

LCDC PTO Meeting Minutes
March 19, 2015

I. Welcome

II. Business – David

i. Flower Power-

- a. Sarah and Jon Waechter have volunteered to be chairs.
- b. Last year's fundraiser ran from 4/14-4/25 so that the orders would arrive in time for Mother's Day.
- c. We encourage families to order online as this speeds up the process and minimizes work for the chair.
- d. Orders ship directly to customers

ii. Teacher Appreciation Week Chair/ Co-chairs- (May 4-8)

- a. Coordinates prizes and gifts for the teachers
- b. Coordinates breakfast and lunch

iii. Picture Day- moved to April 3rd due to repair work

iv. Classroom Wish List update- (Lindsay Rogers)

- a. Lindsay is currently brainstorming the best method to implement classroom wish list so that the parents will be able to see the items on the list. She will meet with Ms. Loretta to determine which option to implement then will meet with Randy to go over any legal concerns.

v. Box Tops and Labels for Education

- a. Box Tops- The next submission will be sent at the end of March. Please turn in any box tops you have by then.
- b. Labels for Education- Labels for education is running a promotion (see attached). Please turn in any Labels for Education on Campbell's or Pepperidge Farm labels by April 9th.

vi. LaRC Lactation Program-

- a. The clinic's website dedicated to a worksite lactation program at LaRC is now complete (<https://sites.larc.nasa.gov/clinicandfitness/lactation-program/>).
- b. There will be a lactation consultant here on March 25 from 12-1 in building 2102 for a lunch and learn.
- c. The clinic is also feedback to improve the lactation program. The clinic is also educating supervisors on the rights of pumping moms.

vii. Scholastic Book Sales-

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- a. Last month we received \$20 in free books for and an additional 10 books free without our Bonus Points and then teachers used approximately 1900 Bonus Points. LCDC received 30 books, a Book on CD, a set of colored beanbags, and a classroom timer. Since our order totaled over \$100 last month we also received an extra 3000 bonus points and \$20 to spend this month. We currently have about 5000 bonus points remaining and the teachers will be previewing. Each classroom was given 1000 bonus points to spend on classroom resources or books. Here is where each classroom stands.
- viii. PTO website- A note from Jessica Taylor who manages our website- I have had to register our site within NASA System for Tracking and Registering Application and Websites (STRAW) system. I'm not an expert on 508 Compliance, but I'll do my best using the guide LaRC has. The images already had alternate text but I have gone through and made them more descriptive. If anyone does know anyone who would be willing to take a look at the site for us, please let me know.

III. Finance – Carly

- i. No change since last month. Upcoming expenses include Teacher Appreciation Week and End of School Year party. Upcoming income include Flower Power fundraiser and Lifetouch Pictures

IV. Directors Report – Ms. Cak

- i. Construction update on both the repair work and the demolition. Will demo work prevent outside playtime?
 - a. Repair Update
 - a. All classrooms fully repaired and operational
 - b. Remaining work to be done
 - 1. Laundry room needs to have floor epoxied and walls painted
 - 2. Electrical room needs to be painted
 - 3. Hallways need to be painted

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- c. Looking for plush neutral carpet(s) to place in the Bonding Room since carpeting is no longer in place
 - d. Opportunity for WIN points to assist with new bulletin board frames (minimal woodworking skills required)
 - e. Have requested a quote for the remaining 3 classrooms to be painted – preliminary quote extremely high, discussing possibility of voluntary work for families and teaching teams
 - b. Construction Update
 - a. Crew came by today and there is a delay on demo bid due to lack of being able to combine with another scheduled demolition
 - b. New estimated demo dates would be late May/early June
 - c. Temporary fencing will be placed strategically on the playground to allow children access to outdoor play during demolition
 - d. Actual demolition will occur over the weekend, with hauling away of materials occurring during the week
 - e. There may be some disruption of outdoor play, but it will be limited.
 - f. The existing white fencing will be repurposed to divide the playground into areas for the three age groups (infants, toddlers and preschoolers)
 - g. New chain link fence will replace the area of the perimeter which is currently blocked by the building on the street side (1231B)
- ii. New rates
 - i. Published in a letter sent out early March for implementation
 - ii. Increase helps to cover costs involved with teacher education/training, as well as increases. Also helps with center improvements (Tadpoles, equipment/toys, etc)
 - iii. Registration Fee

