



## **Jericho Kids' Club Child Care Society Annual Report**

**2019 Annual General Meeting  
Monday June 10<sup>th</sup> 2019**



# Jericho Kids' Club Child Care Society

## AGENDA

**6:30 pm**      **Welcome and Introductions**

**Staff:**

Candace Mangone	-	Bayview Program Coordinator
Natalie Ho	-	General Gordon Program Coordinator
Johnny Lazazzera	-	General Gordon Program Coordinator
Siobhan Hyde	-	Southlands Program Coordinator
Cecily Genner	-	Administrative Manager
Wesley Wong	-	Program Manager
Tyler Summers	-	Executive Director

**2018/2019 Parent Advisory Board of Directors**

Heather Harley  
*Bayview*  
*CHAIR*

Earl Dyer  
*General Gordon*  
*TREASURER*

Sarah Jane Damiani  
*Bayview*  
*MEMBER AT LARGE*

Clint McGuire  
*General Gordon*  
*MEMBER AT LARGE*

Michelle McCarthy  
*Southlands*  
*MEMBER AT LARGE*

**6:50 pm**      **Presentation: "Documentation"**

**7:20 pm**      **Annual General Meeting**

2018/2019 Financial Statements  
Election of JKC Board of Directors for 2019/2020  
Closing Comments

**7:40 pm**      **Light Dinner**

## **Bayview Annual Report**

JKC Board and Members,

How fortunate I've felt to work alongside the children at Bayview in both programs as their coordinator this year. New to JKC but not new to the world of education and childcare, I was focused on getting to know the children, our families, staff and the school community. I've achieved personal growth becoming certified in Safe Spaces and completing a 36-hour course of instruction in Intro to School Age Child Care. I regularly take the time to practice and share my learned insight and knowledge with staff. Together as a team, we focus to identify what zone a child is in, promote the check-it-out model and practice peaceful conflict resolution strategies.

A main goal of mine as an educator has always been to integrate documentation that showcases the creative, hands-on activities, centers and self-directed play that unfolds throughout programming. Documentation boards at Bayview have proven to be a place where moments of meaningful engagement from the previous weeks are displayed. Children often stop to reflect, "hey that's me" or "remember this!", while families can catch up on what's been happening with a quick skim through the binder that's been accumulating since September.

Our lunchroom underwent a room rearrangement when a new "special interest" area was developed specifically from the voices, needs and interests of older kids. New furnishings, plants and a fish tank (multiple fish and snails included) were introduced, and a space was created where all ages go to hangout and have conversations, read a book, play a game and enjoy snack. Wednesday's screen time in the lunchroom launched the Wii switch; designed so children can sign up and rotate turns while they learn, teach and cheer on one another together as a group. I saw a common bond shared while strengthening their hand eye coordination and having fun.

The kindergartens and grade ones have thrived this year with their limitless imaginations. Puppet shows, plays and socio-dramatic play evolves when they transform into ninjas, animals, teachers, restaurant owners, playdough cookie bakers and tea party hosts. From interests in marble runs and inclines, loose parts and natural outdoor materials to sensory bins, board games, puzzles and plus plus, this active and artsy group arrives full of energy and with lots of stories to tell!

One of the more memorable field trips this year was tubing and tobogganing at Seymour Mountain, a first for some children. Moving here from Ontario, I'm no stranger to the snow but being able to experience this new excitement with them was a bonus! Another success was 5 and 10 pin bowling last

month. Proud moments shined on many faces landing a spare or strike and the OK boys invited me to play on their lane... it was a very close game, I only won by 1 pin.

Looking towards summer, I'm eager to continue challenging my abilities, creativity and passion, all while working alongside the strong and supportive team that I do, here at Jericho Kids Club.

Candace Mangone

Bayview Program Coordinator

## General Gordon Annual Report

JKC Board and Members,

What a wild ride its been jumping in halfway through the school year! After spending many years as a program leader, it has been a privilege to take on more responsibility and to grow with the organization. Taking on this role has been a humbling experience that has offered a lot of learning opportunities. I've experienced a lot of joy and gratitude getting to know the families and teachers who are all working hard to give their best to the kids in the community.

