two questions must be clearly answered regarding sick Child Care: 1) what degree of illness is acceptable, 2) who decides whether a child's degree of illness is acceptable.

The CHILD CARE DEMONSTRATION PROJECT plans to implement and closely monitor a pilot sick child home care situation. The Project will recruit for this service in September of 1980 for Training Group B. Initially the guidelines for deciding what degree of illness is acceptable include: 1) no temperature above 102° 2) no measles or pneumonia 3) no children under eight weeks. The Child Care provider will take the child's temperature, inspect the child and make a decision as to whether the child may be accepted into care.

1. At the end of Training Group A, the Project will have 64 Family Child Care, Center, and latchkey Child Care slots available to City CETA PSE's. At this time, CETA may discontinue cost per hour for care.

IMPLEMENTATION Continued

Sick Child Care will be advertised to parents participating in the CHILD CARE DEMONSTRATION PROJECT. Parents will be referred to the Family Child Care home through the Child Care Coordinating Council's referral office. In this way, we can coordinate and monitor the service as well as protect the provider from too many children and the parent from therefore being refused Child Care.

Parents utilizing the sick Child Care service will be required to complete specially designed intake forms giving information regarding physician's name, medication, work and emergency phone numbers, and a hospital release form. The care giver will be provided with a County Health Nurse linkage should there at any time be a need to answer medical questions.

The CHILD CARE DEMONSTRATION PROJECT will monitor this home on a weekly basis and evaluate once by February of 1981. At this time, if the initial project appears to be functionally successful, the recruitment component will select another sick Child Care home.

III. Training Group C: Flex-time Cooperative Pilot
January 1981

In February of 1979, Multnomah County conducted a survey aimed at ascertaining employee Child Care needs. The survey indicated a significant employee need for Child Care. The County therefore decided to implement flexible working hours so that interested employees could participate in a Child Care Cooperative. This Cooperative will be an incorporated, non-profit agency, managed and owned by parent participants. Training Group C will be comprised of Multnomah County employee parents. Because this group of trainees is not comprised of CETA PSE's, Multnomah County has made \$5,000.00 available to Portland Community College for initial training fees. The Cooperative will make four Child Care slots available to either County CETA employees or CETA employees working for other businesses able to negotiate flexible work time and therefore make use of the Child Care resource.

Portland Public Schools Community School Program may provide a site for the Multnomah County Cooperative. A final site decision will not be reached until mid June 1980. If a site cannot be found with Portland Public Schools, the Consortium will locate space for the Cooperative elsewhere. Regardless of site arrangements, hot lunches will be made available by Portland Public Schools hot lunch program at the cost of \$0.85 per child per day. USDA food reimbursement will be possible for CETA and other qualifying parents. The Portland Community College/Child Care Coordinating Council support system will not be utilized in this Cooperative, as parents will be working closely, forming their own network. The Child Care Coordinating

IMPLEMENTATION Continued

Council, however, will supply resource material and technical assistance within the parameters of their CSD Community Services contract. A percentage of the dollars necessary for the Cooperative start-up equipment will come from funds generated by the CHILD CARE DEMONSTRATION PROJECT. The Child Care Coordinating Council will monitor and evaluate this project. The hope is to demonstrate that a business related Child Care project can be cost effective and beneficial to employer and employee alike.

IV. Training Group D: Respite
March 1981

During February of 1981, the CHILD CARE DEMONSTRATION PROJECT will recruit eight CETA PSE's for Training Group D. This group will consist entirely of home care providers. The Project anticipates no additional Center placements. The alternative training focus will be on respite care for both providers and project parents. Respite often refers to shelter care provided for individuals of any age in the face of abuse or threat of abuse. Respite care is defined within this project to mean short term relief from burnout.

Provider Respite

When the Child Care Coordinating Council certification unit closes licensed homes at the provider's request, the provider is asked why she/he is discontinuing this service. Burnout is chief among the reasons listed along with "moving" and "need more money." Respite for home providers means time off; The opportunity to get away from job pressures. Respite may also include gathering with other care givers to share, discuss, and provide mutual support.

The CHILD CARE DEMONSTRATION PROJECT will deal with provider burnout in four different ways. First, all licensed care givers with the State of Oregon are required to maintain a backup care giver who is also licensed. She may or may not have children in care and she may have more than five total children in care as long as there are no more than two children under two years of age. This backup person is intended to fulfill four roles. She/he may be available when the care giver is physically ill, emotionally fatigued, vacationing, or simply wants a "mental health day." The CHILD CARE DEMONSTRATION PROJECT will ask unlicensed care givers in the project to find an appropriate backup person. (Another PSE trainee involved in the project would be ideal.) Second, the Project will address burnout within the training and support components, encouraging care givers to expect a degree of burnout and to give themselves space when this occurs. Third, if the assessments indicate a need, the CHILD CARE DEMONSTRATION PROJECT will develop a home provider cooperative where home care givers can participate with their children tree half days weekly. Four, working with all trainees as well as Training Group D, the

IMPLEMENTATION Continued

project will establish and monitor at least one group home, whereby two providers may care for up to fourteen children enabling the adults to provide mutual support, encouragement, and relief. (See Training Group E.)

Parent Respite

Parent respite care is not intended for volatile situations best handled by therapy groups, crisis units or the police. Although there is need of Child Care for intense situations involving potentially abusive parents, the CHILD CARE DEMONSTRATION PROJECT is not able to provide appropriate screening, referral, training or support for such an undertaking. The intention is rather to provide an opportunity for low income parents needing "time out" or breathing space from the continued demands of working and parenting. Initially, the respite parent service will be available only for CETA parents, in that the need is potentially greater and dollar resources less in this population than among private paying project participants. Parent respite services will be available to parents in four, six, or eight hour blocks of time on selected evenings and weekends. Trained Child Care PSE's will rotate, each taking no more than one respite time block each month. A monthly schedule will be printed and mailed to parents who must be scheduled in advance for this service through the Child Care Coordinating Council referral office. The project will be monitored and evaluated by Portland Community College. Changes and/or adaptations will be made as necessary based on collected data.

V. Training Group E: Group Homes/Attrition
June 1981

The final training group of eight is scheduled for June of 1981. At this point in the project, we will have assessed our needs for alternative Child Care and may have suffered a degree of attrition. Based on project needs, we may train more than the eight PSE's scheduled, and/or train for specific alternative Child Care needs. Additionally, the CHILD CARE DEMONSTRATION PROJECT plans to recruit and train two providers for one Child Care group home.

Group Homes

Although group homes, in which two care givers may care for up to fourteen children, are subject to stringent licensing requirements, the concept offers real benefits for care givers. Our purpose in developing a group home is to ascertain through monitoring and evaluating whether this potentially supportive arrangement cuts down on provider burnout, isolation, and subsequent dropout. Two adults may share tasks and supply each other with needed support and encouragement. Because group homes involve two adults, shared values, value calcification,

IMPLEMENTATION Continued

direct communication, and assertiveness are essential skills. Our training and support systems will work with group home participants to encourage and facilitate a positive situation. Monitoring and evaluation would look toward assessing the degree of burnout and satisfaction as compared to individual home providers.

Additional Project Assets

Hot Lunches.

All licensed Family Child Care providers will be linked with the USDA food service program. This program provides financial reimbursement for meals served at a rate dependent upon the income of the client. Monitoring by the USDA sources insures that nutritious meals are served. Nutrition will be a training focus, therefore non-licensed providers will have knowledge of basic nutrition. College Trainers will monitor meal content in non-licensed homes. However, reimbursement for food costs will not be available for the non-licensed provider.

Portland Public Schools Hot Lunch program will be available to all appropriate project participants, be they home providers, Cooperatives, or group homes. Because meals are prepared and then frozen, an oven and refrigerator are mandatory for participation in the Hot Lunch program. Currently, the cost is \$0.85 per meal.

Special Needs Children.

During their training, CETA PSE's will be familiarized with a standardized check list designed to isolate special needs children. Home providers will be supplied with check sheets. Based on this system, special needs children will be spotted. Parents will be informed of concern and directed to the Child Care Coordinating Council Referral Office, where staff people will supply appropriate community linkage.

Infant Care.

An urgent demand exists community wide for infant care. As the need for infant care is relatively new, many Child Care providers are ill-informed and equally ill prepared to deal competently with infants. A training component will be designed to deal with both information and experience needs.

INSTITUTIONALIZATION

Child Care systems in Oregon presently operate financially through parent payments. Parents pay a fee for Child Care. Usually, this fee is based on the cost of care per child per hour. Some government agencies, WIN AFS, CETA, subsidize Child Care for low income clients.

