APPLICATION
for a
CHILD DEVELOPMENT PROGRAM

SANTA BARBARA CITY COLLEGE
CHILDREN'S CENTER

Donna B. Coffman,
Director

May 1, 1975
APPLICATION
FOR A CHILD DEVELOPMENT PROGRAM
Funding Period: July 1, 1975 - June 30, 1976

Dr. Glen G. Gooder
Superintendent or Executive Officer
Santa Barbara Community College District
Legal Name of Applicant Agency (Print or Type)
721 Cliff Drive
Mailing Address: Street
Santa Barbara City
ZIP
(805) 965-0581
Telephone

Fiscal Contact Person
Dave Pickering
Program Coordinator
Donna B. Coffman
Director

applicant agency will operate program Yes x No If No, complete:
Name of Operating (or Delegate) Agency(ies) (attach page(s) if necessary)
Mailing Address: Street
City
ZIP

Name of Program Director

(A) Legal Status of Applicant Agency: (Check one)
Public x Private Non-Profit Private Proprietary

(B) Applicant Agency is: (Check one)
School District County Supt. of Schools
University 4-Year College City or County Govt.
Community College x Other (specify)

MAIL 2 COPIES (ONE WITH ORIGINAL SIGNATURES ON PAGES 2 AND 3) BY MAY 1, 1975 TO:

California State Department of Education
Child Development Programs Support Unit
1401 - 21st Street, Room 409
Sacramento, California 95814

Form CD-6701
ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

SANTA BARBARA COMMUNITY COLLEGE DISTRICT (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964
(P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department
of Health, Education, and Welfare (45 CFR Part 60) issued pursuant to that title, to the end that,
in accordance with title VI of that Act and the Regulation, no person in the United States shall,
on the ground of race, color, or national origin, be excluded from participation in, be denied the
benefits of, or be otherwise subjected to discrimination under any program or activity for which
the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES
ASSURANCE THAT it will immediately take any measures necessary to effectuate this agree-
ment.

If any real property or structure thereon is provided or improved with the aid of Federal financial
assistance extended to the Applicant by the Department, this assurance shall obligate the
Applicant, or in the case of any transfer of such property, any transferee, for the period during
which the real property or structure is used for a purpose for which the Federal financial assis-
tance is extended or for another purpose involving the provision of similar services or benefits.
If any personal property is so provided, this assurance shall obligate the Applicant for the
period during which it retains ownership or possession of the property. In all other cases, this
assurance shall obligate the Applicant for the period during which the Federal financial assis-
tance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all
Federal grants, loans, contracts, property, discounts or other Federal financial assistance
extended after the date hereof to the Applicant by the Department, including installment pay-
ments after such date on account of applications for Federal financial assistance which were
approved before such date. The Applicant recognizes and agrees that such Federal financial
assistance will be extended in reliance on the representations and agreements made in this
assurance, and that the United States shall have the right to seek judicial enforcement of this
assurance. This assurance is binding on the Applicant, its successors, transferees, and assign-
nees, and the person or persons whose signatures appear below are authorized to sign this assur-
ance on behalf of the Applicant.

Dated

By,

President, Chairman of Board, or comparable
authorized official)

721 Cliff Drive
Santa Barbara, Ca. 93109

(Applicant's mailing address)
CERTIFICATION OF APPLICANT

I hereby certify that state and federal regulations applicable to the use of funds will be observed and that, to the best of my knowledge, the information contained in this application is correct and complete; that the agency named herein as applicant has authorized me as its representative to file this application; and that such action is recorded in the official record of the applicant organization.

Signature
(Superintendent or Executive Officer)

Date:

ASSURANCE OF COMPLIANCE

The applicant hereby assures the Superintendent of Public Instruction that: the control of funds and title to property derived therefrom shall be for the uses and purposes provided; and that the agency will administer such property and funds and apply them only for the purposes for which they are granted. The local agency will make an annual report and such other reports to the State Department of Education in such form and containing such information as may be reasonably necessary to enable the State Department of Education to perform its duties, and the local agency will keep such records and afford such access thereto as the State Department of Education may find necessary to assure the correctness and verification of such reports. The Assurance of Compliance (Form HEW 441) or court order or desegregation plan applies to this application.

The expenditures of State/Federal funds for Child Development Programs will not be used to supplant local financial effort.

Signature
(Superintendent or Executive Officer)

Date:

SIGNATURE DESIGNATION

The signature of the executive officer, superintendent, or other designated individual is required on all claims for reimbursement. Please designate, with the appropriate signature, the individual who will sign reimbursement claims and other financial reports.

Signature
(Superintendent, Executive Officer, or Person Designated)

Name

Applicant Agency

Title

Date
The following provisions constitute a part of this application:

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.