There have been a couple of first-time experiences that General Gordon has encountered this year. This was the first year that the LYSH (little yellow schoolhouse) opened for our kindergarteners. Having spent many years at JKC I saw the benefit that the kindergarteners were able to experience by having a space of their own. The kindergartners were able to learn the values of being fair, safe and kind amongst themselves before they transition into the larger community next year. Another first for General Gordon was having two coordinators running the three programs. It has been a wonderful experience sharing the program with Johnny.

This past school year has been filled with some memorable moments. My favorite has been The Zombie walk that brought ghouls, blood and green children terrorizing the streets of Kits during the week of Halloween. A competing memory, however, was when the kindergartens went bowling for the first time. Thank goodness for lane bumpers. Other honorable mentions include the Beyblade craze that swept through younger kids and the LYSH, as the kids spent hours yelling "3! 2! 1! LET IT RIP!". Then there was the fort building day as the kids competed amongst their pods for who could build the best fort. They made some incredible structures with the supplies in the room.

During the past couple of months, the kids have shown their great ability to be creative as they made extraordinary creations with hot glue and popsicle sticks. They made beautifully colorful creations such as rainbow loom necklaces, hama bead pineapples, lava lamps and potions. Within the program, the kids found clever ways to use masking tape in any shape or form. The kids were also able to express their creativity in the kitchen as well as gain basic skills. Younger kids made pretzels in various shapes like Mickey Mouse, butterflies, hearts and even tried to make one of our staff. The kids also were able to learn how butter is made and understood the amount of effort that goes into its making. It has been such a great experience being able to bring the kids into the kitchen.

As the year wraps up, I've had a lot of rewarding experiences while being a coordinator at General Gordon. I've gotten to train a whole new team, see their insights and have them challenge and expand my own understanding of providing quality childcare. I've also seen them grow and make quality relationships amongst the kids and their families in our program. I feel proud of the hard work and dedication that the team has provided to all the families at General Gordon.

Finally, thank you to the families of General Gordon for being the back bone of our program. Without your constant support, the program would be not the same without any of you. Thank you for making us feel like a part of your families.

Natalie Ho

General Gordon Program Coordinator

## General Gordon Annual Report

Dear JKC Families,

As we turn the page on another exciting and event-filled year at JKC, I would like to take this opportunity to thank you all for the continual support you have provided both to your child(ren), JKC, and myself in my first year as program coordinator. It has been a pleasure and a privilege sharing memories and learning with the children at General Gordon; to hear of their goals and hobbies and see their personalities grow. We have worked concertedly to ensure each child in our care emerges from the year more independent and confident in their abilities. Their social, emotional, and cognitive development as well as their gross and fine motor skills have been demonstrated throughout a variety of activities, on trips, and during self-directed social play. We have continued to practice self-regulation techniques using our colour coded zones language. We are now more capable of recognizing our emotional triggers, our emotional states and their corresponding zones, and how to effectively return ourselves back to a controlled and regulated state of alertness.

In the first half of the year while sharing coordinator duties with Molly, I spent a lot of time developing new games and activities for our older kids that centred around their interests. Following the addition of our newly donated sound system we began our weekly music, TV and movie trivia. Another exciting addition were the dodgeballs into our gross motor programs, which we've used to play games like Meteors and Popcorn in the gym. When the temperature outside began to rise, we enjoyed playing Man Hunt, STAR and Badminton. Over at the craft table, we've created museum ready works of art out of Hamma beads, salt dough, and coloured sand. We have also taken pleasure in a variety of sensory activities, the most popular of which I'm sure is still clinging to your carpets – yes, Slime! When it came to making slime, our JKC kids transformed into doctorate level chemists. I admired watching many of them help teach and facilitate slime making for our younger kids and kindergarteners. Through the year, our OK's have proven to be much more than just "OK"!

If you've glanced at our divider wall on your way in to JKC, you've seen the many pictures and works of art the kindergartens and younger kids have put on display. During the Halloween Zombie

Walk, inspired by our Program Leader Derek, the kids created clothing, wore face paint and perfected their acting skills to imitate a hoard of undead. We apologize to anyone who was in the neighbourhood at the time, and genuinely thought this was the start of a zombie apocalypse! When they weren't being Zombies, the kindergarteners and younger kids found an interest in bug collecting, rainbow loom, putting on talent shows, and making gigantic bubbles. We've enjoyed trips out of the centre to Granville Island, where the kids learned about managing spending with their gaming tokens; bowling, UBC pool, Science World, Kits Beach and more. I've enjoyed reading them stories over snack and listening to them tell about their weekend trips and days at school.

