



Board Meeting Date: January 9, 2023

TITLE: 2023 Kids Club Registration Process

TYPE: Information

PRESENTER(S): Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships and Julie Gabrielson, Coordinator of Facilities and Operations

BACKGROUND: The Community Education and Strategic Partnerships (CESP) Department is providing information on a revised Kids Club registration process for 2023 summer programming and 2023-2024 school year programming. The refinement to this registration process is to address challenges for families that occurred on February 15, 2022.

The information presented includes:

- Background information
- New registration process goal
- Feedback opportunities that helped shape the revised process
- Contract acceptance protocol
- Contract priority levels
- Timeline and next steps

Engagement of and/or presentations to have been made to multiple stakeholders to create a new Kids Club registration process. A summary of these stakeholders follows (dates of feedback opportunities and meeting/committee rosters in **Attachment II.**):

- A. EPS Kids Club families through a variety of modes: email, phone calls, face-to-face meeting, virtual meeting, monthly communications
- B. Dialogue and an exchange of ideas with Kids Club program managers to establish registration philosophies to develop equitable protocols and priorities.
- C. Alignment with the district's open enrollment policy
- D. Extensive research of other districts' registration processes
- E. CESP Core Team, Community Education Advisory Council, EPS Cabinet, Parent Leadership Council

Our goal as CESP and as a district is to create a registration process for Kids Club that is equitable (fair and impartial) for families and administratively manageable. Anticipating continued challenges around hiring enough staffing to meet the increased need for after school childcare during the 2023-2024 school year, the CESP Department recognizes that we may not be able to accommodate all contract requests. However, this refined contract acceptance protocol will provide improvements that are much needed within the Kids Club processes.

RECOMMENDATION: No decision is needed on this topic. It is intended as informational. Any feedback from the Board will be used to adjust the registration process before it is shared with families on January 10, 2023.

DESIRED OUTCOMES FROM THE BOARD: The desired outcome from the board is to review the 2023 Kids Club Registration Process Board Memo, slide presentation, and meeting/committee rosters, understand the draft process, and be prepared with questions and input for the discussion.

ATTACHMENTS:

- I. Slide Presentation
- II. Stakeholder Input Communications, Meetings, and Committee Rosters
 - A. Families through a variety of ways: email, phone calls, in-person meeting, virtual meeting, monthly communications
 1. Emails and phone calls
 - a) CESP staff who have taken phone calls and responded to emails - Rachel Hicks, Kim Nooleen, Julie Gabrielson, Annie Schilling, and Dr. Anne Marie Leland
 - b) Ongoing since February 2022
 2. Email updates
 - a) Ongoing since July 2022 to individuals wanting up to date information about Kids Club - started with 700+ individuals on distribution list
 3. In-person meeting
 - a) August 16, 2022
 - b) Approximately 50 Kids Club family members attended
 - c) Presentation conducted by Dr. Stacie Stanley, Dr. Anne Marie Leland, and Rachel Hicks
 4. Virtual meeting
 - a) August 17, 2022
 - b) Approximately 40 Kids Club family members attended
 - c) Presentation conducted by Dr. Stacie Stanley, Dr. Anne Marie Leland, and Rachel Hicks
 - B. In depth conversations with Kids Club program managers to establish registration philosophies to develop protocols and priorities
 1. Kids Club program managers include:
 - a) Jane Tierney, Carrie Proctor, Kaitlyn Mischke, and Tim Falkis
 - b) Meetings occurred - November 28 and December 1, 2022
 - C. Alignment with the district's open enrollment policy
 1. Enrollment staff include:
 - a) Jennifer Christ and Diane Morris
 - b) Meeting occurred - November 29, 2022
 - D. Extensive research conducted by Rachel Hicks of other districts' registration processes
 1. Districts include:
 - a) Wayzata
 - b) Minnetonka
 - c) Bloomington

