

**CITY OF OBERLIN COMMUNITY ORGANIZATION  
FUNDING APPLICATION  
Calendar Year 2021**

Name of Organization: Oberlin Early Childhood Center

Contact Name: Tricia Harrel Phone: 440-774-8193

E-mail Address: tharrel@oberlinearlychildhood.org

Service Address:

317 East College Street

Oberlin, Ohio 44074

Phone: 440-774-8193

Business Address if different from Service Address:

Same

Phone Same

\*\*\*Is your organization part of a larger Federal, State, or Other Agency, Organization, or Group?

YES  NO (Circle one)

If YES, what is the name and total annual budget of the larger Agency, Organization, or Group?

Name: NA

Annual Budget: NA

What is your local organization's annual budget? \$660,500

What amount/percentage goes towards Administration \$90,500 or 9.75%

Prior year (2020) City of Oberlin funding: \$26,450.00

Current year (2021) request: \$30,000.00

Estimated number of individuals you expect to serve: 100 children annually

How many Oberlin residents? 19 currently or 80% of the total served.

(60)

Cost related to serving Oberlin residents: \$ approximately \$12,000 per child\*  
Depends on age of child

If circled "yes" to the above question identified with \*\*\*, what amount of funding is received to serve Oberlin residents from Federal, State or Other agency?

\$ NA

Do other Cities, Townships, Villages, or other governmental unit (not already identified above) provide funding to your organization?

YES NO (Circle one)

**If YES, on a separate attachment list all governmental units, including the amount of funding and funding purpose. SEE ATTACHMENT**

What specific program(s) or service(s) do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the City funding was not granted?

**PLEASE ATTACH YOUR RESPONSE, INCLUDING A SUMMARY AND DETAIL DESCRIPTION – if possible limit to 1 or 2 pages.**

Did your organization receive City of Oberlin funding in the prior calendar year (2020)?  
 YES NO (circle one)

**YES, on a separate attachment, provide indicators of your success as a result of receiving City of Oberlin funding. If the indicators are part of your annual audit, annual report or financial statements then simply note where the information can be found.**

Are these programs or services currently also provided by some other agency, group or organization in Oberlin?  YES NO (circle one)

**If YES, what program or service, and by what agency, group or organization and how does your organization complement or extend the program or service?**

How does OECC complement and extend services?

Oberlin Early Childhood Center compliments and extends services to children and families by:

*1. Providing High Quality Early Care and Education*

There are over two-hundred seventy full day year-round child care providers in Lorain County, and seven in Oberlin of which only three are deemed high quality

by the State of Ohio's Step Up to Quality rating system (Kendal, Child Garden, and OECC). In addition, Oberlin Early Childhood Center ( OECC) this past year were successful in maintaining our 5 Star Rating, the highest Step Up to Quality rating from the Ohio Department of Education and the Ohio Department of Jobs and Family Services for the eighth straight year.

2. Providing Full Day Year-Round Services

Oberlin families have a variety of options available to meet their needs. OECC offers part-day, full-day, 2-day, 3-day, and 5-day options that are available year round. Other programs operate for the school year or do not offer part-day options.

3. Providing Infant, Toddler, and Preschool programming

Oberlin families need high quality infant and toddler care. Only one other center in Oberlin offers services to infants and toddlers, but OECC is the only high-quality ( 5-star rated) center that offers infant and toddler care.

4. Collaborating with Community to Enhance Services & Experiences

OECC extends our expertise into the community through community collaborations and we bring expertise to our facility to benefit the children and families. Due to the pandemic and that we follow the Ohio Recommended Best Practices for Child Care Centers we do not allow visitors in our center.

- o The OberlinKids collaboration has supported our efforts to ensure all children enter kindergarten ready to learn. Our sixteen partners have brought expertise to the area to support our families and their children. Through developmental screenings, parent education virtual sessions, and case management OberlinKids children and families and getting served and systems are changing. We meet virtually each month.
- o Collaborations with community organizations such as the Community Music School, the Oberlin Public Library, Eastwood Elementary, Neighborhood Alliance and Bonner Scholars brings diverse programming to our center. We hope to resume these in person programs when pandemic restrictions are lifted.