2. The Contractor, and the agents and employees of Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

3. The State may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.

4. Without the written consent of the State, this agreement is not assignable by Contractor either in whole or in part.

5. Time is of the essence in this agreement.

6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

8. The Fair Employment Practices Addendum is marked Exhibit A, attached hereto and made a part hereof.

9. The Affirmative Action Regulations adopted by the State Board of Education are marked Exhibit B, and attached hereto and made a part hereof.
1. In the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, or national origin or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age, or national origin or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions to this Fair Employment Practices section.

2. The Contractor will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices Commission, or any other agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.

3. Remedies for Willful Violation:

   (a) The State may determine a willful violation of the Fair Employment Practices provision to have occurred upon receipt of a final judgment having that effect from a court in an action to which Contractor was a party, or upon receipt of a written notice from the Fair Employment Practices Commission that it has investigated and determined that the Contractor has violated the Fair Employment Practices Act and has issued an order, under Labor Code Section 1426, which has become final, or obtained an injunction under Labor Code Section 1429.

   (b) For willful violation of this Fair Employment Practices provision, the State shall have the right to terminate this contract either in whole or in part, and any loss or damage sustained by the State in securing the goods or services hereunder shall be borne and paid for by the Contractor and by his surety under the performance bond, if any, and the State may deduct from any moneys due or that thereafter may become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the State.

   "It is unlawful employment practice for an employer to refuse to hire or employ, or to discharge, discharge, reduce, suspend, or demote, any individual between the ages of 40 and 64 solely on the ground of age,..." (Labor Code Section 1420.1)

Standard Form 3 (Rev. 8/73)
30. Findings of Fact. The State Board of Education finds and hereby declares that:

(a) In general, California school districts employ a disproportionately low number of racial and ethnic minority teachers and a disproportionately low number of women and members of racial and ethnic minorities in administrative positions.

(b) There is a close correlation between the school assignment of pupils and the school assignment of professional staff of the same racial and ethnic minority groups, i.e., minority staff members tend to be concentrated in ethnically imbalanced schools.

(c) It is educationally sound for the minority student attending a racially impacted school to have available to him the positive image provided by minority teacher, counselor, and administrator. It is likewise educationally sound for the child from the majority group to have positive experiences with minority people which can be provided, in part, by having minority teachers, counselors, and administrators at schools where the enrollment is largely made up of majority-group students. It is also educationally important for students to observe that women as well as men can assume responsible and diverse roles in society.

(d) Past efforts to promote additional action in the recruitment, employment, and promotion of women and minorities have not resulted in a substantial increase in employment opportunities for such persons.

(e) Lessons concerning democratic principles and the richness which racial diversity brings to our national heritage can be best taught by the presence of staffs of mixed races and ethnic groups working toward a common goal.

(f) In order for school districts and offices of county superintendents of schools to increase representation of women and racial and ethnic minority group staff members, there should be policy direction from the State Board of Education which requires such agencies to adopt and implement affirmative action employment plans.

NOTE: Authority cited: Section 152, Education Code; California Fair Employment Practices Act (Sections 1400, et seq.); Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000(d)-2000(e)-19); Title 45, Code of Federal Regulations (Sections 70.1-70.16); Presidential Executive Order 11246, as amended by Executive Order 11375; and the California Code of Fair Practices.

History: 1. New Chapter 4 (§§ 30 through §§ 36) filed 4-17-74, effective thirtieth day thereafter (Register 74, No. 10).
31. Policy. The State Board of Education maintains as its policy to provide equal opportunity in employment for all persons and to prohibit discrimination based on race, sex, color, religion, age, physical handicap, ancestry, or national origin in every aspect of personnel policy and practice in employment, development, advancement, and treatment of employees; and to promote the total realization of equal employment opportunity through a continuing affirmative action employment program.

32. Statement of Intent. The State Board of Education recognizes that it is not enough to proclaim that public employers do not discriminate in employment but that we must also strive actively to build a community in which opportunity is equalized. In adopting this chapter, it is the intent of the State Board of Education to require educational agencies to adopt and implement plans for increasing the numbers of women and minority persons at all levels of responsibility.

33. Definitions. As used in this Chapter: (a) “Affirmative action employment program” means planned activities designed to seek, hire, and promote women and persons of minority racial and ethnic backgrounds. It is a conscious, deliberate step taken by an employing authority to ensure equal employment opportunity for all staff, both certificated and classified. Such programs require the employer to make additional efforts to recruit, employ, and promote members of groups formerly excluded at the various levels of responsibility who are qualified or may become qualified through appropriate training or experience within a reasonable length of time. Such programs should be designed to remedy the exclusion, whatever its cause.