Once again, thank you to all the children, parents and staff for making this an unforgettable year at JKC. To my co-coordinators Natalie and Molly, thank you for your kindness and instruction. The memories we've shared and friendships that have grown stronger since September will be cherished for a lifetime. I wish you all a safe and fun summer.

Johnny Lazazzera

General Gordon Program Coordinator



## Southlands Annual Report

Dear JKC Members,

Here we are at the end of another school year – I can't believe how quickly time has passed! I was impressed this year by both our staff and children at their willingness to embrace new routines, games and activities.

This year at Southlands we spent a lot of time playing group games and developing our skills in cooperation, compromise and conflict resolution. One of our favourite games was called "Wizards, Elves and Giants", a game that is similar to "Rock, Paper, Scissors" but involves full-body movement – once it was introduced it became an instant classic! We also worked on a number of creative arts projects, which was rewarding to me as I feel this is an area of strength in my work. We enjoyed connecting our creative arts projects to concepts and ideas that we were discussing in the program. When learning about Zones of Regulation, we made our own stress balls, and when someone started reading Harry Potter, an interest in magic was sparked and we spent several days in our own potion making class. Our weekly baking club inspired an interest in food science, and we tried a number of experiments with food, including creating edible slime! It was a joy for me to see a discipline that I am passionate about spark a similar passion in our staff and children. We also had a number of fun field trips this year. A few of our favourites have been glow-in-the-dark bowling at Grandview, Granville Island Adventure Zone, and our super spooky costume party!

As I reflect on what a blast I've had at Southlands this year, I have a heavy heart as this is my last year as a Program Coordinator at JKC. I will take nothing but awesome memories of the warm and welcoming community at Southlands – it truly has been "an exciting place to be"! I welcome Paloma into her new role as Program Coordinator at Southlands, and I am confident that her energy and passion will make her a great fit for this program.

Siobhan Hyde  
Southlands Program Coordinator

## **Administrative Manager Annual Report**

JKC Members,

As I finish my first full year in my role as Administrative Manager, I appreciate the opportunity to reflect on my work within the organization as well as within the frame of my own professional development.

A theme that arises in my mind for this year is “digitization”. A significant amount of my learning this year has been focused on new administrative and organizational systems that we have implemented to improve efficiency in our office and in our programs. Last year at this time I was in the midst of training on our new registration and billing software, ChildcarePro. We launched the software at the beginning of this school year, as most of you are aware. The use of this system has certainly streamlined the billing process and as I become more comfortable with its use there will be more benefits we can take advantage of. We also moved our break-time registration from a paper-based system to an online system through our website. Another learning curve for me but overall a more efficient system for registration tracking and easier, in the long run, for parents to complete. We have continued to use an app-based scheduling system from Microsoft which has provided an efficient communication tool for staff. This platform is, however, being removed by Microsoft and we are in the process of moving to another of their platforms, so I will continue to practice with online scheduling there. Finally, in 2019 we moved to a paperless payroll system. Our employees are now able to access their paystubs and tax information digitally through our Ceridian’s self-service portal. So far this has been a successful change and I am happy to be saving a decent amount of paper waste each month!

This year I was able to get involved in a project at Bayview with our Older Kids program. At the end of 2018, Candace and I worked with our Grade 4-6s on improving their space at JKC and a prioritized request was that JKC had a pet. This initiated a number of ongoing discussions about what kinds of pets would be happy in our space and what caring for a pet at JKC would look like. After much discussion, we agreed that caring for fish was manageable in our context, and I set off to learn about keeping fish! We have always had pets in my household, so I felt especially connected to this project and the excitement that the kids felt in making an animal a part of our community. While I’ve had many cats and dogs cycle through our household, fish was a new domain for me – many thanks to Graham at Noah’s Ark for his expertise and patience with my never-ending questions (I can now promise you that cats are easier than fish!). Candace and I worked with the kids on setting up a new space for our scaly friends, preparing the

tank, and finally choosing our fish and introducing them to their new home. Many thanks for Candace for taking the lead on daily feedings and tank cleaning. I was very impressed with the ownership the kids took for the fish and the space – creating a name chart complete with pictures, helping with cleaning, and introducing the younger kids to the space. It was wonderful to see the connections and social-emotional learning that the new centre created in the space. After a very short amount of time, we suddenly (and unintentionally) had six babies! Two males were taken to Noah's Ark to be rehomed, and the remaining four females stayed in our tank. Unfortunately, soon after we lost all the parents in that species to illness, but our babies are still growing and thriving! The remaining fish will be returning to Noah's Ark at the end of this school year, as we do not have space for the tank during the seismic upgrade. I hope that we will have the opportunity to work on a similar project again in the future.