- d) Eden Prairie
 - e) Minneapolis
 - f) Centennial
 - g) Anoka-Hennepin
 - h) St. Francis, Monticello
 - i) Orono, Delano
 - j) North St. Paul
 - k) White Bear Lake
- E. CESP Core Team, Community Education Advisory Council, EPS Cabinet, Parent Leadership Council
1. CESP Core Team
 - a) Leah Byrd (Early Childhood Coordinator), Cheryl Gunness (Community Programs Coordinator), Julie Gabrielson (Facilities and Operations Coordinator), and Dr. Anne Marie Leland (CESP Director)
 - b) Meetings occurred: ongoing conversations from July 2022 through and informal presentation and discussion on December 6, 2022
 2. Community Education Advisory Council
 - a) Janie Shaw, Amanda Clarke, Heather English, Heather Larson (CESP Department Specialist), Leah Byrd (Early Childhood Coordinator), Cheryl Gunness (Community Programs Coordinator), Julie Gabrielson (Facilities and Operations Coordinator), and Dr. Anne Marie Leland (CESP Director)
 - b) Meeting occurred: December 7, 2022
 3. EPS Cabinet
 - a) Dr. Stacie Stanley, Dr. Randy Smasal, Sonya Sailer, Mert Woodard, Jody Remsing, Jody D. St. Hubert, Natasha Monsaas-Daly, and Daphne Edwards
 - b) Presentation occurred: December 12, 2022
 4. Parent Leadership Council
 - a) Shelby Reitz, Debbie Lyche, Cheryl Barry, Alecia Smith, Charlotte Lefebvre, Nicole Ollhoff, Shaama Chahoud, Stephanie Richert Pullen, Melissa Stiegler, Sarah Valenziano, Hillary Clayburgh, Sheila Shane, Melis Candir, Anne Jennen, Maria Loucks, Erika Ladousa, R. Thomas Ruppert, Kerrie Hecker, Christina Sandok, Kathy Rendleman, Heather English, Muffin Cook, and Deborah Richards
 - b) Also in attendance - Dr. Stacie Stanley, Catalina Carrusco Molina, Caroline Pappajohn, Blanca Diazdeleon, Abdikadir Ibrahim, Sayali Amarapurkar, and Regina Neville
 - c) Presentation by Julie Gabrielson and Dr. Anne Marie Leland and occurred: December 13, 2022

Kids Club Registration Process 2023-2024

School Board Presentation
Monday, January 9, 2023

Dr. Anne Marie Leland, Community Education & Strategic Partnerships Director
Julie Gabrielson, Facilities & Operations Coordinator

Background

Accepting Kids Club contracts on a first-come, first-serve basis is no longer equitable as a result of increased demand. When registration opened for summer 2022 and school year 2022-23, the online system was overloaded and timed out for many families. Additionally, some families were unable to log on at 8:00 am on registration day (2/15/22) and subsequently had little-to-no chance of having their contract accepted. The current process has left many families frustrated. The community is asking for change and enhanced transparency.

Goal

Create a registration process for Kids Club that is equitable (fair and impartial) for families and administratively manageable.

Feedback Process

Based on feedback from families and in collaboration with multiple stakeholders, a new and equitable registration process has been drafted. Information has been gathered from:

- Families through a variety of ways: email, phone calls, in-person meeting, virtual meeting, monthly communications.
- In depth conversations with Kids Club program managers to establish registration philosophies.
- Alignment with the district's open enrollment policy.
- Extensive research of other districts' registration processes.
- Community Education (CE) Core Team, CE Advisory Council, EPS Cabinet, Parent Leadership Council (rosters for each of these groups found in Attachment II in the board memo).

Contract Acceptance Protocol

Families will be given a two-week window to request a contract.

Contracts will be assigned a priority level, based on their qualifications. Contract priority will be given if the parent/guardian has submitted a contract request during the established contract request window.

Contracts will be accepted in order of priority.