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- a. Increased from \$75 to \$80 annually. Instead of splitting the cost over the course of the year, it will be collected in the Spring each year for the upcoming academic school year. This is charged with the commitment to Fall enrollment. If not paid by May 31, the fee increases to \$100.
- b. Security Deposit increased from \$110 to \$120 (though this does not affect anyone currently enrolled.)
- iv. Tuition Payments
 - a. Due by 15th of the month.
 - b. Tuition is billed on the 1st of the month for that month. Late fees will be charged if tuition is not paid in a timely manner.
 - c. Please speak with Loretta if there are any questions specifically related to your family's payment plan.
 - d. There are automatic payments concerns since parents initially were told that they needed to make payments weekly but since then tuition changed from weekly to monthly. Parents will need to adjust their automatic payments to make sure that they have the full payment by 15th so that they don't pay the late fee.
- v. 10 hours per day
 - a. If a child is in attendance for over 10 hours on any given day, there is a \$20 charge assessed. While this is documented in literature, it has not been implemented. With the use of the Tadpoles system, this is much easier to calculate accurately.
 - b. A one-time occurrence may be forgiven but habitual offenders will be charged.
- iii. Camp Lunar (Summer camp)
 - a. Yes the LCDC is hosting a camp program this summer!
 - b. Limited to existing enrolled rising Kindergarteners, siblings of currently enrolled children (through rising 2nd graders), then other NASA employees
 - c. Housed in Rockets Classroom, with Rockets teachers (potentially additional teachers for field trips, etc)
 - d. 30 students total with a 1:18 ratio

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- e. USDA meals/snacks provided (this includes field trip days)
 - f. Same hours of operation as LCDC
 - g. \$150 Summer Activity Fee- this is a one-time payment that will cover the cost of the field trips for the summer. This is a set fee that is not dependent on the amount of weeks the child will be attending.
 - a. due by March 30 so that Busch Gardens/Water Country Fun Passes can be purchased for use throughout the Summer (visit 1 park each week)
 - h. 2 field trips per week
 - i. Proposed Calendar (see attached)
 - j. Registration Open – deadline March 30
 - k. Summer camp is paid weekly and only for those weeks that the children will be attending
- iv. Week of the Young Child (Ms. Brown)
- i. April 13 – 17
 - ii. Each classroom will participate in special activities for each day of the week. However, one day of the week, each class will host a special activity for all other classes.
 - a. Music Monday (Little Dippers)
 - b. Taco Tuesday (Twinkle/Shining Stars)
 - c. Work Together Wednesday (Comets)
 - d. Artsy Thursday (Big Dippers)
 - e. Family Friday (diversity luncheon) (Rockets)
 - iii. The LCDC will have guests throughout the week to include:
 - a. The Fire Department
 - b. SPCA with humane educator that works with preschoolers
 - c. Racecar driver will return
 - d. Health department infant/toddler safety seat check
 - e. A special guest to come read to the children

V. Parent and Teachers Comments/Questions

- i. Tadpoles' emails- A few parents have questions on the number of Tadpoles emails received daily. Is there a way to adjust the email frequency? Also, will there be training for parents?