Trainee Salaries and Benefits

The CHILD CARE DEMONSTRATION PROJECT will pay all CETA PSE providers salaries. Salaries will be paid at a set rate regardless of the number of children in care or the number of hours worked. This relieves the provider of the collection burden and constant concern over the number of children in care. Home providers may legally work more than forty hours per week. As they are working from their own homes, they are exempt from over-time requirements. It is not the expectation of this Project that PSE's would normally work more than a forty hour week. However, occasionally parents are delayed picking up their children, resulting in longer than normal hours for the care giver. Fringe benefits will be provided by the Child Care Coordinating Council, including a yearly two week vacation and either Kaiser or Blue Cross health insurance. The Child Care Coordinating Council will supply Family Child Care providers with liability insurance coverage including accident, dental, medical, and personal liability up to \$300,000. Further, the Child Care Coordinating Council carries a company liability insurance of one million dollars allowing CETA Trainees a total liability coverage of \$1,300,000.

Project Child Care Fees

The children of individuals of City CETA will have access to the first available Child Care slots and will not pay a Child Care fee during the first sixteen months of the Project. Individuals subsidized by CSD, WIN, AFS, and Multnomah-Washington CETA as well as private paying clients will be actively recruited by the Child Care Coordinating Council to fill all available Child Care slots not allocated to City CETA parents. These individuals will be charged for Child Care. The CSD fee scale will be utilized for all CHILD CARE DEMONSTRATION PROJECT clients. The CSD payment scale is recognized community wide as being both fair and moderate. Further, the Project can support itself financially at the CSD reimbursement rate.

Payments and Collections

Paying clients will reimburse the CHILD CARE DEMONSTRATION PROJECT for Child Care rather than paying the provider. All individuals and Centers providing Child Care slots for the

INSTITUTIONALIZATION Continued

CHILD CARE DEMONSTRATION PROJECT will keep child attendance records. These records will be mailed to the Child Care Coordinating Council each month. Each month, Continental Collections Inc. will bill both parents and subsidizing government agencies. Children Services Division has agreed to directly reimburse the Project when CSD subsidies are involved, rather than the customary practice of reimbursing the provider. Continental Collections Inc. will deposit all parent fees into a trust account, reimburse the Child Care Coordinating Council, and serve as a collection agency for any bad checks.

Uses of Project Funds
First Sixteen Months

It is conservatively estimated that \$81,000.00 may be generated during the first sixteen months of the Project. (See page 17-20.) Monies collected will be recycled into the CHILD CARE DEMONSTRATION PROJECT. Resource rentals, new project start-up costs (Multnomah County Cooperative), and wholesale buying of consumable materials and supplies are examples of appropriate uses of Project dollars. A percentage of Project dollars collected will be allocated for the second year of the CHILD CARE DEMONSTRATION PROJECT.

Evaluation

The Project will be evaluated monthly by the Consortium Steering Committee throughout the initial sixteen month period. The Consortium will assess the financial progress and viability of the Project. Problem areas such as collections will be dealt with systematically and expediently. By July of 1981, the Consortium will have established a very thorough evaluation of the financial aspects of the Project. Based on this evaluation, the size and scope of the initial non-funded project will be determined.

Second Project Year

CETA funds will be withdrawn September 30, 1981. Based upon the financial history, the Consortium projects a financial base which will allow for the continuation of all Project elements at the same or lowered rate. (See page 17-21). Salaries for Project providers will continue. Children of City CETA PSE's will again be charged for Child Care.

The CHILD CARE DEMONSTRATION PROJECT by September of 1981 will have trained 38 individuals generating Child Care; seven in Centers and 31 in homes. Training Groups D and E will

INSTITUTIONALIZATION Continued

have two and six months respectively remaining for completion of the Portland Community College credit and training certificate. The Project potentially will maintain a training site relationship with one Center whereby the Center is paid \$800.00 per month to perform supervisory and training functions. The exchange of Child Care slots for salaried employees will be maintained in the training site Center. Similar relationships with other participating Centers will be dealt with on an individual basis. The Project will continue to train and offer provider support on a diminished scale. Portland Community College will act as the training agency with one College Trainer rather than two. One group of four to six individuals will enter the Project in October of 1981, another in April of 1982. Each group will generate twenty to thirty Child Care slots. Because the Project is a valid training program, strong recruitment efforts for trainees will be commenced with subsidized government programs as WIN and CETA. The progress of the Project will continue to be closely monitored by the Steering Committee. The project will be expanded or diminished based on collected revenues.

PROJECT IMPLEMENTATION

1. Flex-time Cooperative Pilot - Multnomah County

The flex-time cooperative will provide a work site for two CETA PSE's beginning in March of 1980. The cooperative will make available to children of CETA PSE's four Child Care slots out of a total of thirty. Initial expenses for equipment and supplies total \$9,000.00, a percentage of which may be paid by the CHILD CARE DEMONSTRATION PROJECT. Ongoing expenses will be maintained by the membership of the cooperative.

The goal of the Pilot is to show that by providing:

1. Initial start-up costs
2. flexible working hours

quality Child Care can be provided and a business can reduce absenteeism and other staff problems related to employee Child Care Needs. If the initial Pilot proves successful, the County will initiate as many as three additional units. Further, the CHILD CARE DEMONSTRATION PROJECT will work to interest other employers in such a model. The result would be more and better work-related Child Care for CETA, former CETA, and non-CETA parents.

2. Training - How to Make Up for Attrition

Because training groups are small it is possible to add CETA positions at the beginning of each of the four training units to make up for drop outs.

PROJECT PURPOSE: TO PROVIDE AVAILABLE QUALI CHILD CARE THOROUGH HOMES, CENTERS, AND COOPERA .S
 TO WORKING PARENTS INCLUDING RESPITE CARE, SICK CARE, BEFORE AND AFTER SCHOOL CARE, AND EVENING
 AND WEEK END CARE.

PROJECT GOALS

Goal 1. To increase the number of quality care providers delivering services to the working parent with Child Care needs.

RECRUITMENT
 (Selection)

To increase employment and employable skills within the target population.

Goal # <u>1</u> : Objective 1: To hire a Program Manager and Fiscal Manager by June 2, 1980.					City Use Only
<u>RECRUITMENT</u>					
Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Develop job description	April 14, 1980	April 21, 1980	Job description supplement	Child Care Coordinating Council Portland Community College	
2. Recruitment (advertisement)	May 14, 1980	May 26, 1980	Advertisement	Child Care Coordinating Council	
3. Applicant screening	May 27, 1980	May 30, 1980	Screening forms attached to applications	Child Care Coordinating Council	
4. Hiring process	June 2, 1980	June 9, 1980	Program Manager Fiscal Manager	Child Care Coordinating Council Portland Community College Helen Gordon Center Metro YMCA	

Goal # <u>1</u> : Objective 2: To hire five PSE administrative staff positions by June 2, 1980. (Two Referral System aids and two Support Network aids) <u>RECRUITMENT</u>					City Use Only
Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Develop Job Descriptions	April 14, 1980	April 21, 1980	Job descriptions supplied	Child Care Coordinating Council Portland Community College	
2. PSE Recruitment	May 14, 1980	May 26, 1980	Advertisements	City CETA	
3. Screening and referral of applicants	As recruited, ending May 30, 1980		Employment applications	City CETA	
4. Hiring process	June 2, 1980	June 9, 1980	Four administrative PSE	Child Care Coordinating Council	

Goal # <u>1</u> : Objective 3: To hire 38 Child Care PSE Trainees during the 16 months of funding period. <u>RECRUITMENT</u>					City Use Only
Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Develop job descriptions	April 14, 1980	April 21, 1980	Job descriptions supplied	Child Care Coordinating Council Portland Community College	
2. PSE recruitment	Four weeks prior to training start date	Two weeks prior to training start date	Advertisements	City CETA	
3. Screening and referral of applicants	As recruited, up to two weeks prior to training start date.		Employment application	City CETA	
a. Home licensing begins			3a. Home visits	3a. Child Care Coordinating Council	
4. Hiring process Center site PSE's			PSE's	Involved Center Child Care Coordinating Council	
a. Center orientation					
b. Hiring committee (Centers and Child Care Coordinating Council)					
5. Hiring process Family Child Care PSE's					
a. Home licensing completed (Child Care Coordinating Council)			5a. Certificate		

Goal # <u>1</u> : Objective 3: Continued: <u>RECRUITMENT</u>					City Use Only
Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
5. Hiring process Family Child Care PSE's (Continued): b. Hiring committee (Portland Community College Child Care Coordinating Council)			5b. PSE's	Portland Community College Child Care Coordinating Council	

2. LINKAGE

To facilitate client Child Care choices
for special and alternative care needs
and related resources.