5. Offering an Innovative Approach to Teaching & Learning

OECC utilizes an approach toward teaching and learning that is based on the understanding of how young children learn through play and the role that the teacher, family, and environment has in that process. Many centers shy away from this approach and lean toward curriculums that provide a prescribed approach to teaching and learning. We believe children can construct their own knowledge through

exploration and discovery in a supportive and enriching environment based on their interests. Teaching to the natural development of children is more difficult as the teacher's observations are what guide teaching and learning, not a prescribed guide/lesson plan. This approach takes into consideration what is important to the community and integrates that throughout. In this approach parents are a vital part. An OECC Board of Trustees member/parent and the OECC Volunteer coordinator have developed a parent group to support the teachers in the implementation of this approach.

**Other information you would like to provide regarding your request:**

**Impact of Economy on Families Ability to Pay**

OEC OECC faced exceptional challenges in 2020 as we were forced to close for months due to the pandemic. Funding received from the City of Oberlin has allowed us to continue to offer the sliding fee scale by subsidizing the cost for families and allowed us to utilize it as part of operations expenses. Without our funding sources we would not be able to continue to subsidize the cost of care for families at the current level thus placing the burden on the families. In addition OECC would need to lay off staff again and we would not be able to continue to support the low child/staff ratio required for high quality programs. This would cause a loss of our 5-star rating from Step Up to Quality.

Many of our families struggle to pay for high quality child care due to reduction of work hours, job loss, high healthcare costs, divorce, bankruptcy, etc. There has been an increase of low income working families enrolling. This increased the amount we subsidized. As a result, we did not meet our enrollment tuition target and had to go into our reserve to support ongoing costs.

Currently, households who earn below \$50,000 per year continue to pay the highest percentage of their household income. Our goal over the next two years is to transition to a progressive sliding fee scale where no family will pay more than 10% of their household income on tuition

**Tuition Only Covers So Much**

Tuition from private paying families and the Ohio Department of Job and Family Services, only covers 70-75% of our expenses, leaving 25-30% to be sought from grantees and donations. As stated above, we are seeing more families enroll who fall under the \$50,000 bracket on our tuition scale, therefore increasing the amount we subsidize.

**Include the following documents:**

- |  |  |
|--|--|
| -Most recent audit and/or annual report    | -Current Insurance certificate *                   |
| -Most recent financial statements          | *that covers period of funding request             |
| -Your Organizations proposed budget        | - Detail of any funding remaining from last year's |
| -List of your organization's Board Members | -Other items notes in application                  |

### **Success Indicators**

Success for OECC means having the ability to 1) enroll children from families of all income levels into our program, and 2) maintain each child's placement year-round, year after year despite a family's ability to pay. Dollars from grants and donations allow us to subsidize the cost of care by offering a sliding fee scale. The average cost of full time year-round care at OECC for one child on average is \$12,000 per year.

Success for OECC also means continuing to provide services and programming to families to help prepare them for kindergarten. Services and programming include:

- Bi-annual Parent Teacher Conferences
- Early identification of children with special needs
- Nutritious homemade breakfast, lunches, and snacks
- Vision & hearing screening for preschool children
- Dalcroze music lessons after pandemic restrictions are lifted.
- Gardening experiences
- Early Childhood Mental Health services
- Case Management Services
- Virtual field trips through a partnership with University Circle, Inc. for our preschool classroom.
- Many other programs through our collaborations with the Oberlin Public Library, the Community School of Music, Eastwood Elementary School, Oberlin College Work Study Program, and many more after pandemic restrictions are lifted.

And return no later than January 22, 2021 to:

Finance Director  
City of Oberlin  
69 S. Main St. Oberlin, OH 44074

**ATTACHMENT**

**Funding from Other Organizations**

The affordability of the services OECC provides to children and families residing in Oberlin are made possible by the generosity of the City of Oberlin funding. We are very grateful for these dollars and thank you for your continued support and acknowledgement that high quality early care and education makes a difference in the lives of children and their families.