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- i. Implementation is going extremely well. Teachers are really getting the hang of entering information. Still a learning process – if you see something that doesn't make sense, just ask (Ms. Loretta will be happy to help clarify)
- ii. Android and iPhone apps are fully implemented and available for free download – search for “Tadpoles Parent”
- iii. To sign up for the app or log in on the computer, enter your e-mail address (that LCDC has on file – ask if you are unsure) and click sign up. Tadpoles will send an automated e-mail to you which will allow you to log in and set your password.
- iv. Recommend that you use the app because you are able access and enter more information than using the internet version
- v. Can log in helpful information prior to drop off and up to 10 minutes after your child is checked in (best contact for the day, estimated pick up time, any medication information, other notes, for infants/toddlers, last diaper change, feeding, how they slept, etc)
- vi. If absent for the day, option to mark absent with a choice of sick or vacation day – this is especially helpful to us as we plan each day. When marking out sick, please also include a reason for the sickness (diagnosis or symptoms). When marking out for vacation, please provide the return date.
- vii. Tadpoles also reminds you when your next medical (immunizations) update is due. Regardless of whether your child has had new immunizations, we are required to update medical documentation.
- viii. Double daily sheets – we are finding that with the NASA guest network, that the iPads are disconnecting throughout the day. This caused a syncing issue where some daily sheets were e-mailed without all the information when a child was checked out. Once the system synced, a secondary completed daily sheet was sent out. I believe that we have taken steps to combat this particular issue, but should you experience it, please let us know. Feel free to take a look at the daily sheet on the iPad in the classroom prior to leaving for the day or speak with the teacher to find out when the last diaper/feeding/etc took place.

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- ix. Multiple e-mails/notifications each day – some have noticed that they are receiving many e-mails from Tadpoles each day (containing pictures, etc). If you prefer to receive only app notification (rather than the e-mails), send Loretta an e-mail and she can communicate your information to Tadpoles. They have an internal ability to turn off the daily e-mails (this will not stop the emergency communications and notes we may send out – only the pictures)
- x. We have asked Tadpoles to turn on the feature which allows you to see Daily Sheets in progress. Many of you had asked about this feature. We provided the feedback and learned that this was in development. It has now been made available and we are taking advantage.
- xi. Training for Parents – while there is no formal training scheduled, here is a link which may provide some helpful information:
<http://help.tadpoles.com/customer/portal/topics/552312-parents/articles> Also, the system is fairly simple, so if you have 2 minutes one morning, Loretta can show you how it works – there are also many families who have figured out how to make the system work for them – so another resource would be the other families
- xii. Pictures – You have the ability to download and print pictures from Tadpoles. If your child is the ONLY one tagged in a picture, then you have the ability to upload that photo to Facebook. If multiple children are tagged, then uploading is not available.
- xiii. Keep the feedback coming – we continue to learn new things every day. Your feedback helps us do our jobs better. And, when you have fabulous ideas, the Tadpoles team has been really great about implementing them. ☺
- xiv. Plan to have most LCDC communication through Tadpoles starting in the April timeframe. Also plan to eliminate the sign-in sheets in the same timeframe.
- xv. The LCDC is unable to provide specifics on the classroom location of the health updates do to HIPAA privacy laws.

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Please talk to the LCDC administration if you would like more information.

- xvi. Tadpoles is looking into allowing parents to add notes to teachers throughout the day if there is a change in schedule or delay (ex. The parents will be late or they will not be able to come feed at lunch time).

VI. Important Upcoming Dates

- i. April 3- Spring Picture Day
- ii. April 5- Easter
- iii. April 12-18: Week of the Young Child

VII. General reminders

- i. LCDC is on the web (<http://pto.larc.nasa.gov/>) and on Facebook
- ii. Parents Concerns options:
 - i. Ms. Cak would love to encourage families who may have concerns to come directly to her so that you can work together to address them
 - ii. The PTO Parent Concerns form is still available and can be found at <http://tinyurl.com/o5x7no5>. This is an anonymous way to communicate concerns to the PTO board and are addressed at the PTO meetings.
 - iii. We can also be reached at any of our NASA email addresses or at lcdcpto@gmail.com
- iii. Please remember to collect and bring in your Box Tops, Labels for Education and Farm Fresh 123-4 receipts. The drop-off location is outside the Big Dippers room. Contact Nicole Hintermeister with any questions.
- iv. LCDC has a shared calendar -LaRC-CAL-LCDC-Events. (POC- Nicole Hintermeister)
- v. Scholastic Book Sale information -shop online: scholastic.com/readingclub, One-Time Class Activation Code: NFMHD

VIII. Closing Remarks – Amanda

- i. The next PTO Meeting will be **Thursday, April 16, 2015**, at **12:00pm**. We will meet in the 2102 room 106.