Goal # 2 :

Objective:

To develop a system that will coordinate total client Child Care needs with program services and other related resources within eight weeks of funding. (Child Care Hot Line)

LINKAGE

City Use
Only

Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Recruit five Family Child Care homes to serve as PSE training and observation sites.	May 14, 1980	June 2, 1980	a. Homes available for training sites. b. Homes functioning as training sites.	Portland Community College.	
2. Orient and intensively train 2 PSE staff for referral office.	June 2, 1980	June 27, 1980			
3. Advertise Project Services.	June 2, 1980	On-going	Response to ads.	Consortium.	
a. Develop brochures describing project service components.	June 2, 1980	June 23, 1980	Complete brochure draft.	Consortium.	
1. Print brochures	June 23	June 27	Brochures.	Action Print.	
2. Distribute brochure to community agencies, PTA's, churches, business and labor groups.	June 30	On-going mailings at intervals.			
b. Develop Public Service Announcement advertising program.	June 30	July 11			
1. Have PSA's on live.	July 14	On-going.	PSA's viewed.	TV. Stations.	
c. Media coverage.					
1. Articles in local newspapers.	June	August	Articles.	Newspapers.	
4. Coordinate Client Intake.					
a. Develop intake forms.	May 15	June 2	Forms.		
b. Distribute forms to Portland Community College (to train PSE's in usage).	June 2				

Goal # 2 :

LINKAGE, Continued.

City Use
Only

Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
5. Linkage of client with program Child Care services.	Sept. 1 *	---	Children in care in project program.	Child Care Coordinating Council.	
a. Keep accurate data regarding available program services.	Sept. 1 *	---	Children in care in project program.	Child Care Coordinating Council.	
b. Update service records weekly.	Sept. 1 *	---	Updated client Child Care record cards.	Child Care Coordinating Council.	
6. Referral of clients to non-Child Care community resources.	Sept. 1 *	---	Client record card.	Child Care Coordinating Council.	
a. Keep a library of current community resources.	June 2 *	---	Resource material on file in office.		
7. Share Child Care service information with neighborhood networks. (And other appropriate groups).	Sept. 1 *	---	Record of information shared and dates.	Child Care Coordinating Council.	
8. Maintain data.	Sept. 1 *	---	Data on file.	Child Care Coordinating Council.	
a. Kind of care.					
b. Location of client.					
c. Location of care sought.					
d. Ages of children.					

* Services begin as project begins, but preparations will be completed prior to implementation.

3. TRAINING: To provide program participants with marketable job skills.

Goal # 3 : Objective: To provide program participants with specific practical and/or experiential information, training and supervision.

TRAINING

City Use
Only

Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Four-week training session.	July 1, 1980 Oct. 1, 1980 Jan. 1, 1981 March 1981 June 1981	Aug. 1, 1980 Oct. 31, 1980 Feb. 1, 1981 April 1981 July 1981	Attendance records. Evaluation forms.	Portland Community College.	
2. Four-week Center-site training.	Sept. 1980 Nov. 1980 Feb. 1981 April 1981 July 1981	Oct. 1980 Dec. 1980 March 1981 May 1981 Aug. 1981	Records of trainer visits. Observation summaries.	Portland Community College.	
3. In-home visits. a. Weekly. b. As needed.	On-going after initial training.		Schedule of visitations Written summary of observations.	Portland Community College.	
4. Support sessions. a. Weekly. b. Monthly.	Weekly after initial training session.	Sept. Oct. Nov. Dec. Jan. Etc.	Attendance records. Evaluation summaries.	Portland Community College.	

4. SUPPORT SERVICES

To significantly impact the longevity of the Family Child Care provider population.

Goal # 4 : Objective: To reduce by 50% the turnover rate of the participant Family Child Care provider population from the present city-side average of 80% annually.
To provide personal, group, and resource support to care giver in area.

SUPPORT SERVICES

City Use Only

Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Portland Community College trainer aids Family Child Care provider set up home for children.	Aug. 28/29	Sept: 5	A set up home.	Portland Community College.	
2. Portland Community College trainer a. visits weekly in home. b. visits as needed. (decision of trainer/care giver.) c. visits on-site to Center-based CETA PSE's.	Weekly after completion of initial eight week intensive training	As soon as care giver is competent and secure enough to diminish visits. Immediately upon completion of initial eight week intensive training.	Visit schedule. Visit schedule. Visit schedule.	Portland Community College. Portland Community College. Center site.	
3. Create three weekly neighborhood support groups (N., N.E., S.E.) of CETA Child Care Trainees (Project parents welcome). One hour of training and one hour of support interaction.	Weekly following eight week training session.			Portland Community College.	
4. Facilitate one large group meeting per month of Child Care Trainees. (Project parents welcome).	Monthly following first eight week training session			Selected Center sites.	

Goal # 4 :

SUPPORT SYSTEMS, Continued:

City Use
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Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
5. Disseminate information to provider - bi-monthly newsletter with: a. Technical information. b. Activity ideas. c. Nutrition aids. d. Community resource information.	Sept. 1980 Nov. 1980 Jan. 1981 Mar. 1981 May 1981 July 1981	On-going.	Newsletter. Newsletter. Newsletter. Newsletter. Newsletter. Newsletter.	Child Care Coordinating Council.	
6. Purchase rental equipment to augment existing Child Care Coordinating Council equipment for project participants.	August 1980	On-going.	Equipment.	Child Care Coordinating Council.	
7. Make available expendable materials for purchase at wholesale rates in home size quantities.	August 1980	On-going.	Materials.	Child Care Coordinating Council.	
8. Utilize Child Care Coordinating Council resource van to deliver materials to Family Day Care providers.	Sept. 1980	On-going.	Van schedule.	Child Care Coordinating Council.	
9. Develop a resource "make it" room for Child Care workers.	August 1980	On-going.	Resource "make it" room available & functioning.	Child Care Coordinating Council.	
10. Make present Child Care Coordinating Council resource library available to project participants.	July 1980	On-going.	Library functioning.	Child Care Coordinating Council.	
11. Serve as a consultant to Multnomah County Employee Cooperative.	Jan. 1981	April 1981 (On-going)	Monitor and evaluate data Jan. 1981 - on-going	Child Care Coordinating Council.	

Goal 5: PROJECT IMPLEMENTATION: To provide a variety of Child Care options to meet the special needs of working parents.

Goal # 5 :

PROJECT IMPLEMENTATION

Objective: To provide 6,250 weekly hours of Child Care to include evening, weekend, sick, respite, before and after school care provided in homes, Centers, and cooperatives within 16 months of funding

City Use
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Method/Activity to Achieve Goal	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Development of alternative Child Care hours as such as evening and weekend.					
a. Recruitment and hiring.	May 15, 1980	June 1980	Hired employees.	CETA, Child Care Coordinating Council. Portland Community College. Portland Community College. Portland Community College. Child Care Coordinating Council.	
b. PSE training.	July 1980	August 1980	Records.		
c. Monitor/support.	Sept. 1980	Weekly.	Records.		
d. Evaluation.	Monthly.	Monthly.	Data.		
2. Development of sick Child Care.					
a. Recruitment and hiring.	Sept. 1980		Hired employees.	CETA, Child Care Coordinating Council. Portland Community College. Portland Community College. Portland Community College. Child Care Coordinating Council.	
b. PSE training.	Oct. 1980	Nov. 1980	Records.		
c. Monitor/support.	Dec. 1980	Weekly.	Records.		
d. Evaluation.	Monthly.	Monthly.	Data.		

Goal # 5 :

PROJECT IMPLEMENTATION, Continued:

City Use
Only

Method/Activity to Achieve Goal.	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
3. Development of Flex-time Cooperative Pilot.					
a. Parent training.	Jan. 1981	Feb. 1981	Records.	Portland Community College.	
b. Technical assistance support.	Jan. 1981	On-going.	Records.	Child Care Coordinating Council.	
c. Evaluation.	Six month intervals.		Data.	Child Care Coordinating Council	
4. Development of provider respite part.					
a. Backup care givers.	By beginning of service delivery.	of service	Name of backup person in records.	Child Care Coordinating Council.	
b. Training/Support system.	On-going, as	hired.	Records.	Portland Community College.	
c. Develop home provider cooperative.	Aug. 1981	---	Functioning cooperative.	Child Care Coordinating Council.	
d. Develop group homes.	June 1981	---	Functioning group homes.	Portland Community College.	
-5. Development of parent respite part.					
a. Recruitment and hiring.	Feb. 1981		Hired employees.	CETA, Child Care Coordinating Council.	
b. Train.	March 1981	April 1981	Records.	Portland Community College.	
c. Monitor/support.	May 1981	---	Records.	Portland Community College.	
d. Evaluation.	Monthly.	Monthly.	Data.	Portland Community College.	
				Child Care Coordinating Council.	