Government Unit	Received in 2020	Estimated to Receive in 2021
US Department of Agriculture	\$24, 939	\$20,000
Lorain County Job & Family Services	\$219, 475	\$200,000

**What specific program(s) or services(s) do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the City funding was not granted?**

The mission of the Oberlin Early Childhood Center is to nurture the healthy growth of young children. To assist in achieving this mission OECC is requesting \$30,000 for the 2021 program year to provide affordable and comprehensive early care and education programming to approximately 100 Oberlin children throughout the year ages 6 weeks through 5 years of age and their families. When parents have high quality affordable care they can work and be productive members of society. We are also requesting to utilize a portion for operating expenses so we can continue to maintain our building in these unprecedented times.

OECC's programming for children and families would be drastically impacted if funding from the City were not received. If funding was not received, we would need to reduce staff hours or even lay staff off. This would have a drastic impact on quality as we would need to increase the number of children one teacher works with to meet our needs or reduce our slots which reduces our ability to serve families. If we were to increase the child to staff ratio in our classrooms we would lose a star and our rating would decrease. The Ohio Department of Job and Family Services (ODFJS) child care subsidy reimbursement rate is connected to each center's star rating. If we lost a star we would also lose funding from ODJFS. This again, would be detrimental to the children we serve as highly educated and experienced, consistent staff, and small class size are critical factors in providing high quality education and care.

## COMMUNITY ORGANIZATION CONTRACT FUNDING PROCEDURE

1. Funding applications handed out to organizations requesting at beginning of year. Applications due back to finance office by end of January.
2. Applications should be checked for completeness and to be sure that all other information requested is included. Call organization representatives if items are missing.
3. Record information on Community Agencies spreadsheet (from Sal).
4. Copy packets for council meeting. Include application, any attachments or letters, budget, and list of Board of Directors. Also include cover letter from Sal and copy of spreadsheet. Scan and save these items on the share drive in the current year folder.
5. When approvals come back from council, prepare and update contracts (can be found in Community Organization Funding folder).
6. Send contracts to the Law Director for signature.
7. Mail contracts and award letter to organizations for signatures.
8. When returned by organizations, send to City Manager for approval signature. City Manager approves community organization funding contract with organization.
9. Finance prepares PO request and submits to City manager for approval (this could be submitted along with the contract).
10. Finance submits check request to City manager for approval with invoice or at predetermined dates as established by the contract/organization.
11. When the October reports come in go to the current "Community Agencies" spreadsheet on the "Reports" tab and note when received and when given to Finance Director.

<b>Oberlin Early Childhood Center</b>	<b>2020 Budget</b>	<b>2021 Budget</b>
<b>Income</b>		
<b>4 Grants and Contributions</b>		
4010 Nord Family Grant	\$60,000	\$60,000.00
4020 Individual Contb.	\$3,000	\$6,000.00
4040 Business Contribution	\$0	\$0.00
4060 Oberlin College Contr.	\$38,000	\$38,000.00
4220 Other Fnd. grants	\$10,000	\$10,000.00
4240 United Way	\$500	\$0.00
4250 Other Campaign	\$3,500	\$3,500.00
4320 City of Oberlin	\$28,000	\$30,000.00
4355 US Dept. of Agriculture	\$26,000	\$20,000.00
<b>Total 4 Grants and Contributions</b>	<b>\$169,000</b>	<b>\$167,500.00</b>
4350 3rd Teacher Fund		
Oberlin Kids	\$94,000	\$0.00
<b>5 All Tuition</b>		
4300 ODJFS - Subsidy	\$215,000	\$200,000.00
5020 Tuition- Private Pay	\$430,000	\$300,000.00
5040 Tuition-Nord Grant	-\$60,000	-\$60,000.00
<b>Total 5 All Tuition</b>	<b>\$679,000</b>	<b>\$440,000.00</b>
<b>Other Income</b>		
5025 Fundraising Income	\$0	\$0.00
5320 Endowment Interest	\$52,000	\$52,000.00
5340 Rental Income	\$2,210	\$0.00
5400 Misc. Revenue	\$1,000	\$1,000.00
<b>Total Other Income</b>	<b>\$55,210</b>	<b>\$53,000.00</b>
<b>Total Income</b>	<b>\$903,210</b>	<b>\$660,500.00</b>
<b>Expenses</b>		
7220 Salaries and Wages	\$547,000	\$400,000.00
7260 Hospitalization	\$37,000	\$29,500.00
7240 All Payroll taxes	\$40,000	\$30,000.00
<b>Total 7200 Salaries &amp; expenses</b>	<b>\$624,000</b>	<b>\$459,500.00</b>
7510 Legal & Accounting fees	\$7,000	\$50,000.00
7520 Dues and Subscriptions	\$1,500	\$1,500.00
7525 Worker's Comp.	\$6,600	\$4,500.00



