

ENROLLMENT

Age Group	Capacity	Current	Openings	Nov FTE	FTE Needed Budget
Toddlers 1-2 yr olds	18	18	0 - on 12/30/19 1 starting; 1 moving up	17.85	15.3
Preschool/ Daycare 3-5 yr	30	29	0 - 1 moving up from toddler	27	25.5
School Age K-5 th grade	30	31	0	30.84	33
Total	78	78	0		

FINANCES

Expense:

- November was a 3 pay period month, since we pay biweekly we had 6 weeks of wages compared to 4 weeks of income. December will have 5 weeks of income and 4 weeks of wages so we should be able to make up some of the deficit this coming month.

Tuition Billing

- Tammy will be taking over the tuition billing/family accounts beginning 12/30 and will be using brightwheel our current communication app. This will allow parents to have access to their statements, payment history and manage their account at anytime. We will also be adding a credit card option but parents will be automatically charged the merchant fee of 2.9% when using credit card. We have 5 families currently paying by check or cash. They will be allowed to continue to do so but will pay a \$5 per payment transaction fee, as those payments have to be manually entered and the payments brought to the bank. All drafts from a bank account will be at no cost to the family.

This process of switching over has been fairly time intensive the past couple weeks as I needed to update the tuition policies, payment authorization form. I also created onboarding instructions. The reoccurring billing charges also need to be entered. However, once all this is completed, I will need to add manual payments, make updates, add one time charges and add free day credits.

SURVEY

In the past month we did a parent survey to get some feedback. We have had 16 responses. We had ratings of 1 to 5 of several different areas with the option to comment in each area. We rated 4s and 5s except there was one 3 sprinkled throughout. My favorite question/responses is below because it demonstrates we are indeed fulfilling our purpose of being an outreach.

How does being a part of the Children's Center bring value to your family?

- Peace of mind that they are learning and enjoying their time when I'm at work!
- The values that our boys are being taught at Good News coincide with our family values. The Bible studies and teaching that they are learning at Good News help you spark family conversations about the Bible daily.
- Having our kids in a safe place where they learn skills and about Jesus is a perfect fit for our family.
- We know our kids are safe and learning. They start talking about their days as soon as we are in the car driving home.
- Faith based learning and good social interaction
- Faith based, educational
- Faith and support
- Christian based

WAITING LIST

Our waiting list is for families who are interested in attending our program, but we do not have openings for. Megan (asst director) contacts families on the waitlist every month or two to see if they are still interested. This keeps our list current so when we have an opening we can refer to the list and see if the opening fits any of those on our waiting list. They then can decide if they are interested and have a week or two to enroll.

Our current list has....

- Unborn babies* - 2
- Infants* - 2
- Toddlers - 3
- Preschool - 9
- School Age - 10

* on list for when child turns 12 mths

Focus for Dec/Jan

- Prepare transition to Brightwheel billing
- Prepare for summer enrollment
- Update our marketing brochures
- Christmas Program
- In house training plan 2020
- Team Meeting Training Guides

HOW YOU CAN PRAY

- Jasmine Scotting, who helps in the 1 yr old room and leads the K & 1st grade after school has taken in her 18 month old niece and will be guardian for undefined amount of time quite possibly years.
- Transition of billing and finances would go smooth
- We have had several cases of lice in our school age rooms. We have one family that is having a hard time getting rid of it but gets defensive when we talk about it. Pray that we are able to work through it and that all cases will be gone.
- Health - it is cold and flu season. Pray that the children and teachers are able to stay healthy.