Affirmative action requires imaginative, energetic and sustained action by an employer to devise recruiting, training, and career advancement opportunities which will result in increased representation of women and minorities.

(b) “Goals and timetables” means projected new levels of employment of women and minority groups to be attained on a specific schedule, given the expected turnover in the work force and the availability of persons who are qualified or may become qualified through appropriate training or experience within a reasonable length of time. Goals are not “quotas” or rigid proportions. They should relate both to the qualitative and quantitative needs of the employer.

(c) “Public education agency” means the State Department of Education, each office of the county superintendent of schools, and the governing board of each school district in California except community college districts.

34. Development and Implementation of Programs. Each public education agency will develop and implement an affirmative action employment program for all operating units and at all levels of responsibility within its jurisdiction. The affirmative action employment program shall have goals and timetables for its implementation. The plan will be a public record within the meaning of the California Public Records Act (Government Code Sections 6250 through 6260).

35. Responsibility of Department. The Department of Education shall develop and disseminate to public education agencies guidelines to assist such agencies in developing and implementing affirmative action employment programs and shall render assistance to such agencies in carrying out the requirements of this chapter.

36. Responsibility of County Superintendent of Schools. Each county superintendent of schools shall render assistance in developing and implementing affirmative action employment programs to elementary school districts under his jurisdiction which had fewer than 901 units of average daily attendance during the preceding fiscal year, and in high school districts under his jurisdiction which had fewer than 1,501 units of average daily attendance during the preceding fiscal year, and in unified school districts under his jurisdiction which had fewer than 1,501 units of average daily attendance during the preceding fiscal year.
NOTE: Correspondence from the Department of Education will be directed to the Superintendent or Executive Officer whose name and address is shown in Item (1) Page 1. Please indicate below if the agency desires copies of correspondence to go to others:

- [ ] Send copies of fiscal correspondence to Fiscal Contact Person shown in Item (1) Page 1.
- [x] Send copies of correspondence to Program Coordinator shown in Item (1) Page 1.
- [x] Send copies of correspondence to Director shown in Item (1) Page 1.
- [ ] Send copies of correspondence RE: ____________________________ to other persons indicated below:

Name

Mailing Address: Street City ZIP

Title Telephone

Complete a separate form for each site to be used in the program.

SANTA BARBARA CITY COLLEGE CHILDREN'S CENTER

Site Name

629 Coronel Place Santa Barbara 93101

Site Address: Street City ZIP

Donna B. Coffman (805) 965-6883

Site Contact Person Telephone

Circle one: Site is owned, rented, donated, or leased with option to purchase.

Has this site been previously used for this program? Yes [x] No

Is this a new site planned to open this year for the first time? Yes [x] No

Estimate No. of children to be enrolled at this site:

- Infants 0-2 Yrs. 10
- 2-5 Yrs. 47
- 5-14 Yrs. 15

Total child capacity of site: 49

Does site have kitchen? Yes [x] No

Is the site shared with programs funded by other sources? Yes [x] No

Are the children in commingled classes? Yes [x] No

Page 8
Summary Statement of Program to be Operated Under this Application:

(See Instructions)

The Santa Barbara City College Children's Center is a day care center which operates from 7:30 a.m. to 5:30 p.m. the year round, with the exception of August and other college vacation periods.

The Center serves the children ages two-and-a-half to kindergarten entry of college students of the Santa Barbara Community College District. The only center in the area open exclusively for children of students meeting the state-mandated financial criteria, the families served are almost entirely current AFDC welfare recipients.

Educational objectives for the children focus on five major areas: physical development, emotional stability and mental health, social competence, creative self-expression and cognitive growth. A special concern is multicultural education.

Parents are welcomed and expected to participate in a variety of ways, from setting up special programs for the children to serving on the Parent Advisory Board.

Another uniqueness is that the Center offers student teaching stations for the Nursery School majors attending the College, which has proved to be an enriching experience for all concerned.
A. Age Groups, Days and Hours of Operation (Funds Requested in this Application ONLY)

Indicate in the appropriate box an estimate of the number of children to be served by funds to be provided upon approval of this application:

- **INFANTS**
  - 0-2 Yrs.  
- **CHILDREN**
  - 2-5 Yrs.  
  - 5-14 Yrs.  