I continued to focus my professional development this year on my studies at UBC in Social Work. The courses I was enrolled in this term were well developed and challenging. I studied topics such as income security, the history of social work practice, social work theory, practice models, intake and assessments, and the different areas of casework. The work I studied this year was a great motivator and made me all that more excited to apply for the program soon.

I also started a volunteer position with Vancouver Coastal Health this spring. The program I am working with matches volunteers with at-risk new mothers who need support at a vulnerable time in their lives. I meet once weekly with a family and provide support by helping with the children and spending some one-on-one time with the mother. In this position I have been able to develop my skills in relationship-building, interviewing, and assessment in a supported and well-resourced environment.

I very much appreciate our flexible work environment that allows me to pursue my studies and other professional development.

As this year comes to a close, I will be focusing primarily on our summer program and plans for the Bayview seismic upgrade process. While summer progresses as usual, working through a seismic process on the administrative team will be a new experience for me. Much of this year has been a waiting game as details are sorted out within the school, we are nearing the point of finalizing decisions and closing down our program at Bayview. I look forward to seeing our program come together in the new space.

As always, I offer my sincere appreciation to all the families in our program for their participation; to our board for their hard volunteer work; and to my colleagues and our staff team for their continued support.

Cecily Genner  
Administrative Manager

## **Program Manager Annual Report**

Dear JKC Members,

With a full year and a half of being in my role as Program Manager, I've gained more confidence in my ability to be successful in my position with continued support I receive from Tyler, the parent board, and my colleagues and staff.

### **Administrative**

Over the past fiscal year, we've hired a staggering 27 new employees in Program Leader and Program Coordinator positions! It's been a fun and valuable experience interviewing, training and facilitating each of their personal growth and development.

On the backend side of things, working with childcare licensing, we've slowly transitioned to all things digital to be more environmentally friendly and to keep up with technology. Having our various documents including children and staff files being more accessible on a secure device has helped a lot with our day to day efficiencies. All staff are now accustomed to typing up small snippets of the children's days, which ends up on my desktop to keep informed on what's happening at all three sites and to provide support where it's needed. This has helped immensely in alleviating my inability to be at three places at once.

### **Programs**

This school year, with our large turnover of staff, I wanted to create and sustain structural pieces that put all staff in positions to succeed, regardless of which site they're working at. This meant putting a large emphasis and refocus on the Primary Care Giver model; ensuring all the staff were given the tools and strategies to provide a high quality, fun environment for all our children. Our Program Coordinators have worked tirelessly in coming up with and developing more fun and vibrant activities and experiences to offer the kids.

In our never-ending quest to find more space, we worked closely with Mosaic Montessori to license the Little Yellow School House for 20 more spots. We have built a stronger bond and relationship working

with them throughout the year, working through challenges and building a solid foundation for the future.

### **Community Programs**

Community Programs this year continued to be strong and popular and the demand for new programs were continuous! New programs included Graines de Chefs & Sole Girls.

Returning programs included the always popular Skiddery Addery, In the Spotlight, Digital World Builders, Python Programming, as well as Hockey Heroes, Dungeons & Dragons, Undertoe Skateboarding, KidsFit & Mad Science. I look forward to figuring out spaces available to us next year at Queen Elizabeth so we can continue forward and hopefully add more programs!

### **Professional Development**

This year, I was able to continue in my position as Chair on the School Aged Child Care Association of British Columbia. The position has continued to provide me the opportunity to connect with the greater school age and childcare community. We successfully ran two conferences, one in November with presenters Jessi Lee Jackson & Jess Rathwell – *From Typical to Troubling: Children's Sexual Behaviours* and one this past May that included two workshops; *Friendship, Self-Esteem & Self Confidence in School Age Care* by Christie Akhurst and *Intro to the Zones of Regulation* by Megan Dunphy & Christine Rao. In April, I had the opportunity to sit in as the SACCA representative on the Centre of Interdisciplinary Research and Collaboration in Autism (CIRCA)'s Child Care Resources and Training Advisory Committee. Karen Bopp, the Director of Provincial Outreach and chair of CIRCA is tasked with developing Autism training for varying professional sectors in the next three years.

