

Objective	Number	Recommendation	Status
Support staff by implementing 1 additional day per semester for a retreat, preparation, recognition, and training. Additionally continuing to work with HR for child care onboarding, full time teachers, and mentoring program.	1.1	Additional time with team to bond	In Progress
	1.2	Additional time for preparation	Ongoing
	1.3	Recognition for high performance on the Classroom Observation	Ongoing
	1.4	Provide additional resources for URPD or CDA training.	Ongoing
	1.5	Hire full time staff, provide additional training, and benefits.	In Progress
Improve learning environment by ensuring teachers are following the schedules, demonstrate evidence of learning, expand the infant room at SCC and evaluate layout in infant and toddler rooms.	2.1	Examine class schedules and increase accountability for following the schedules.	Ongoing
	2.2	Teach teachers about evidence of learning and look for it on a weekly basis.	Ongoing
	2.3	IBP request to expand the infant room at SCC.	Not Started
	2.4	Evaluate the layout of the furniture in the infant and toddler classrooms.	In Progress

Supporting families by offering more resources at Parent Engagement Activities, collaborating with the Bruin Food Pantry for food drop offs, and providing a transition letter at departure to give resources about child care funding/sources. Eliminate the use of cell phones for teacher communication.	3.1	Offer additional information at PEA about WIC, 211, and reduced dental services	Ongoing
	3.2	Bridge service supports. (We think partnering with the food pantry can support this).	Not Started
	3.3	Support the child care cliff of leaving our support, and education on ChildFind	Not Started
	3.4	Choose/explore another option for communication and picture taking.	Ongoing
Collaborate with other departments to enhance services by taking advantage of training by the Center for Health and Counseling, educate other departments, creating additional fliers, and touring health sciences programs.	4.1	Collaborate with the Center for Health and Counseling	Not Started
	4.2	Become more visible	Ongoing
	4.3	Provide training to financial aid, and other departments	Ongoing
	4.4	Collaborate with health science programs to help kids feel more at ease in health/dental environments, and orient students.	Ongoing
	5.1	Meet with Shari Layne	Bi annually

Fiscal goal: balance the CC&FS budget	5.2	Adjust Child Care Rates to increase tuition revenue.	In Progress
	5.3	Develop strategies with the development office to attain more donor dollars.	In Progress
	5.4	Decrease PT Staff work hours and schedule Full Time Teachers to cover more classroom hours.	Complete
Complete audit recommendations	6.1	Financial Reconciliation	Ongoing
	6.2	Collection Weaknesses	Ongoing
	6.3	Contract Management	Ongoing

	6.4	Discounts for CCFS Staff Children	Ongoing
	6.5	Overapplication of Grants	Ongoing
	6.6	Purchases for Employee meals	Completed

Completion date (or anticipated)	Notes
Jan. 2026	We are working to schedule quarterly quality prep days into the yearly calendar. This should help staff with bonding. We are currently requiring weekly 1:1's to encourage conversation.
Jan. 2025	We are currently scheduling full time staff shorter hours in the class to allow staff more prep time.
Jan. 2025	We will plan this for our retreats but also started to use the Classroom Observation/ licensing checks as a continued tool for Monthly meetings with prizes in Dojo.
Sept. 2024	We are continually discussing the URPD and Career Ladder at the monthly staff meetings. We also added a professional development piece into our GPS.
Apr. 2025	I will reach out to Human Resources after Spring 2025.
Oct. 2024	We have examined the class schedules with the teachers but need to work on improving consistency in rooms with infants to meet all of the standards, including outdoor time.
Oct. 2024	After discussion on evidence of learning in October 2024 we have asked teachers to reflect on this evidence as part of their weekly lesson plan reflection.
July 2027	Will put in a request for a quote by October 2025
Nov. 2024	We have looked at options that fall within the scope of the legal perimeters of where the plumbing is and the code regarding sinks. We will continue to look for alternate classroom dividers.

Jan. 2025	We have added info about 211 to our parent bulletin board, and have created a small resource area to the lobby. Resources have also been emailed to parents as well.
Fall of 2026	The request for the Validation Site Visit with our accrediting body was due Jan 2025 and CCAMPIS is due typically in February. These priorities must be met first.
Fall of 2026	With the change in admin at the U for their CCAMPIS students, and current budget constraints of our own department we have paused on moving forward until we address other issues first.
Oct. 2024	We have discussed this at the staff meeting but have paused this for a time period when funding is more abundant.
Fall of 2026	
2025	We are constantly working to become more visible for our student.
2025	Already trained financial aid
2024	Already toured one area.
Sept. 2024	Leveraging our budget analyst's help in modeling and monitoring our complex budgets

Sept. 2024	We adjusted the rates for students, and increased everyone's rates for this Fall 2024. In May 2025 we will move to a sliding scale fee for everyone not on CCAMPIS rates. We still need to finalize these rates and our decision to implement them with SLCC staff.
Dec. 2025	We have met with the Development Office and the Office of Sponsored Projects to discuss unmet needs. We participated with the Development Office in hosting Voices for Children and in the annual Day of Giving. We have also applied for additional grants to support our Native Families with the Office of Sponsored Projects.
Sept. 2024	We immediately started decreasing hours for part-time staff members to decrease cost. We also have restricted spending. This has caused great concern for our staff who feel overwhelmed and overworked.
Sept. 2024	Jeni and Wendy are working to revise this process so that each center matches then the reconciliation will be turned in each month.
Sept. 2024	Jeni is finalizing the procedure and both centers have been tightening up the accounts. There have been significant issues with vouchers due to a delay in their distribution and issues surrounding the changes in the Development Office and audits with Accounting.
Mar. 2025	We met with legal to review our contracts and ensure that we will be in compliance with families who may have their contract expire but continue to attend. Our contract can be digitized but the office team decided to get the contracts written and signed manually instead.

Dec. 2024	CCFS discount was approved
Oct. 2024	We have worked closely with Brooke, Rob and others at the College to improve our processes and ensure that grants are not being over applied. Perkins Funding is only being applied after other sources have run out.
Jul. 2024	We stopped feeding staff and have restricted snacks and treats.