*B. Estimate average daily number of children in attendance to be supported by this funding:

- **Infants**  
- **Other Children**  

C. Operating dates: From **September 2, 1975** To **June 10, 1976**  
Actual total number of days center will be open to children during funding period of this application: **180**  

D. Daily operational hours: From **7:30 a.m.** To **5:30 p.m.**  

**E. Estimate average daily hours per child: **

- **Infants**  
- **Other Children**  

*Use these figures in Item (13) A. **Use these figures in Item (13) C.**

13. Computation of Hourly Cost Per Child Hour of Attendance Based on Proposed Budget (funds requested from S.D.E. ONLY):  
(See Instructions)

*A. Number of children to be partially or fully supported by S.D.E. funds each day **47**

B. Total number of days center will be in operation through June 30, 1976 **180**

C. Average number of hours each child will be in attendance each day **7**

D. Total budget amount $ **62,181** (requested from S.D.E. ONLY)

E. Cost per child hour of attendance **$1.05** (cannot exceed $1.05/$1.25)

F. **Calculation** of children of families certifiable as A.F.D.C. current, former, or potential only.

14. A. Does the district levy the Child Development Fund Tax? Yes X No __

B. If yes, how much revenue did this tax provide in the 1974-75 year? **$31,000**

C. How much revenue from the Child Development Fund Tax does the district anticipate for the 1975-76 year? **$51,818**

15. A. Number of children including full-cost children who will participate in the total Child Development Program provided by the agency each day **47**

B. Total number of days center will be in operation through June 30, 1976 **180**

C. Average number of hours each child will be in attendance each day **7**

D. Total budget amount requested from S.D.E. ONLY **62,181**  
  - Anticipated parent fees  
    - (formers, potentials, full-cost) **$**  
    - Child Development Fund Tax revenue **$36,273**  
    - Other income **$**  
    - TOTAL All anticipated resources **$98,456**  

E. Cost per child hour of attendance **$1.66**  

E = D ÷ (A x B x C)  
*Plus $15,545 Required District Share (25%) included in 15 D = $51,818
## California State Department of Education

**Child Development Programs Support Unit**

**Note:** Funds requested from S.D.E. only.

### Proposed Budget to Conduct Child Development Program

**July 1, 1975 - June 30, 1976**

<table>
<thead>
<tr>
<th>Account Classification</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Certificated Salaries - Total</td>
<td>32,332</td>
</tr>
<tr>
<td>1100 Teachers' Salaries</td>
<td>26,058</td>
</tr>
<tr>
<td>1200 School Administrators' Salaries</td>
<td>8,274</td>
</tr>
<tr>
<td>1300 Supervisors' Salaries</td>
<td></td>
</tr>
<tr>
<td>1400 Librarians' Salaries</td>
<td></td>
</tr>
<tr>
<td>1500 Guid., Wel. &amp; Att. Personnel Salaries</td>
<td></td>
</tr>
<tr>
<td>1600 Phys. &amp; Mental Health Personnel Salaries</td>
<td></td>
</tr>
<tr>
<td>1700 Superintendents' Salaries</td>
<td></td>
</tr>
<tr>
<td>1900 Other Certificated Salaries</td>
<td></td>
</tr>
<tr>
<td>2000 Classified Salaries - Total</td>
<td>6,781</td>
</tr>
<tr>
<td>2100 Instr. Aides for Direct Tch. Ast. Salaries</td>
<td>152</td>
</tr>
<tr>
<td>2200 Class Sal. of Cty., Supt.'s, Off. &amp; Dist. Adm. Pers.</td>
<td></td>
</tr>
<tr>
<td>2300 Clerical &amp; Other Office Pers. Salaries</td>
<td>3,147</td>
</tr>
<tr>
<td>2400 Maint. &amp; Operations Personnel Salaries</td>
<td>3,482</td>
</tr>
<tr>
<td>2500 Food Service Personnel Salaries</td>
<td></td>
</tr>
<tr>
<td>2600 Transportation Personnel Salaries</td>
<td></td>
</tr>
<tr>
<td>2900 Other Classified Salaries</td>
<td></td>
</tr>
<tr>
<td>3000 Employee Benefits - Total</td>
<td>7,317</td>
</tr>
<tr>
<td>3100 State Teachers' Ret. System Annuity Fund</td>
<td>707</td>
</tr>
<tr>
<td>3200 Public Employees Retirement Fund</td>
<td>1,954</td>
</tr>
<tr>
<td>3300 Old Age, Surv., Disability &amp; Health Ins.</td>
<td>1,498</td>
</tr>
<tr>
<td>3400 Health and Welfare Benefits</td>
<td>2,905</td>
</tr>
<tr>
<td>3410 Hlth. &amp; Wel. Bnfts. for Teach. &amp; Instr. Aides</td>
<td></td>
</tr>
<tr>
<td>3420 Hlth. &amp; Wel. Bnfts. for All Other Emp.</td>
<td></td>
</tr>
<tr>
<td>3500 State Unemployment Insurance</td>
<td></td>
</tr>
<tr>
<td>3510 Un. Ins. for Instructional Aides</td>
<td></td>
</tr>
<tr>
<td>3520 Un. Ins. for All Other Employees</td>
<td></td>
</tr>
<tr>
<td>3600 Workmen's Compensation</td>
<td>253</td>
</tr>
<tr>
<td>3900 Other Benefits</td>
<td></td>
</tr>
<tr>
<td>4000 Books, Supplies &amp; Equip. Replacement - Total</td>
<td>7,929</td>
</tr>
<tr>
<td>4100 Textbooks</td>
<td></td>
</tr>
<tr>
<td>4200 Other Books</td>
<td>237</td>
</tr>
<tr>
<td>4300 Instructional Supplies</td>
<td>1,440</td>
</tr>
<tr>
<td>4400 Instructional Media Materials &amp; Supplies</td>
<td></td>
</tr>
<tr>
<td>4500 Other Supplies</td>
<td></td>
</tr>
<tr>
<td>4600 Pupil Transportation Supplies</td>
<td></td>
</tr>
<tr>
<td>4700 Food Services</td>
<td></td>
</tr>
<tr>
<td>4710 Food</td>
<td>6,063</td>
</tr>
<tr>
<td>4720 Meals for Needy Pupils</td>
<td></td>
</tr>
<tr>
<td>4790 Other</td>
<td></td>
</tr>
<tr>
<td>4800 Equipment Replacement</td>
<td>189</td>
</tr>
</tbody>
</table>