Lastly, I was able to partake in Crisis Prevention Institutes Facilitator's training on Nonviolent Crisis Intervention. All staff have now all been trained in recognizing varying stages of behaviour levels and appropriate steps to help alleviate situations.

### **Personal**

This past year, I met my long running goal of mine in running a sub 90-minute half marathon with a time of 1:29:49 at the First Half in February! I've transitioned my focus into running fast 5 and 10 km! I had the opportunity to travel to New York for the first time, along with visit family in Toronto. This past May,

I spent 10 days in Rome and the Almagi Coast eating all the pasta and pizza, the seafood, gelato and drinking all the wine.

I look forward to all the fun and challenges summer program and the new school year will bring.

Wesley Wong  
Program Manager

## **Jericho Kids' Club Child Care Society**

### **Executive Director's Report and Annual Review**

**2018/2019**

#### **Awesome Summer Adventure 2018**

Summer 2018 was our last year at Bayview Community School in its current form, marking the end of two straight decades of Awesome Summer Adventures in the aging lunchroom and carpeted room. Summer 2019 enrollment is essentially full in all weeks and will be the first summer offering our program at the General Gordon location (in its newest form). Increasing our licensed capacity at General Gordon from 60 spaces to 80 space in September 2018 has allowed us to maintain our usual summer capacity of 78 spaces. We continue to have a strong 'captive audience' with enrollment being primarily current members.

We anticipate a summer full of new adventures, hot days and cool snacks. Slip, slap, slop on the sunscreen!

#### **Bayview Seismic Project**

We experienced a decrease in enrollment during the General Gordon school replacement process. This has not been the case so far with our Bayview families. 71 families have confirmed child care spaces in the fall. Thankfully, we have just received word that we have access to four rooms that *should* be licensable for all 71 children. As you read this, we are working with The City of Vancouver, Vancouver Coastal Health Child Care Licensing and The School Board on an unfolding journey complete with development permits, measuring tape, operational plans and unexpected surprises!

#### **Registration**

Bayview has been full all year with a small waitlist and Southlands has hovered at 35 children with 5 spaces available. General Gordon has our most critical waitlist with 65 families in various states of panic. To complicate the high need for space further, the General Gordon administration has implemented restricted access to the multipurpose room in September 2019. For the past couple of decades, we have maintained a one-hour afternoon set up time before children arrive (2:00pm-3:00pm) and in September, for the first time, we will not have access to the General Gordon multipurpose room until 2:30pm. We have analyzed how this will impact our program and have determined that we may have to



restrict enrollment and augment elements of our high-quality programming to support the reduction in our key set up time.

### **Staffing**

Our Administrative team has conquered a very dynamic year at the helm. Thankfully, we've had lots of practice over the years responding to hiring, training and unexpected staffing situations. Our Coordinator team has changed significantly over the year. Siobhan Hyde and Johnny Lazzara are off in search of teaching careers and Molly Genner was snapped up by the school board as a Student Support Staff. We are very happy to have Candace Mangone staying on as our most senior coordinator and Paloma Corvalan taking up the reigns at Southlands. Nate Hyde and Shane Kumar are stepping in as summer-only coordinators. Natalie Ho took over for Molly Genner when she jumped over to the school board and will stay with us through the summer. We are still in the process of minting our September Coordinator team. We will make announcements when we figure it out!

Our front-line staff (Program Leaders) continue to be the face of the organization, meeting each day with enthusiasm and determination. We have an excellent team of staff members coming together for our summer program and feel confident that we are about to deliver our most awesome summer adventure to date.

### **Professional Development**

This year, Wesley and Cecily both completed robust training in non-violent crisis intervention. The training has already positively influenced our staff members through evening staff training and has served to shine up some of our policy language as it pertains to restraints and guiding unexpected aggressive behavior. Candace Mangone successfully completed a 36-hour school age child care pilot course developed and taught by yours truly through Vancouver Community College. Both Wesley and I continue to serve as board members of the School Age Child Care Association of BC, with Wesley completing his second year as chair. Several of our staff have attended workshops hosted by SACCA BC this year.