7540 Staff & Prof. Develop	\$5,000	\$250.00
7545 Property Taxes		\$844.00
7550 Travel Reimbursement	\$500	\$250.00
7600 Insurance Expense	\$11,250	\$10,000.00
7610 Postage, shipping, delivery	\$800	\$1,500.00
7960 Staff Support/Gifts	\$1,500	\$80.00
7970 Contract Services	\$2,000	\$30,000.00
7980 Licensing Fees	\$350	\$350.00
7990 Background checks	\$300	\$300.00
7995 Minute Men fees	\$3,900	\$390.00
<b>Total 7500 Other personnel exp.</b>	<b>\$40,700</b>	<b>\$99,964.00</b>
8110 Classroom Supplies	\$3,000	\$3,000.00
8115 Classroom Equipment	\$5,000	\$5,000.00
8140 Food Purchases - USDA	\$30,000	\$20,000.00
8150 Kitchen Supplies		\$0.00
<b>Total 8100 Childcare Expenses</b>	<b>\$38,000</b>	<b>\$28,000.00</b>
8205 Office Supplies	\$2,500	\$1,000.00
8210 City of Oberlin Utilities	\$26,000	\$26,000.00
8220 Utilities - Gas	\$8,750	\$8,750.00
8240 Maintenance & Program Supplies	\$48,000	\$20,000.00
8270 Office Equipment Rental	\$5,000	\$5,000.00
8280 Capital Expense		
8290 Telephone & Internet	\$5,500	\$5,500.00
<b>Total 8200 Occupancy expenses</b>	<b>\$95,750</b>	<b>\$66,250.00</b>
8350 Fundraising Expense	0	\$0.00
8500 Misc expenses	\$500	\$500.00
8570 Advertising expenses	\$2,000	\$2,500.00
8590 Other expenses	\$20,000	\$0.00
QuickBooks Payments Fees	\$850	\$850.00
<b>Total 8500 Misc expenses</b>	<b>\$23,350</b>	<b>\$3,850.00</b>
OberlinKids	\$94,000	\$0.00
<b>Total Expenses</b>	<b>\$915,800</b>	<b>\$657,564.00</b>
<b>Net Operating Income</b>	<b>-\$12,590</b>	<b>\$2,936.00</b>

## OECC Board of Trustees

**Angela Mavrich – Board Member**

625 Spruce Drive  
Oberlin, OH 44074  
(cell) 412-303-6075  
[Amavrich21@coa.edu](mailto:Amavrich21@coa.edu)

**Kristian Campana - Treasurer**

158 South Prospect Street  
Oberlin, Ohio 44074  
440-225-7161  
[kristiancampana@yahoo.com](mailto:kristiancampana@yahoo.com)

**Ellen Mavrich – Chair**

625 Spruce Street  
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412-818-4600  
[ellenmavrich@gmail.com](mailto:ellenmavrich@gmail.com)

**David Sonner – Board Member**

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**Brook Escobedo – Board Member**

174 Forest Street  
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512-810-3783  
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**Tricia Harrell – Executive Director**

326 Ohio Street  
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419-297-5885  
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