---CONTINUED ON NEXT PAGE---
PROPOSED BUDGET TO CONDUCT CHILD DEVELOPMENT PROGRAM
July 1, 1975 - June 30, 1976

<table>
<thead>
<tr>
<th>Account Classification</th>
<th>Proposed Budget</th>
<th>STATE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 Contr. Serv. &amp; Other Operating Exp. - Total</td>
<td>7,190</td>
<td></td>
</tr>
<tr>
<td>5100 Contracts for Personal Services</td>
<td>284</td>
<td></td>
</tr>
<tr>
<td>5200 Travel, Conference, &amp; Other Expense</td>
<td>451</td>
<td></td>
</tr>
<tr>
<td>5300 Dues and Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5400 Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5410 Property Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5420 Liability Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5430 Fidelity Bond Premiums</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5440 Pupil Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5500 Utilities and Housekeeping Services</td>
<td>1,074</td>
<td></td>
</tr>
<tr>
<td>5600 Contracts, Rents, and Leases</td>
<td>5,381</td>
<td></td>
</tr>
<tr>
<td>5700 Legal, Election, and Audit Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5800 Exp. for Adm. Dist-wide. Opr. &amp; Other Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 Sites, Building, Bks. &amp; Media, &amp; Equip. - Total</td>
<td>632</td>
<td></td>
</tr>
<tr>
<td>6300 Bks. &amp; Media for New or Expanded Sch. Lib.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6310 Library Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6320 Library Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6400 Equipment</td>
<td>632</td>
<td></td>
</tr>
<tr>
<td>6410 Audiovisual Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6420 Library Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6430 Food Service Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6490 All Other Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total (All Classifications 1000-6000)</td>
<td>62,181</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost % of Total Direct Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGET (Funds requested from S.D.E. ONLY)</td>
<td>62,181</td>
<td></td>
</tr>
</tbody>
</table>

DATE PREPARED: April 21, 1975

*Represents 63.16% of actual cost of program as shown on attachment.
## SBCC Children's Center
### Actual Costs for 1975-76

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Certificated Salaries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1100 Teachers’ Salaries</td>
<td>$51,192</td>
</tr>
<tr>
<td></td>
<td>1200 School Administrators’ Salaries</td>
<td>38,092</td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2100 Instructional Aides</td>
<td>$10,737</td>
</tr>
<tr>
<td></td>
<td>2300 Clerical</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>2400 Maintenance and Operations</td>
<td>4,983</td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3100 STRS</td>
<td>$11,585</td>
</tr>
<tr>
<td></td>
<td>3200 PERS</td>
<td>1,119</td>
</tr>
<tr>
<td></td>
<td>3300 OASDHI</td>
<td>3,094</td>
</tr>
<tr>
<td></td>
<td>3400 Health and Welfare</td>
<td>2,372</td>
</tr>
<tr>
<td></td>
<td>3600 Workmen's Compensation</td>
<td>4,600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>4000</td>
<td>Books, Supplies and Equipment Replacement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4200 Other Books</td>
<td>$12,555</td>
</tr>
<tr>
<td></td>
<td>4300 Instructional Supplies</td>
<td>375</td>
</tr>
<tr>
<td></td>
<td>4700 Food Services</td>
<td>2,280</td>
</tr>
<tr>
<td></td>
<td>4800 Equipment Replacement</td>
<td>9,600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>5000</td>
<td>Contr. Serv. and Other Operating Exp.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5100 Contracts for Personal Services</td>
<td>$11,385</td>
</tr>
<tr>
<td></td>
<td>5200 Travel, Conference and Other Expense</td>
<td>450</td>
</tr>
<tr>
<td></td>
<td>5500 Utilities</td>
<td>715</td>
</tr>
<tr>
<td></td>
<td>5600 Rent, Field Trips and Repair</td>
<td>1,700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8,520</td>
</tr>
<tr>
<td>6300</td>
<td>Equipment</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL BUDGET</strong></td>
<td>$98,456</td>
</tr>
</tbody>
</table>