## Grants

**Canada Summer Jobs:** Once again we applied for and received funding from the Federal government for up to \$19,000.00, to support the wages for 4 summer student positions. The grant provides funding at the minimum wage level for 8 weeks and we top that up to our regular program leader wage.

**ERRR now called BC Maintenance Grant:** We want the old ERRR grant back! We used to be able to fairly easily apply for up to \$2,000.00 at each site for furniture replacement under the Emergency Repair and Replacement Grant. The BC Maintenance Grant started off great, with more options for our programs and a \$10,000 limit for each licensed space, however, the funding was depleted within the first month of its opening. The government then restricted the criteria for eligible purchase and as a result all we were able to buy was a refrigerator. That's it, that's all. The good news? I did not count on grant money coming in for our upcoming 2019/2020 budget. Phew.

**CCOFP and Supported Child Care:** We continue to receive funding through MCFD for both of these grant streams however we opted in to a fee reduction program this April that knocked \$100/month off our fees for Kindergarten aged children. Moneys received through the grants are directly connected to program registration numbers.

## Community Relationships

This year has been a roller coaster ride. Developing and maintaining positive community relationships is such an important piece of the JKC experience and can be at times, very challenging work. We've learned a lot about the importance of reframing unexpected challenges in a light that elevates our purpose; being to serve the families and children. It can be equally challenging to share our purpose with stakeholders that might struggle to see things from our perspective. I am confident that our years of good work in the community will illuminate a pathway to success for our collective learning community. Our years of child care sector development with SACCA BC, my newly appointed seat on The Provincial Joint Child Care Council and our seat at The Child Care Administrator Network keep us connected to a group of like-minded folks with similar hopes, dreams, goals and most importantly resources.

I would like to acknowledge the kind and supportive relationships we enjoy at each of our schools. Thank you to the school principals, teaching and resource staff, engineers and administrative assistants at each location.

**Jericho Kids' Club Board of Directors**

On behalf of myself, the staff and organization, I would like to sincerely thank the JKC Board Chair, Heather Harley, treasurer, Earl Dyer and members at large, Clint McGuire, Sarah-Jane Damiani and Michelle McCarthy. After several years of extraordinary service on the JKC board, Earl Dyer is stepping down and we are very excited to have Erika Cedillo stepping on as a member at large.

Tyler Summers

Executive Director

## 2019 Annual General Meeting:

### AGENDA

1. Acceptance of Agenda: *motion*
2. Acceptance of 2018 AGM minutes: *motion*
3. 2018/2019 Financial Statements: *motion*
4. Election of JKC Board of Directors 2019/2020
5. Closing comments – Tyler
6. Adjournment: *motion*

## 2018 ANNUAL GENERAL MEETING: MINUTES

### 1. Introduction (Tyler Summers):

- Parent/Staff Introductions

### 2. The Boundaries Program (Tyler Summers)

- What is it?
  - o Learning about problematic and non-problematic sexual behaviour
  - o Developed by Jessie Jackson
  - o Why is this program important?
  - o Training for staff is not currently widely available
- What is typical sexual behaviour?
  - o Range of ages and interest
- How will the boundaries program be consulting at JKC?
  - o Management team attended workshop
  - o Jessie has begun training management team on TAPS

### 3. TAPS (Cecily Genner)

- Talking About Personal Space
- What are the types of touching?
  - Loving touch, Friendly touch, Fix-it touch, Accidental touch, Space Invader touch, Confusing touch, Hurtful touch, Problem touch
- What does a TAPS session look like
  - Not a lecture but a discussion
  - Goal is to open a conversation (child-led)
  - What to do if the touch is not appropriate
  - Primarily focused at age group 5-8 years
  - Boundaries is in the process of developing a curriculum for an older age group

### 4. Accept the Agenda (Tyler Summers)

- Motion to accept by Sarah Jane Damiani
- Seconded by Earl Dyer
- All in favour, no rejections
- Offer by Tyler to send report by email

### 5. Minutes from the 2017 AGM (Tyler Summers)

- Motion to accept by Heather Harley
- Seconded by Clinton McGuire
- All in favour, no rejections

### 6. Financial Statements (Tyler Summers)

- Statement of financial position
  - Short Term/Long Term Deposits: Bayview seismic upgrade, slight increase in interest rates
  - Internally constricted contingency fund: requires board approval
  - Unrestricted Net Access
  - Question: Was JKC accurate in contingency fund after seismic upgrade? Answer: We came in slightly under
- Statement of operations
  - Fees: Strong enrolment numbers, 2% fee increase from 2017