Goal 6:

COMMUNITY
AWARENESS AND
PARTICIPATION

To recruit paying project participants resulting in project self support.

This page must be completed and submitted
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Goal # 6 :

- Objectives:
1. To recruit 3,250 weekly hours of CETA Child Care funded by CSD, WIN, or private paying clients within 16 months of funding.
 2. To collect parent fees for Child Care from non-CETA participants.
 3. To recycle parent fees into the CHILD CARE DEMONSTRATION PROJECT.
 4. To interest appropriate individuals and groups in supporting the Project.

City Use
Only

COMMUNITY
AWARENESS AND
PARTICIPATION

Method/Activity to Achieve Goal.	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Recruitment of non-CETA clients.					
a. Public Service Announcements	August 1980	On-going.	Public Service Announcement on the air.	Child Care Coordinating Council.	
1. Television, radio.					
b. Newspaper articles regarding Project.	August 1980	On-going.	Articles printed.	Child Care Coordinating Council.	
1. Oregon Journal.					
2. Local and neighborhood newspapers as Maeland Bee and Gresham Observer.					
c. Advertisements, flyers.	August 1980	On-going.	Fliers distributed.	Child Care Coordinating Council.	
1. Schools.					
2. Churches.					
3. Grocery stores.					
4. Laundromats.					
d. Inform Child Care Case Workers: WIN, CSD, CETA, AFS.	August 1980	On-going.	Fliers distributed.	Child Care Coordinating Council.	
1. Send information to case workers and supervisors.	August 1980	On-going.	Fliers distributed.	Child Care Coordinating Council.	
2. Hold meetings with case worker supervisors.	August 1980	On-going.	Meeting schedules.	Child Care Coordinating Council.	
3. Hold meetings with case workers.	August 1980	On-going.	Meeting schedules.	Child Care Coordinating Council.	
e. Speak to community groups.	August 1980	On-going.	Discussions scheduled.	Child Care Coordinating Council.	
1. PTA's.					
2. Churches.					
3. Civic groups.					
4. Chamber of Commerce.					
5. City clubs.					
6. Neighborhood agencies.					

Goal # 6 :

COMMUNITY
AWARENESS AND, Continued:
PARTICIPATION

City Use
Only

Method/Activity to Achieve Goal.	Beginning Date	Completion Date	Measure of Completion of Activity	Other Agencies Involved	Goal Met
1. Recruitment of non-CETA clients, continued:					
f. Inform local social service agencies.	August 1980	On-going.		Child Care Coordinating Council.	
1. Distribute information.	August 1980	On-going.	Information distributed	Child Care Coordinating Council	
2. Make personal contacts.					
3. Give speeches if appropriate					
2. Collect Parent fees.					
a. Parents screened as to income level.	August 1980	On-going.	Information on file.	Child Care Coordinating Council	
b. Hourly attendance records maintained.	Sept. 1980	On-going.	Records on file.	Child Care Coordinating Council	
c. Mail records to Child Care Coordinating Council.	Oct. 1980	On-going.	Records on file.	Child Care Coordinating Council	
d. Collections initiated.	Oct. 1980	On-going.	Bank deposits.	Child Care Coordinating Council Continental Collections Inc.	
3. Recycle Project monies.					
a. City CETA and Project steering committees decide upon priorities for Project financial activities.	Oct. 1980	Re-assess as necessary.	Resource rentals, new project startups, wholesale buying.	City CETA. Consortium members.	

CITY OF PORTLAND
 Human Resources Bureau
 Training and Employment Division
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CHILD CARE COORDINATING COUNCIL, DISTRICT 2

PART D-1

(Give the following information for each agency staff person who will be involved in this project, beginning with the Program Director.)

NAME (Last, First, initial) Faught, Leslie, M.	TITLE Director	SOCIAL SECURITY NO. 540-50-7467
--	-------------------	------------------------------------

RELATIONSHIP TO PROPOSED PROGRAM
 Child Care Coordinating Council (4-C) Project Administrative Agency

EDUCATION

INSTITUTION AND LOCATION (1)	DEGREE (2)	YEAR CONFERRED (3)	DISCIPLINE (4)
Lewis and Clark, Portland, OR	MAT	1973	Art/Teaching
Portland State University, Portland, OR	Secondary Education	1968	Education
Yon State University, Corvallis, OR	B.S.	1967	Art/Journalism

PROFESSIONAL EMPLOYMENT (Start with present position---Agency, position, dates)

Child Care Coordinating Council	Director	October 1979 to present
Child Care Coordinating Council	Interim Director	May 1979 - October 1979
Child Care Coordinating Council	Administrative Assistant	June 1978 - May 1979
Parent Child Services	Education Coordinator	June 1976 - June 1978
Saint Vincent de Paul Child Development Center	Teacher	April 1973 - April 1975

(OVER)

PROFESSIONAL EXPERIENCE (List significant experience relevant to program)

- Program Development and Implementation:
 - September 1979. Hired and implemented Child Care Coordinating Council Family Day Care certification function. (1250 homes, 4 counties)
 - September 1979. Developed, hired and implemented Child Care Coordinating Council referral system, child development, library, Child Care technical assistance systems.
- Program Development - February 1980.
 Worked with the City of Portland, Multnomah County, Cascade Research Inc., to

(OVER)

PRINCIPAL JOB DUTIES IN PRESENT POSITION

- Responsible to oversee agency budget.
- Responsible to oversee agency programs.
- Responsible to oversee program design.
- Responsible to oversee personnel.
- Responsible to oversee grant writing, fund raising, public relations.

(See attached job description)

(Professional Employment, Continued):

6. Vancouver School District Secondary 1968 - 1970
 No. 37 Art Teacher

(Professional Experience, Continued):

develop an adolescent pregnancy program submitted to HEW for funding.

3. Program Management-Parnet Child Services

Responsible for the day to day management of the Child Care program dealing with up to 70 children and their parents. Program responsibilities included: 1) Special Education Component 2) Parent-Child interaction 3) infant learning program. Supervision and staff coordination responsibilities included: volunteers, staff, nurse, trainees, CETA employees, high school, college and 175 program people, agency staff.

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CHILD CARE COORDINATING COUNCIL, DISTRICT 2

PART D-1

(Give the following information for each agency staff person who will be involved in this project, beginning with the Program Director.)

NAME (Last, First, initial)		TITLE		SOCIAL SECURITY NO.	
Harshfield, Ruth, A.		Information and Referral Coordinator		540-66-3044	
RELATIONSHIP TO PROPOSED PROGRAM					
Coordinator of the Child Care Hotline-the Information and Referral Service for CETA Child Care providers and facilities.					
EDUCATION					
INSTITUTION AND LOCATION (1)		DEGREE (2)	YEAR CONFERRED (3)	DISCIPLINE (4)	
Portland State University		BA	1976	Sociology	
Portland Community College University of Oregon (Eugene)					
PROFESSIONAL EMPLOYMENT (Start with present position---Agency, position, dates)					
Child Care Coordinating Council		Information and Referral Coordinator		September 1979 to present	
Planned Parenthood		Receptionist		May 1979 - September 1979	
Merle Davies YMCA Latchkey		Project Developer		September 1976 - September 1978	
PROFESSIONAL EXPERIENCE (List significant experience relevant to program)					
At the YMCA LatchKey, I developed, supervised, and taught activities to children ages 5 years to 14 years. I was site-supervisor at Sylvan Latch Key the summer of 1978 with 25 children and two staff. I have been at Child Care Coordinating Council since September 1979 and supervise two to three staff. We provide an average of 780 referrals per month.					
PRINCIPAL JOB DUTIES IN PRESENT POSITION					
Develop and maintain Information and Referral service for Family Day Care Providers and Centers. Supervise and train staff; maintain monthly records and statistics; coordinate with the Community Services and the Certification Coordinators; attend meetings and develop resource information packets; develop Center lists and keep up to date on the status of providers.					

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CHILD CARE COORDINATING COUNCIL, DISTRICT 2

PART D-1

(Give the following information for each agency staff person who will be involved in this project, beginning with the Program Director.)

NAME (Last, First, initial) Whipple, Anna, L.	TITLE Community Services Coordinator	SOCIAL SECURITY NO. 277-34-2597
---	--	------------------------------------

RELATIONSHIP TO PROPOSED PROGRAM
To provide support services and consultation.