California State Department of Education
CHILD DEVELOPMENT PROGRAMS SUPPORT UNIT
Sacramento

NOTE: Complete before ordering items from Category 6000 of Budget

REQUEST FOR APPROVAL OF INSTRUCTIONAL EQUIPMENT EXPENDITURES
ORIGINAL PURCHASES ONLY

Project Number: 12-69294-1366-5-01

Applicant Agency: Santa Barbara Community College District

Address: 721 Cliff Drive

Santa Barbara Zip Code 93109

Program Coordinator: Donna B. Coffman, Director

Telephone: (805) 965-6883 Area Code 11

List items here. Attach additional sheets as needed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fold-A-Roll</td>
<td>$ 170</td>
<td>$ 170</td>
<td>Movable storage space needed for blocks so they can be used in other areas.</td>
</tr>
<tr>
<td>Storage Unit</td>
<td>$ 53</td>
<td>$ 53</td>
<td>Needed to store small costume items and doll clothes.</td>
</tr>
<tr>
<td>Chest</td>
<td>$ 33</td>
<td>$ 33</td>
<td></td>
</tr>
<tr>
<td>Resting Cot</td>
<td>$ 22</td>
<td>$ 66</td>
<td>To store cots so they can be rolled into closet.</td>
</tr>
<tr>
<td>Carrier</td>
<td>$ 60</td>
<td>$ 60</td>
<td>To keep children off cold floor in one room (tiled).</td>
</tr>
<tr>
<td>Resting Cots</td>
<td>$ 60</td>
<td>$ 60</td>
<td>Needed for self-concept work with children. (Glass is too dangerous.)</td>
</tr>
</tbody>
</table>

TOTAL $382.00 *

* The remainder to be spent for equipment for the new center, when the need is determined. Request will be submitted at that time for approval.

Total Amount of Instructional Equipment Requested: $ 1,000

STATE USE ONLY

APPROVED FOR REIMBURSEMENT

Consultant Date Amount: $

DISAPPROVED FOR REIMBURSEMENT

Consultant Date Amount: $

Page 15
PROGRAM COMPONENTS

A minimum number of activities are required for each component. The applicant agency may add optional activities which are designed to meet the particular needs of families and children at individual program locations. These optional activities shall not take the place of the minimum activities listed. If the agency does not elect to add other activities, please indicate by NA: not applicable.

The applicant agrees that:

1. The agency will develop a plan to identify and provide in-service training for special needs in the area of bilingual and multi-cultural instruction and special education for handicapped children.

2. Information will be collected from the families by a staff member acquainted with the culture and language of the family.

3. Children will be screened for their developmental levels in all the program component areas. The resultant information will be filed in individual folders and kept up to date.

4. Information in children's file folders will be available to the parents at the parent's request, and will not be discussed with anyone outside the program or transferred to another facility without the parent's prior consent.

5. The agency will maintain records and reports on various aspects of its program. Included in these reporting responsibilities will be an annual assessment/evaluation report required by the Child Development Programs Support Unit and the Office of Program Evaluation.

The applicant agency further agrees to provide the following activities at each site, as a minimum, toward fulfilling its contractual obligation in each component area listed:

A. Educational Development  
B. Physical Development  
C. Health  
D. Parent Involvement/Education  
E. Nutrition  
F. Social Services
A. EDUCATIONAL DEVELOPMENT COMPONENT:

As a minimum the following activities will be conducted at all sites:

1. At the time of enrollment or shortly thereafter:
   a. A determination will be made and recorded of the language development of each child;
   b. A record will be made of languages spoken in the home of the child.

2. Develop an individual program which is appropriate to the child's age which takes advantage of and reinforces the child's strengths and gives him an opportunity to improve.

3. Conduct in-service training for staff in the following areas:
   a. Reviewing and utilizing plans for each child with whom they will be working;
   b. Working with each child on his or her plan and adapting or modifying the plan as necessary;
   c. General mental development in children;
   d. Communicating with parents on the child's educational plan;
   e. Encouraging those children who speak a language other than English to develop skills in both languages.