- Grants: Slight increase in childcare operation fund program, ERRR increase to \$10,000, Fee Reduction program
- Expenses: 2.6% Wage increase in September 2017, restructuring of Cecily's role to administrative manager, Minor error in coding resulted in lower food expenses, Additional expense on cubbies
- Office Administration: Increase in computer purchases
- Excess of \$85,000 for this fiscal year, JKC Board has approved a 3% wage increase
- Question: What would be the typical cost for the seismic upgrade? Answer: We do not pay for the rebuild of the school, costs for us would be bussing to other sites, licensing a new space, more packaged snacks. Follow up: Are families paying more for bussing? Answer: No.
- Question: When is the seismic upgrade happening? Answer: Next Year.
- Question: Where is the swing site likely? Answer: Queen Elizabeth Main is likely.
- Question: Would summer next year be at General Gordon? Answer: It is likely.

#### 7. Motion to accept Financial Statement

- Motion to accept financial statement By Sara Shneiderman
- Seconded by Paula Price

#### 8. Heather Harley to take over as Chair

- Earl Dyer to stay on as treasurer
- Sarah Jane Damiani and Clint McGuire to stay on as members at large

#### 9. Motion to accept the Board as it stands

- Motion Accepted by Earl Dyer
- Seconded by Pepe Duarte
- Accepted by all, no rejections

#### 10. Motion to adjourn the 2018 AGM

- Motioned by Nicolas Honorate
- Seconded by Heather Harley
- All in favour, no rejections

**Statement of Financial Position**

1. **Short-Term Deposits/Long Term Deposits:** We have structured the term deposits to mature at a variety of dates across a year in order to maximize on interest rates. We will likely move \$100K from the 90 day into a 3 yr. TD and keep \$150K in a 90-day cashable lock out for seismic usage. We may also move \$50K to \$100K from the operating account in February 2020 once we get a sense of seismic costs.
2. **Internally Restricted – Contingency Fund:** The balance of \$401,432 remains restricted.
3. **Unrestricted Net Assets:** This amount increased during the 2018/2019 fiscal year by **\$71,378** which is the excess of revenues (expenses) for the year.

**Statement of Operations****Revenues**

4. **Fees:** Strong enrollment numbers across all three centers with no fee increase in 2018/2019. Revenues generated from additional licensed space at General Gordon started in September 2018, 5 months into our fiscal year.
5. **Grants:** The increase reflects the increase in registrations as our provincial government **Child Care Operating Funding** grant is registration based and our decision to opt-in to the government fee reduction program has produced an increase in income for 2018/2019.

**Expenses**

6. **Wages and Benefits:** A 3.5% wage increase (Sept 2018) and changes to the Administrative job structure account for an increase over 2018 as well as additional staffing for the increase in licensed space.
7. **Food:** Food costs have decreased as we have improved our purchasing and inventory systems.
8. **Program Expenses:** A decrease in spending from 2018 is a result of higher spending on summer shirts and pinnies coupled with an increase in grant money (BC Maintenance Fund – GG Flex Screen \$6,000.00)
9. **Office and Administration:** Majority of the increase reflects upgrades to the computer systems as well as a 3-year Child Care Pro software payment.

**Excess of Revenues (Expenses)**

10. We have an excess of **\$71,378.00** for the 2018/2019 fiscal year. We have a JKC board approved wage increase of 4% slated for September 2019 and are positioned nicely to handle significant costs associated with the Bayview School Replacment.

Note A: Term Deposit Interest Accrual

Note B: Insurance (Sept/18-Aug/19), VSB Rent (Sept/18-June/19)

Note C: Annual Fee

Note D: Staff Appreciation 12,078 (includes year-end bonus)

Note E: Field Trips 19,765 and Program Expenses 22,173

Note F: Office Supply, Professional Services, Bank Charges, Postage/photocopy, Advertising, Non-staff meeting.