Contracts will be accepted on a space-available basis. If more contracts are requested than available at a specific site, a random computerized lottery, with no preference for contract request date, will be held.

Contract Acceptance Protocol (continued)

Contracts must be requested each subsequent season.

Contracts are accepted by family/child care account. Once one student in a family has their contract accepted, all students in that family will also be accepted into the program.

Contracts **not** approved will automatically be kept on a waiting list for consideration as space in the program becomes available.

Contracts requested after the contract request window will be added to the bottom of the waitlist, regardless of priority qualifications, with the exception of newly hired district employees.

Contract Priority Levels

Priority One: Students of district employees.

Priority Two: Students who receive child care financial assistance, including county child care assistance, and/or Edina Give and Go or Community Education child care financial assistance.

Priority Three: Students entering kindergarten, up to a predetermined number at each child care site. Students entering kindergarten who are not accepted at this priority will roll into their next highest priority level.

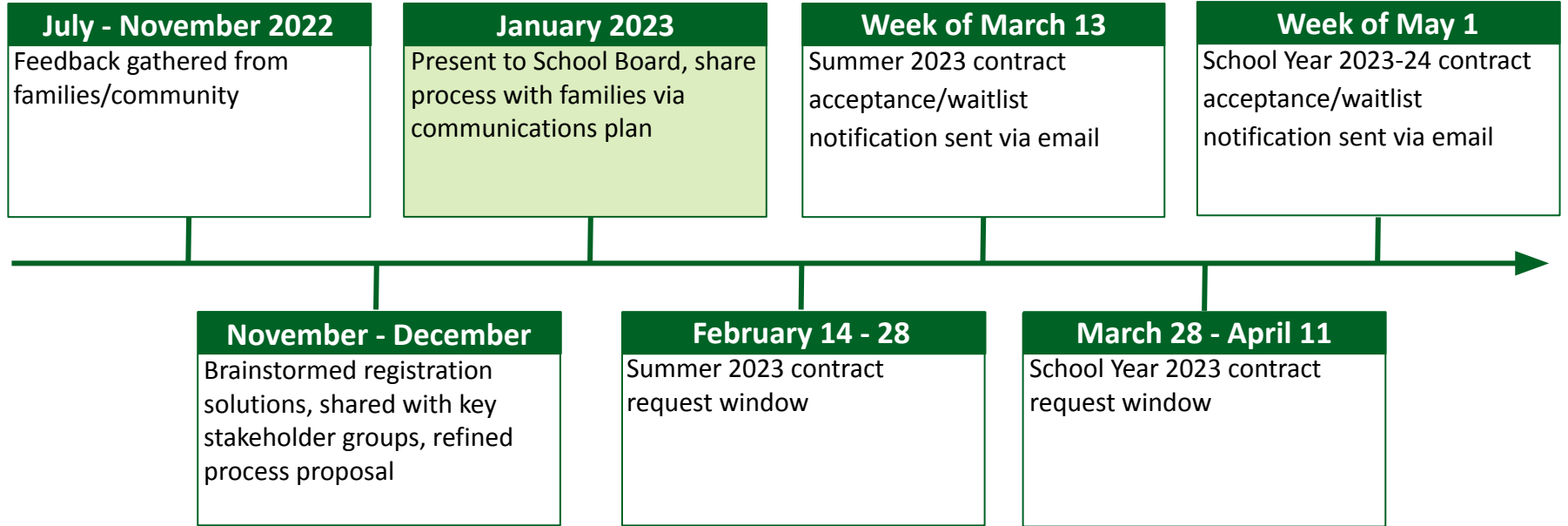
Priority Four: Siblings of kindergarteners with accepted contracts.

Priority Five:

- a. For Summer 2023: Students who requested a contract for the 2022 summer, regardless of whether the contract was accepted or not.
- b. For School Year 2023-24: Students who requested a contract for the 2022-23 school year, regardless of whether the contract was accepted or not.

Priority Six: All other students.

Timeline & Next Steps



Thank you!