4. Document by the end of the program year that:
   a. Instructional staff members are aware of the program of each child with whom they are working;
   b. Instructional staff is sufficiently familiar with the mental and educational growth of children to be able to plan and adapt programs for the individual child.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.B.C.C.C.C.</td>
<td>a. Continue to present cognitive experiences on a regular basis.</td>
</tr>
<tr>
<td></td>
<td>In-service for staff on multi-cultural curriculum for young children - new this year.</td>
</tr>
<tr>
<td></td>
<td>b.</td>
</tr>
<tr>
<td></td>
<td>c.</td>
</tr>
</tbody>
</table>
B. PHYSICAL DEVELOPMENT COMPONENT:

As a minimum, the following activities will be conducted at all sites:

1. Develop a plan which will give each child a chance to develop and strengthen psychomotor skills appropriate to his or her age.

2. Inform the parent of all information regarding the child's individual plan.

3. Develop a checklist and an assessment instrument dealing with physical development.

4. Conduct in-service training for the staff in the following areas:
   a. Developing technical knowledge for teaching physical development in an integrated curriculum;
   b. Developing techniques for use in educating parents about physical development;
   c. Developing observation skills in assessing children's strengths and weaknesses as they play and work.

5. Document the following information at the end of the contract period:
   a. All of the instructional staff who have been with the agency for six months or more have undergone in-service training for the purpose of observing and determining the child's strengths and weaknesses in physical skills;
   b. All teachers can determine what skills the child is having difficulty with;
   c. All teachers can develop a physical activities program for each child.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. S.B.C.C.C.C.</td>
<td>a. N/A</td>
</tr>
<tr>
<td>b.</td>
<td>b.</td>
</tr>
<tr>
<td>c.</td>
<td>c.</td>
</tr>
</tbody>
</table>
C. HEALTH COMPONENT:

As a minimum, the following activities will be conducted at all sites:

1. Conduct a personal interview with the parent at the time of enrollment of each child for the purpose of:
   a. Identifying all emergency information about the individual child to be enrolled;
   b. Obtaining written permission for emergency medical care;
   c. Recording each child's health history;
   d. Informing the parent regarding the agency's health component.

2. Develop a health plan for each child who is in need of additional medical attention.

3. Conduct in-service training for staff in the following areas:
   a. Communicating with parents regarding the child's health plan;
   b. Reviewing and utilizing health histories of children with whom they will be working;
   c. Procedures for caring for children who have been isolated because of symptoms of illness;
   d. Detecting signs of illness in children (irritability, listlessness, rash, paleness, etc.);
   e. Responding to emergencies such as allergies, epileptic seizures, diabetic reactions;
   f. Administering first aid treatment for minor cuts and bruises.

4. Document through updated records in each child's file that the following have been accomplished by the end of the contract period:
   a. The health needs of all children in attendance have been identified;
   b. All children who have attended for more than three months have been referred to the proper agency for treatment as needed;
   c. All children who have attended more than six months have received, or are scheduled for, follow-through treatment and/or attention, as necessary;
   d. A record of the child's illnesses and accidents is kept for the year.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.B.C.C.C.C.</td>
<td>a. Provide the following services: vision tests, dental checks, hearing tests.</td>
</tr>
<tr>
<td></td>
<td>Have a pediatrician on call for emergency care.</td>
</tr>
<tr>
<td></td>
<td>Parents (group and individuals) meet with pediatrician.</td>
</tr>
<tr>
<td></td>
<td>Weekly in-service meetings on mental health of children led by child psychologist.</td>
</tr>
</tbody>
</table>
D. PARENT INVOLVEMENT/EDUCATION COMPONENT:

As a minimum, the following activities will be conducted at all sites:

1. Develop a plan for an initial and continuing relationship between program staff and parents.

2. Develop a plan for regular conferences which include the parent in all later decisions affecting the family.

3. Provide the following information to the parent at the time of enrollment:
   a. The requirement for the agency to have a parent advisory committee;
   b. The purpose and philosophy of the committee;
   c. The time and place of the parent meeting at which representatives will be chosen for this committee.

4. When an agency has two or more sites, there will be an elected parent advisory committee for each site within the agency.

5. Representatives elected from the local parent advisory committee will serve on the agency's parent advisory committee.

6. The agency parent advisory committee shall have an opportunity to learn of the agency's budget, how it is developed and how expenditures are recorded.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. S.B.C.C.G.O.</td>
<td>a. An orientation meeting to acquaint parents with the Center will be held at beginning of each semester.</td>
</tr>
<tr>
<td>b.</td>
<td>b. Newsletter to broaden communication between Center and parents will be improved.</td>
</tr>
<tr>
<td>c.</td>
<td>c. More opportunities for parents to participate in Center activities with the children will be provided.</td>
</tr>
<tr>
<td></td>
<td>Parents will participate with children in their first week to acquaint both with Center. This will be a time to paint and repair equipment for the new year.</td>
</tr>
</tbody>
</table>
E. NUTRITION COMPONENT

As a minimum, the following activities will be conducted at all sites:

1. At the time of enrollment identify and record:
   a. Information concerning food the child cannot eat because of allergies;
   b. A nutrition plan for children who have special diet problems;
   c. Discuss any special diet plans with the child's parents.