Note G: Accounting/Payroll \$9,435 and Legal \$4,201

## Statement of financial position

	2019	2018	2017
<b>Assets</b>			
<b>Current Assets</b>			
Cash	\$305,227.87	\$209,832.00	\$114,212.00
Short-term Deposits	\$250,000.00	\$438,438.00	\$144,484.00
Accounts Receivable (note A)	\$7,828.63	\$10,794.00	\$10,584.00
Prepaid Expense (note B)	\$9,892.00	\$13,686.00	\$8,665.00
Long-term Deposits	\$475,000.00	\$205,007.00	\$498,645.00
	<b>\$1,047,948.50</b>	<b>\$877,757.00</b>	<b>\$776,590.00</b>
<b>Liabilities and net assets</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$0.00	\$0.00	\$4,748.00
Wages Payable	\$7,408.00	\$7,408.00	\$7,408.00
Parent Deposits	\$49,127.00	\$41,127.00	\$37,025.00
Unearned Revenue	\$11,978.00	\$36,265.00	\$20,359.00
	<b>\$68,513.00</b>	<b>\$84,800.00</b>	<b>\$69,540.00</b>
<b>Net Assets</b>			
Internally Restricted-contingency Fund	\$401,432.00	\$401,432.00	\$401,432.00
Unrestricted Net Assets	\$578,003.50	\$391,525.00	\$305,618.00
	<b>\$979,435.50</b>	<b>\$792,957.00</b>	<b>\$707,050.00</b>

## Statement of Changes in Net Assets

	2019	2018	2017
Balance, beginning of year	\$792,957.00	\$707,050.00	\$678,935.00
Excess of Revenues (Expenses)	<b>\$71,378.00</b>	\$85,907.00	\$28,115.00
Balance, end of year	<b>\$864,335.00</b>	<b>\$792,957.00</b>	<b>\$707,050.00</b>

## Term Deposit Status:

3Y TD	\$50,000.00	3Y TD	\$100,000.00
3Y TD	\$50,000.00	3Y TD	\$100,000.00
3Y TD	\$100,000.00	3Y TD	\$75,000.00
		90 cashable lock-out	\$250,000.00
			<b>\$725,000.00</b>



## Statement of Operations

	2019	2018	2017
Revenues			
Fees	\$827,045.00	\$808,311.00	\$745,570.00
Grants	\$248,471.00	\$181,114.00	\$154,867.00
Interest Income	\$12,316.00	\$8,471.00	\$11,572.00
Community Programs	\$15,980.00	\$9,696.00	\$13,525.00
Membership (Note C)	\$7,462.00	\$6,785.00	\$6,830.00
Fundraising/other	\$0.00	\$123.00	\$843.00
	<b>\$1,111,274.00</b>	<b>\$1,014,500.00</b>	<b>\$933,207.00</b>
Expenses			
Program:			
Wages and Benefits (Note D)	\$798,675.00	\$706,628.00	\$675,673.00
Food	\$58,992.00	\$60,959.00	\$62,047.00
Program Expenses (Note E)	\$41,938.00	\$51,562.00	\$42,855.00
Transportation	\$16,246.00	\$11,457.00	\$14,392.00
Community Programs	\$15,980.00	\$9,696.00	\$13,525.00
Toys and Play Equipment	\$10,019.00	\$9,201.00	\$8,956.00
	<b>\$941,850.00</b>	<b>\$849,503.00</b>	<b>\$817,448.00</b>
Administration:			
Office and Administration (Note F)	\$19,920.00	\$13,878.00	\$7,019.00
Accounting and Legal (Note G)	\$13,636.00	\$9,667.00	\$10,674.00
Insurance	\$9,961.00	\$7,904.00	\$7,361.00
Telephone	\$4,184.00	\$6,305.00	\$7,642.00
Professional Development	\$3,204.00	\$1,871.00	\$2,210.00
	<b>\$50,905.00</b>	<b>\$39,625.00</b>	<b>\$34,906.00</b>
Building:			
Rent	\$39,643.00	\$37,765.00	\$37,168.00
Cleaning	\$1,099.00	\$1,576.00	\$1,071.00
	<b>\$40,742.00</b>	<b>\$39,341.00</b>	<b>\$38,239.00</b>
Other:			
Seismic Upgrade Related/BC Maint Gr.	\$6,399.00	\$0.00	\$14,490.00
Fundraising	\$0.00	\$114.00	\$9.00
	\$0.00	\$114.00	\$14,499.00
Total Expenses	<b>\$1,039,896.00</b>	<b>\$928,593.00</b>	<b>\$905,092.00</b>
Excess of Revenues (Expenses)	<b>\$71,378.00</b>	<b>\$85,907.00</b>	<b>\$28,115.00</b>