EDUCATION

INSTITUTION AND LOCATION (1)	DEGREE (2)	YEAR CONFERRED (3)	DISCIPLINE (4)
Ohio State University-Columbus, OH	B.S.	1963	Home Economic Education and Extension

(OVER)

PROFESSIONAL EMPLOYMENT (Start with present position---Agency, position, dates)

Child Care Coordinating Council	Community Services Coordinator	September 1979 to present
Grossmont Community College (El Cajon, CA)	Part-time Instructor	January 1978 - June 1978
Foothills Preschool (La Mesa, CA)	Director	September 1975 - June 1978

(OVER)

PROFESSIONAL EXPERIENCE (List significant experience relevant to program)

1. Administering programs for young children with all that entails fiscal, hiring, program ordering, etc.
2. Writing curriculum for adults and children.
3. Writing course program and position proposals.
4. Teaching children ages 2-10.
5. Teaching adults.

PRINCIPAL JOB DUTIES IN PRESENT POSITION

1. Administer a resource library containing AV equipment, books, games, teacher's books, (with van service to three counties).
2. Write and publish a bi-monthly Family Child Care Newsletter (1400 mailing list).
Publish a monthly provider memo for Centers.
3. Meet with provider (Center and Family Child Care) groups as consultant.
5. Prepare resource materials, order free resources as needed and available for distribution to Center and Family Child Care providers.
6. Plan and do workshops as requested and needed on child development topics.

(OVER)

(Education, Continued):

<u>Institution and Location</u>	<u>Degree</u>	<u>Year Conferred</u>	<u>Discipline</u>
UCSD Extension San Diego, CA	17 units	1971-1974	Child Development
San Diego State University San Diego, CA	20 units	1976-1977	Child Development College Te.
Pacific Oaks College Pasadena, CA	18 units	1978	Human Development

Currently Completing Masters Degree from Pacific Oaks College

(Professional Employment, Continued):

Lemon Grove-Christian Day Care (La Mesa, CA)	Director	February 1974-September 1975
Charley Brown Children's Center (La Mesa, CA)	Head Teacher	May 1972-February 1974
Sullivan Preschools (Behavioral Research Laboratories) San Diego, CA	Teacher/Parent Coordinator	October 1971- May 1972

(Principal Job Duties, Continued):

7. Do recruitment of Family Child Care homes (General: Public Service Announcements and specific kinds of recruitment and meet with CSD caseworkers to determine needs.)

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1.

Submit only one job description of each job title you are proposing.
 Please be specific.

CETA Position

Job Description

Center Child Care Trainee

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Center Child

Job Title: Care Trainee No. of Positions Requested: 7

Worksite Address: Center site.

Work Schedule: 40 hours per week.

Description of Duties: (Include % of time devoted to each duty)

- 100% of time devoted to a combination to described duties.
1. Complete Phase I of Training Component within the Project Timeline (Eight weeks.)
 2. Complete Phase II of Training Component within the Project Timeline (Eight months).
 3. Provide quality Child Care within the Center setting.
 4. Work within the Center's existing rules, regulations, and policies.

Minimum Qualifications:

(OVER)

1. Eighteen years of age.
2. Physical energy and emotional stability to care for children, ages 0-14.
3. Intent and commitment to become involved in Child Care at the center level.
4. History of dependability.

(OVER)

CONTACT PERSON: Project Manager Phone: 238-4320

Immediate Supervisor: College Trainer Title: to be hired Phone 244-6111

Monthly Salary for position \$642.00

Fringe benefits offered:

Health insurance, two week vacation, sick leave and unemployment insurance.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

5. Work with current Center staff and director.
6. Participate in on-going center based training.
7. Participate in program evaluation.

(Minimum Qualifications, Continued):

5. Availability and commitment to complete Phase I of the Training Component within the Project Timeline (Eight weeks).
6. Availability and commitment to complete Phase II of the Training Component within the Project Timeline (Eight months).
7. Ability to supply personal transportation to and from training sites and work sites.

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Page 2-1

1.

Submit only one job description of each job title you are proposing.
Please be specific.

CETA Position
Job Description
Child Care Hot Line Assistant

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT.

Job Title: Child Care Hot Line Assistant No. of Positions Requested: two

Worksite Address: Child Care Coordinating Council, 1110 SE Alder, Portland, Oregon

Work Schedule: Monday through Friday, 8:00 to 4:30 or 8:30 to 5:00; 37 1/2 hrs.
per week.

Description of Duties: (Include % of time devoted to each duty)
100% of time devoted to a combination of described duties.
1. Employee responsible to answer client calls for Child Care referral.
2. Complete and file information cards on each client.
3. Update Family Child Care and Center Child Care information.
4. Keep daily statistical log on client calls.
5. Assist in the development of brochure related to information and referral
Child Care Hot Line. (OVER)

Minimum Qualifications:
1. Ability to read and write English at the High School level.
2. Ability to talk easily with people over the telephone.
3. Ability to perform consistently detailed, routine work assignments.
4. Ability to organize information and data. (OVER)

CONTACT PERSON: Ruth Harshfield Phone: 238-4320
Immediate Supervisor: Ruth Harshfield Title: Child Care Hot Line Supervisor Phone 238-4320

Monthly Salary for position \$642.00

Fringe benefits offered:
Medical coverage, vacation and sick leave.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

6. File information on new Child Care providers by geographical locat
7. Provide information to the public via the telephone regarding the function and purpose of the CHILD CARE DEMONSTRATION PROJECT.
8. Assist in program evaluation.
9. Provide information to the public via the telephone regarding other available community services related to family and child needs.

(Minimum Qualifications, Continued):

5. Ability to be prompt and regular in working hours.
6. Ability to operate basic office machines.

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1.

Submit only one job description of each job title you are proposing.
Please be specific.

CETA Position
Job Description

Family Child Care Trainee

Agency: Child Care Coordination Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Family Child Care Trainee No. of Positions Requested: _____

Worksite Address: Home.

Work Schedule: 40 hours per week.

Description of Duties: 100% time devoted to a combination of described duties. (Include % of time devoted to each duty)

1. Complete Phase I of Training Component within the Project Timeline (Eight We
2. Complete Phase II of Training Component within the Project Timeline (Eight months)
3. Provide quality Child Care within the home setting.
4. Involvement in weekly home visits of the training support system.
5. Participate in monthly neighborhood-based support meeting groups.
6. Forward to 4-C child attendance records for billing purposes. (OVER)

Minimum Qualifications:

1. Licensability of home from which Child Care will later be provided.
2. Eighteen years of age.
3. Physical energy and emotional stability to care for children, ages 0-14.
4. History of dependability.
5. Availability and commitment to complete Phase I of Training Component (OVER).

CONTACT PERSON: Project Manager Phone: 238-4320

Immediate Supervisor: College Trainer Title: to be hired Phone _____

Monthly Salary for position \$642.00

244-6111

Fringe benefits offered:

Health insurance, two week vacation, sick leave and unemployment insurance.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

7. Participate in program evaluation.
8. Deal with USDA records (Optional).

(Minimum Qualifications, Continued):

- within the Project Timeline (Eight weeks).
6. Availability and commitment to complete Phase II of Training Component within the Project Timeline (Eight months).
7. Intent and Commitment to become Family Child Care Provider.
8. Ability to supply personal transportation to and from training sites and work sites.

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1.

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 Please be specific.

CETA Position

Job Description

Library Assistant

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Library Assistant No. of Positions Requested: 1

Worksite Address: Child Care Coordinating Council, 1110 SE Alder, Portland, Orego

Work Schedule: 8:30 to 5:00 Monday through Friday (37 1/2 hours)

Description of Duties: (Include % of time devoted to each duty)

1. Catalog and index new library material on intake. ^{100% time devoted to described duties.}
2. Assist public and staff in checking material in and out of library.
3. Shelve returned materials.
4. Repair or discard damaged toys or books.
5. Prepare an alphabetical author card file of books.
6. Deliver and pick up Audio-Visual materials needing repairs. (OVER)

Minimum Qualifications:

1. High school diploma or GED.
2. No previous work experience required.
3. Ability to be neat in work performance and habits.
4. Ability to be prompt and regular in work hours. (OVER)

CONTACT PERSON: Ann Whipple

Phone: 238-4320

Community Services

238-

Immediate Supervisor: Ann Whipple

Title: Coordinator

Phone 4320

Monthly Salary for position \$642.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

7. Call and mail notices concerning overdue materials.
8. Keep library usage records.

(Minimum Qualifications, Continued):

5. Willingness to learn from work experience and to handle job assignm
6. Initial clerical and typing skills (Optional).

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1.