2. Discuss with the parents the fact that children will experience a variety of menus.

3. Conduct in-service training for staff in the following areas:
   a. Reviewing and utilizing a recorded nutrition plan for each child;
   b. Basic nutrition needs of children;
   c. Nutritious substitutions to be made for foods that children are not allowed to eat because of health reasons;
   d. Offering assistance to parents who are concerned about their children's diets or eating habits at home.

4. Document the following through updated records in each child's file:
   a. The nutritional needs have been identified;
   b. A program for planning menus to meet the needs is maintained.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. S.B.C.C.C.C.</td>
<td>a. We will provide parent education under the direction of a pediatrician and a nurse, dealing with children's nutritional needs—new this year.</td>
</tr>
<tr>
<td>b.</td>
<td>b.</td>
</tr>
<tr>
<td>c.</td>
<td>c.</td>
</tr>
</tbody>
</table>
F. SOCIAL SERVICES COMPONENT:

As a minimum, the following activities will be conducted at all sites:

1. At the time of enrollment, or shortly thereafter, obtain and record:
   a. Information on current family needs and problems relating to child care;
   b. The parent's statement of what he/she feels is confidential information.

2. Conduct in-service training on the provision of social services.

3. Develop a plan for establishing communication channels between the agency, the local county welfare department and other public and private social service agencies.

4. Develop referral procedures for the staff to use in seeking treatment for the child's or family's needs.

5. Document through up-to-date records in each child's file by the end of the program year that:
   a. The social service needs of all families have been identified;
   b. The social service needs of families who have been in the program for three months or more have been referred to the proper agency for assistance;
   c. The social service needs of families who have been in the program for six months or more have received assistance.

List additional optional activities for this component to be conducted at selected sites:

<table>
<thead>
<tr>
<th>NAME OF SITE</th>
<th>ACTIVITY PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. S.B.C.C.C.</td>
<td>a. Consulting child psychologist will be available once a month to meet with parent group, and by special arrangements, with individual parents.</td>
</tr>
<tr>
<td>b.</td>
<td>b.</td>
</tr>
<tr>
<td>c.</td>
<td>c.</td>
</tr>
</tbody>
</table>
STAFFING NEEDS QUESTIONNAIRE

1. How many children are enrolled in your program as of March 31, 1975?
   Age 0-2 _ 2-4 _ 4-6 _ 6-10 _ 10-14 _ Total _

2. How many paid staff members are currently employed? (FT = Full Time; PT = Part Time)
   FT  PT
   Administrative (e.g. Program Director) _ 1 _
   Professional Supportive Services Staff (health workers, social workers, nutritionist, psychologist) _
   Teachers (credential, permit, or equivalent) _ 1 _
   Aides _

3. How many volunteers, including parent participants? (Use daily average.) _ 15 _
   (Indicate number of each type.)
   Student teachers _

4. How many additional staff are needed for the efficient operation of your program?
   (Indicate number of each type.)
   □ No additional staff needed.
   (a) Administrative _
   (b) Health Professional _
   (c) Social Service Worker _
   (d) Psychologist/Guidance Worker _
   (e) Nutritionist _
   (f) Teacher _
   (g) Teacher Aide _
   (h) Health Aide _
   (i) Social Services Aide _
   (j) Bilingual/Bicultural Aide _
   (k) Recreational Aide _
   (l) Kitchen/Nutrition Aide _
   (m) Office Aide _
   (n) Cook _
   (o) Housekeeper/Maintenance Aide _
   (p) Custodian _
   (q) Clerical Worker _
   (r) Driver _
   (s) Other (describe) _

5. IN ADDITION TO #4 ABOVE, would more staff members improve the quality of your program's service components? (Indicate how many from each category.)
   □ No additional staff needed.

   PROFESSIONALS
   Bilingual _ Not Bilingual _
   Health _
   Nutrition _
   Social Services _
   Education _
   Administration _

   AIDES
   Bilingual _ Not Bilingual _
   Office Aide _
   Cook _
   Housekeeper/Maintenance Aide _
   Custodian _
   Clerical Worker _
   Driver _
   Other (describe) _

6. Which three positions from questions 4 and 5 above have the highest priority? (Example: If you have chosen 4f as the most immediate need, enter into "1st Priority" space; if the next most important is 5h, enter into "2nd Priority" space, and so on.)
   □ 1st Priority _
   □ 2nd Priority _
   □ 3rd Priority _

Page 23