Submit only one job description of each job title you are proposing.
 Please be specific.

CETA Position

Job Description

Support Network Assistant

Agency: Child Care Coordinating Council (4-C), District 2Project Title: CHILD CARE DEMONSTRATION PROJECTJob Title: Support Network Assistant No. of Positions Requested: 1Worksite Address: Child Care Coordinating Council, 1110 SE Alder, Portland, Oregon

Work Schedule: _____

Description of Duties: (Include % of time devoted to each duty)

- 100% time devoted to a combination of described duties.
1. Reproduce fact/information flyer sheets for mailing to Family Child Care Providers.
 2. Assemble and mail Family Child Care Newsletters.
 3. Reproduce, assemble and mail Center Child Care Memos.
 4. Copy file materials.
 5. Consistently update mailing address label. (OVER)

Minimum Qualifications:

1. High school diploma or GED.
2. No previous work experience required.
3. Ability to be neat in work performance and habits.
4. Ability to be prompt and regular in work hours. (OVER)

CONTACT PERSON: Ann Whipple Phone: 238-4320Immediate Supervisor: Ann Whipple Title: Coordinator Phone 238-4320Monthly Salary for position \$642.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

6. Reproduce materials needed for Project records.
7. Telephone duties as related to Project.

(Minimum Qualifications, Continued):

5. Willingness to learn from work experience and to handle job assi
6. Initial clerical and typing skills. (Optional).

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Center Site Trainers
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2.

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Center Site Trainers No. of Positions Requested: 2

Worksite Address: Saint Vincent de Paul and Helen Gordon's Center

Work Schedule: Saint Vincent de Paul: Sept. 8, 1980; Helen Gordon Center: Jan. 15, 1981

Description of Duties: 80% time devoted to described duties*
 (Include % of time devoted to each duty)

1. Plan and implement experiential educational situations for Family Child Care Trainees and Center Child Care Trainees.
2. Coordinate Phase I and Phase II of training program with college trainer at Center level.
3. Supervise activities of trainees related to items 1 and 2.
4. Maintain records of trainee's training progress.
5. Participate in program evaluation.

Minimum Qualifications:

1. One year or more of specialized training/study in Early Childhood Education, OR
2. One year or more of full-time work experience in a Child Care Center or Program.

CONTACT PERSON: OVER Phone: OVER

Immediate Supervisor: OVER Title: OVER Phone OVER

Monthly Salary for position \$800.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

*Center Site Trainers are presently employed at Training Sites. The duties described in job description are functioning only when Trainees are working on the Center Site. The CCDP will pay the Center Site \$800 per month, in return the center agrees to accomplish the above tasks and serve as a training site.

(Worksite Addresses, Continued):

Saint Vincent de Paul Child
Development Center
44 NE Morris
Portland, Oregon 97212

Phone:
288-0188

Helen Gordon's Center
Portland State University
1609 SW 12th
Portland, Oregon 97201

Phone:
229-3092

(Contact Person, Continued):

Saint Vincent de Paul Child
Development Center
Tom Tison

Phone:
288-0188

Helen Gordon's Center
Margaret Browning

Phone:
229-3092

(Immediate Supervisor, Continued):

Saint Vincent de Paul Child
Development Center
Tom Tison

Phone: Director
228-0188

Helen Gordon's Center
Margaret Browning

Phone: Director
229-3092

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Clerical Assistant
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Clerical Assistant No. of Positions Requested: one

Worksite Address: Portland Community College, 12000 SW 49th Ave., Portland, Oregon

Work Schedule: Total time: eight weeks

Description of Duties: (Include ^{~ 100%} % of time devoted to a combination of described duties)
 1. Operate typewriter, duplicating machine and copy machine.
 2. Type hand-outs, forms, etc.
 3. Gather and assemble resource materials.
 4. Keep records.
 5. Maintain files.
 6. Tabulate and summarize data.

Minimum Qualifications:

1. Ability to operate efficiently the following: duplicating machine, copy machine.
2. Ability to type hand-outs, forms, etc.
3. Ability to gather and assemble resource material, maintain files.
4. Ability to keep records, tabulate and summarize data.

CONTACT PERSON: Commery Warrell Phone: (503) 244-6111

Immediate Supervisor: Commery Warrell Title: _____ Phone 244-6111

Monthly Salary for position 320 hours @ \$4.75/hr.

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 College Trainer
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: College Trainer No. of Positions Requested: two

Worksite Address: Portland Community College, 12000 SW 49th Ave., Portland, Oregon

Work Schedule: June 2, 1980 - September 30, 1981

Description of Duties: 100% of time devoted to a combination of described duties.
 (Include % of time devoted to each duty)

1. Plan and develop materials for family Child Care and center providers: pre-test, post-test, teaching aids, and handouts. Gather pamphlets and other information for trainee files.
2. Conduct training sessions (Phase I and II).
3. Supervise trainees in selected Child Care center sites working with the on-site trainers. (OVER)

Minimum Qualifications:

1. Master's Degree in:
 - A. Early Childhood OR
 - B. Child Development
2. Minimum of two years experience working with young children (Prefer some (OVER)

CONTACT PERSON: Commery Warrell Phone: (503) 244-6111 (OVER)

Immediate Supervisor: Commery Warrell Title: _____ Phone 244-6111 (503)

Monthly Salary for position \$1,250.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

4. Make scheduled in-home and/or center visits to follow up train on the job.
5. Develop and implement weekly neighborhood and monthly area tra and group support sessions.
6. Work with 4-C and select CETA PSEs in developing alternative p: for Child Care, i.e. cooperatives.

(Minimum Qualifications, Continued):

3. Minimum of one year experience teaching adults.

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Community Services Coordinator
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2.

Project Title: CHILD CARE DEMONSTRATION PROJECT
Community Services

Job Title: Coordinator No. of Positions Requested: 1

Worksite Address: 1110 SE Alder, Portland, Oregon 97214

Work Schedule: Full time - 37 1/2 hrs per week (8:30-5:00) Monday-Friday

Description of Duties: (Include % of time devoted to each duty) ^{25% time to Ceta} Project

1. a) Oversee resource library, maintain system for dispersing and retrieving materials.
- b) Responsibility for repair and upkeep of library materials.
- c) Publicize library service.
- d) Maintain proper inventory and card file system for library.
2. Oversee resource van service to the three counties: establish schedule, choose materials to send. (OVER)

Minimum Qualifications:

1. Good verbal and written communication skill.
2. Excellent organization skills.
3. Dependable, task oriented.
4. Demonstrated ability to work with a wide variety of people.
5. Background in day care, early childhood or special education helpful. (OVER)

CONTACT PERSON: Leslie Faught Phone: 238-4320

Immediate Supervisor: Leslie Faught Title: Director Phone ²³⁸⁻4320

Monthly Salary for position \$1,125

Fringe benefits offered:

Two weeks vacation per year; health insurance.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

3. Purchase new books and equipment as budget allows.
4. Write and mail a monthly provider memo for day care centers.
5. Write and plan for mailing a bi-monthly newsletter to be sent to family day care and center providers.
6. Develop and maintain a resource file.
7. Develop and add to a resource file that may be borrowed by F.D.C. Providers.
8. Acquire free resource materials that can be passed out to F.D.C. Providers via certifiers.
9. Meet with F.D.C. Provider groups and serve as a resource consultant to these groups, doing programs, giving information and facilitating in the organization and maintenance of provider groups.
10. Spearhead an area-wide infant/toddler workshop.
11. Develop an F.D.C. Provider Handbook to be relevant to providers in tri-county service area.
12. Recruit F.D.C. Providers in areas where there are special needs.
13. Answer questions and concerns that come over phone.
14. Attend meetings, workshops, conferences related to child development.
15. Work with other agencies to promote quality child care.
16. Participate in overall agency planning; attend staff meetings for coordination.

(Minimum Qualifications, Continued):

6. Knowledge of day care standards, FIDCRS, and laws helpful, but not mandatory.
7. Working knowledge of day care resources available in tri-county area helpful.
8. Transportation is necessary.
9. Some evening meetings.

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2.

Submit only one job description of each job title you are proposing.
Please be specific.

Non-Ceta Position
Executive Director
Job Description

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Executive Director No. of Positions Requested: one

Worksite Address: 1110 S.E. Alder, Portland, Oregon 97214

Work Schedule: One-quarter time

Description of Duties: (Include % of time devoted to each duty)

Time spent on duties as necessary.

- 1. Staff supervision.
- 2. Personnel -- hiring, firing, staff development.
- 3. Project design.
- 4. Project design.
- 5. Public relations.
- 6. Grant development.

OVERVIEW: Responsible for the overall functioning of the project including subcontracts.

(OVER)

Minimum Qualifications:

- 1. Administrative experience.
- 2. Budget development experience.
- 3. Supervisory experience.
- 4. Personnel experience.

(OVER)

CONTACT PERSON: Chairperson, Board of Directors Phone: 238-4320
Child Care Coordinating Council

Immediate Supervisor: Chairperson, Board of Directors Title: _____ Phone 238-4320

Monthly Salary for position Directors \$1,660.00

Fringe benefits offered:

Medical coverage, vacation and sick leave.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

7. Fund raising.
8. Provide staff support for Board of Directors.
9. Keep Board of Directors informed of project activities.
10. Attend Board of Directors meetings.
11. Staff member of Executive Committee.
12. Public speaking regarding Child Care, Child Care Coordinating Council issues.
13. Community involvement regarding Child Care of children's issues.
14. Work with state-wide Child Care Coordinating Council Executive Directors.
15. Attend state Child Care Coordinating Council meetings.
16. Develop and monitor Child Care Coordinating Council budget.
17. Negotiate contract development, implementation and compliance monitoring.
18. Overall supervision responsibility for subcontract compliance.

(Minimum Qualifications, Continued):

5. Excellent communication skills.
6. Excellent interpersonal relationship skills.
7. Grant writing experience.
8. Project development experience.
9. Volunteer and/or staff experience with Board of Directors.
10. Prefer experience with children's programs.

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2.

Submit only one job description of each job title you are proposing.
Please be specific.

Non-Ceta Position
Fiscal Manager
Job Description

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT.

Job Title: Fiscal Manager No. of Positions Requested: one

Worksite Address: 1110 S.E. Alder, Portland, Oregon 97214

Work Schedule: 25% time devoted to Project. (Billing and collection agency
100% time to project)

Description of Duties: (Include % of time devoted to each duty)
time devoted to duties as necessary.

- 1. Simultaneously handle Federal, State and Private funds.
- 2. Work with Agency Director and Project Manager to oversee and implement project budgets.
- 3. Manage billing, payments, and collections.
- 4. Prepare project budgets.
- 5. Prepare monthly financial statements.

Minimum Qualifications: (OVER)

- 1. Experience dealing simultaneously with Federal, State, and Private funding.
- 2. Able to oversee and implement all aspects of project budget.
- 3. Experience with billings, payments, and collections.

(OVER)

CONTACT PERSON: Leslie Faught Phone: 238-4320

Immediate Supervisor: Leslie Faught Title: Director Phone 238-4320

Monthly Salary for position \$1,200.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

6. Manage yearly fiscal audit of project.
7. History of positive working relationships.
8. Maintain project fiscal records.
9. Screen parents.
10. Develop project fiscal forms.

(Minimum Qualifications, Continued):

4. Experience preparing projected program budgets.
5. Experience preparing monthly financial statements.
6. Organized, dependable.
7. Experience dealing directly with a wide variety of people.

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Information and Referral Coordinator
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2.

Project Title: CHILD CARE DEMONSTRATION PROJECT
Information and Referral

Job Title: Coordinator No. of Positions Requested: 1

Worksite Address: 1110 SE Alder, Portland, Oregon 97214

Work Schedule: Full time - 37 1/2 hrs per week (8:30-5:00) Monday-Friday
25% time devoted to Project. Time spent on duties as necessary.

Description of Duties: (Include % of time devoted to each duty)

1. Develop and maintain Information and Referral staff, for 4-C and CETA referral offices.
2. Supervise and train Referral staff.
3. Maintain Referral records and statistics.
4. Design and upkeep of necessary forms.
5. Answer client calls - 8:30-5:00 p.m.
6. Coordinate with Certification staff to ensure current information (OVER)

Minimum Qualifications:

1. Demonstrated experience with staff development helpful.
2. Demonstrated supervisory experience helpful.
3. Social Service or day care background helpful.
4. Constancy, dependability, task orientation mandatory.
5. Able to deal with the public via the telephone. (OVER)

CONTACT PERSON: Leslie Faught Phone: 238-4320

Immediate Supervisor: Leslie Faught Title: Director Phone 238-4320

Monthly Salary for position \$1,125.00

Fringe benefits offered:

Two weeks vacation yearly; health insurance.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

- regarding Family Day Care Homes.
- 7. Coordinate with CETA Central Office and CHILD CARE DEMONSTRATION PROJECT Coordinator.
- 8. Establish and maintain family resource contacts to ensure current resource information for clients related to, but other than, Child Care.
- 9. Contribute monthly articles to the family day care newsletter.
- 10. Compile resource information packets.
- 11. Attend appropriate meetings.
- 12. Develop project related pamphlets, fliers, and public service announcements.
- 13. Other responsibilities as assigned by Director.

(Minimum Qualifications, Continued):

- 6. Familiarity with family services resources in tri-county area.
- 7. Good verbal and written communication skills.

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Project Manager
 Job Description

Agency: Child Care Coordinating Council (4-C) District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Project Manager No. of Positions Requested: one

Worksite Address: 1110 S.E. Alder, Portland, Oregon 97214

Work Schedule: Full time - 37 1/2 hours per week (8:30-5:00) Monday-Friday

Description of Duties: (Include % of time devoted to each duty)

- 100% time devoted to duties, performed as necessary.
1. Primary responsibility to accomplish the intent of the CHILD CARE DEMONSTRATION PROJECT.
 2. Coordinate with Fiscal Manager to reach and maintain the CHILD CARE DEMONSTRATION PROJECT financial goals.
 3. Coordinate with Consortium members and Child Care Coordinating Council District 2 project components to reach and maintain project goals. (OVER)

Minimum Qualifications:

1. Experience with coordinating multi-component programs.
2. Experience working with community agencies.
3. Experience with project development and implementation.
4. Experience coordinating a variety of groups/individuals as related to (OVER)

CONTACT PERSON: Leslie Faught Phone: 238-4320

Immediate Supervisor: Leslie Faught Title: Director Phone 238-4320

Monthly Salary for position \$1,400.00

Fringe benefits offered:

Medical coverage, vacation and sick leave.

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Descriptions of Duties, Continued):

4. Establish and maintain public relations regarding CHILD CARE DEMONSTRATION PROJECT.
5. Assistance to Child Care Coordinating Council Director to develop additional grants relating to CHILD CARE DEMONSTRATION PROJECT.
6. Locate additional sources of funding revenue relating to CHILD CARE DEMONSTRATION PROJECT.
7. Responsible to coordinate and conduct one meeting every two months related to CHILD CARE DEMONSTRATION PROJECT evaluations.
8. Meet and coordinate CHILD CARE DEMONSTRATION PROJECT goals with activities and interest of the Advisory Committee.
9. Work with Consortium members to develop project units.
10. Coordinate and conduct monthly Steering Committee meetings.

(Minimum Qualifications, Continued):

- infant/child needs.
5. Committed to the goals of the CHILD CARE DEMONSTRATION PROJECT.
6. Ability to establish excellent working relationships.
7. Dependable.
8. Ability to monitor and coordinate with the Fiscal Manager the financial aspects of the project.
9. Deals with the project complexity and component interactions.
10. Strong organizational skills as related to the objectives of the CHILD CARE DEMONSTRATION PROJECT.
11. Excellent verbal and written communication skills.
12. Demonstrated grant writing ability.
13. Strong managerial skills.
14. Demonstrated ability in public relations and media dissemination.

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2.

Submit only one job description of each job title you are proposing.
 Please be specific.

Non-Ceta Position
 Secretary
 Job Description

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Secretary - Typist No. of Positions Requested: one

Worksite Address: 1110 S.E. Alder, Portland, Oregon 97214

Work Schedule: _____

Description of Duties: (Include % of time devoted to each duty)
 25% FTE. Time devoted to duties as necessary.

1. Type program material.
2. File program material.
3. Xerox program material.
4. Work with program manager.
5. Other duties as assigned.
6. Answer and deal with public via telephone, as requested.

Minimum Qualifications:

1. Type accurately 60 wpm.
2. Organized, dependable.
3. Able to alphabetize.
4. History of positive working relationships.

(OVER)

CONTACT PERSON: Leslie Faught Phone: 238-4320

Immediate Supervisor: Project Manager Title: _____ Phone 238-4320

Monthly Salary for position \$225.00

Fringe benefits offered:

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Minimum Qualifications, Continued):

5. Pleasant telephone answering manner.
6. Ability to file and maintain records.
7. Familiar with useage of coping machines.
8. Pleasant work attitude..

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1. Submit only one job description of each job title you are proposing.
Please be specific.

CETA Position

Job Description

Library Assistant/Van Driver

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Library Assistant/
Van Driver No. of Positions Requested: 1

Worksite Address: Child Care Coordinating Council, 1110 SE Alder, Portland, Or

Work Schedule: 8:30 to 5:00 Monday through Friday (37 1/2 hours)

Description of Duties: (100% of time devoted to duties listed)

1. Catalog and index new library material on intake.
2. Assist public and staff in checking material in and out of library.
3. Shelve returned materials.
4. Repair or discard damaged toys or books.
5. Prepare an alphabetical author card file of books.
6. Deliver and pick up Audio-Visual materials needing repairs. (OVER)

Minimum Qualifications:

1. High school diploma or GED.
2. No previous work experience required.
3. Ability to be neat in work performance and habits.
4. Ability to be prompt and regular in work hours. (OVER)

CONTACT PERSON: Ann Whipple Phone: 238-4320

Immediate Supervisor: Ann Whipple Title: Coordinator Phone: Community Services

Monthly Salary for position _____

Fringe benefits offered: two-week annual vacation, health insurance, unemployment

If applicable, describe the flexibility of hours or working arrangements considered for this job (e.g., flex time, less than full-time, job sharing, etc.) should a qualified applicant need it.

(Description of Duties, Continued):

- 7. Call and mail notices concerning overdue materials.
- 8. Keep library usage records.
- 9. Drive Resource Van two days a week to pre-scheduled sites to serve Family-Day Care Providers. (May be to support group meetings):
- 10. Collect free and inexpensive materials (i.e.; carpet samples, wallpaper, newsprint ends, etc.) which can be given to Child Care provider.
- 11. Develop "Models" of teaching aids which can be made by Child Care Providers.

(Minimum Qualifications, Continued):

- 5. Willingness to learn from work experience and to handle job assignments.
- 6. Initial clerical and typing skills. (Optional)
- 7. Chauffeur's license.

CITY OF PORTLAND
Human Resources Bureau
Training and Employment Division
Public Service Employment
Request for Proposal

This page must be completed
and submitted
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Submit only one job description of each job title you are proposing.
Please be specific.

CETA Position

Job Description

CLERICAL/RECEPTIONIST

Agency: Child Care Coordinating Council (4-C), District 2

Project Title: CHILD CARE DEMONSTRATION PROJECT

Job Title: Clerical/Receptionist No. of Positions Requested: 1

Worksite Address: Child Care Coordinating Council, 1110 S.E. Alder, Portland, OR

Work Schedule: 8:30 a.m. to 5:00 p.m., Monday through Friday

Description of Duties: (100% of time devoted to duties listed)

1. Answer phone.
2. Take phone messages.
3. Give program information over the phone.
4. File.
5. Use xerox, postage machine.
6. Type 40 wpm.

Minimum Qualifications:

1. Punctual.
2. Dependable (daily job attendance).
3. Organizational skills.
4. Ability to master detailed work (filing).
5. Ability to alphabetize.

CONTACT PERSON: Beth Cantu

Phone: 238-4320

Immediate Supervisor: Beth Cantu

Title: Secretary

Monthly Salary for position: \$642.00

Fringe benefits offered: two-week annual vacation, health insurance, unemployment

TRAINING

Abstract

This proposal submitted by Portland Community College for a training and support system program for family day care providers and for a selected group of center care givers is designed to show that an initial training program with subsequent in-home or center supervision and a structured on-going support system will increase job effectiveness and satisfaction and thus reduce the turnover rate, particularly for family day care providers.

Narrative

Quality family day care has consistently suffered from an enormously high turnover rate of providers. It is believed that a prime contributor is the feeling of isolation that these individuals feel. A study conducted by Emlen, Sullivan and Lietke* indicated that a training-support system gave the care givers a "greater feeling of competence and less feeling of emotional drain." It also gave "opportunity for identifying needs of individual children in family day care and helping them deal with disruptive events in their lives." The study concluded that "The isolation of family day care arrangements from supportive services is a common criticism for this form of day care."

It is the goal of this program to provide initial training and a carefully structured on-going training and support system to show that these two elements can reduce the turnover of family day care providers.

Family day care providers are generally not motivated to absorb large amounts of theoretical information about child development, management, parenting skills or other topics pertinent to their roles. Nor would providers gain a great deal from exposure to successful practioners who have neither the skills nor the time to communicate successful techniques. What is needed is a training resource that blends theory and practice and provides on-going professional support to participants. This training must be geared to the wide variety of educational and cultural backgrounds of these prospective and traditional classroom instruction. This program will be designed specifically for the participants in this program.

The training project design includes a four-week orientation training session

*"Mixed-Model Day Care: A Study of West Tuality Day Care" 1976

that will encompass the following content areas:

1. Orientation to Family Day Care (or Center Care)
2. Impact of Out-of-Home Care
3. Health and Safety
4. Nutrition
5. Child Growth, Development & Guidance
6. Educational/Development Activities

Following this training session the participants will be placed in selected child care centers. A staff member or members at each center will be designated as the on-site trainer who will work closely with the college trainer to provide the participants with a wide variety of experiences with children and give feedback and support. The college trainer will visit the center once a week for a two to three hour session, observing and meeting with the participants and the on-site trainer. During the initial training month participants will be scheduled for observations in selected family day care homes following the center training session. Three neighborhood based support/training groups will be held weekly in North, North East, and South East. One hour will be devoted to training and one hour to group support and interaction. Each month, full group meeting will be held in a participating center training site. By the end of the project it is anticipated that participants would have acquired sufficient skills and group rapport that the support network should continue independently.

For those participants who complete the initial 4 week training, the 4 week center on site training, 7 months of on-the-job-site training with concurrent training and support sessions, Portland Community College will grant 36 credit hours and a certificate in Child Care Training or Family Child Care Training.

TRAINING PROGRAM GOALS

Goal:

1. Develop and refine a new approach to training for Family Child Care providers.
2. Maintain a more stable supply of care givers in the field of Family Child Care through training and a support system.
3. Through training and support, provide an avenue for Family Child Care providers to improve the quality of care and feelings of worth and importance.
4. Enable an empower providers to maintain the support system established through the training program after Funded Programs diminished.

Productivity Indicator:

- Participants will evaluate the effectiveness of the training. Revisions will be made based upon these evaluations.
- Using the current established baseline percentage of turnover, show a reduction of this figure by 50%.
- Consistent records and documentation will be maintained in order to evaluate job satisfaction and effectiveness in working with children.
- An informal association structure will have developed.

EDUCATIONAL OBJECTIVES

1. Orientation to Family Child Care:

Understand the full spectrum of Family Child Care as an occupational choice.

Become aware of the variety and types of employment opportunities in the field of Family Child Care, and assess personal qualifications for these career possibilities.

Realize the necessity of positive mental health for Child Care givers.

Become more aware of one's own values, and how those values affect the lives of the children in the home provider's care.

Recognize the validity and role of Family Day Care in the field of Early Childhood Education.

2. Impact of Out-of-Home Care:

Explore and understand the current and future implications of group child care on the child.

2. Impact of Out-of-Home Care (cont)

Develop an awareness of the variety of life styles which children live in and understand why the provider needs this information and how it will be used.

Begin to enable Child Care givers to help children adjust socially and emotionally to group care settings.

Begin to understand how a positive environment for group Child Care can facilitate a positive self-image, an atmosphere where children can use peers as resources, and provide a non-sexist, multi-cultural and multi-racial orientation.

3. Health and Safety:

Demonstrate knowledge of preventive measures necessary for a safe home environment including rules and policies for safety of buildings and equipment, field trips and walks.

Demonstrate understanding of rules for children's safety during indoor and outdoor activities.

Understand techniques for responding to illnesses and emergencies.

Develop a system for health information record keeping.

Acquire skills necessary for teaching young children good health habits such as teeth brushing, hand washing, toileting.

Demonstrate skill in applying basic first aid to children and assemble a first aid kit.

4. Nutrition:

Demonstrate a knowledge of nutritional needs and dental development in young children.

Develop an understanding of foods that meet children's nutritional and dental needs.

Demonstrate ability to plan and prepare nutritious meals, snacks and cooking activities for children.

Gain some understanding of USDA requirements and methods for reimbursement.

5. Child Growth, Development and Guidance:

Some understanding of the stages of physical, emotional, social and intellectual development as experienced by children (conception through the six-year-old).

Recognize how these developmental stages, and the adult reactions to them, affect the child's self-esteem and behavior.