

HACC – Lancaster Campus

Child Care Site Visit Meeting

November 29, 2007

1:00PM

Room 227 – Main

HACC Employees Present: Tom Fogarty, Garry Crider, Eleanor Bosserman, Jackie Bareuther, Jodi Mason and Jara Potts, Student Government Vice-President

Vendors Present: Daryl Chen, Childrens' Creative Learning Centers
William Grant, Timothy O'Shea, and Judy Witmer, Hildebrandt Learning Centers
Carole Revell, Learning Ladder Schools
Thomas Hardnett, Phyllis Wheatley Childcare
Gregory Holsinger, U-GRO Learning Centers

The meeting was open by Tom Fogarty at 2:00PM.

Opening remarks that Learning Ladder has been the childcare provider here in Lancaster since HACC moved to this location in 2001. The current contract expires July 2008 and is up for bid, with an opportunity for expansion to the current site as indicated in the RFP.

At this time the floor was open to any questions regarding the RFP. Eleanor asked if all vendors had the opportunity to read the financial statement and payment obligation listed in the RFP. No vendors present raised any concern or questions to the financial portion.

It was stated that the liaison team would like to review the proposals as soon as possible. To clarify the deadline dates in the RFP:

- 1) Any questions the vendors might have need to be submitted by Wednesday, December 5th to Garry in Harrisburg.
- 2) Deadline to submit a proposal is Friday, December 14th at 11:30AM. All proposals are to be submitted to Mrs. Kathy Brickner at the HACC – Lancaster Campus by that date. There should be 8 copies of each proposal submitted.
- 3) It was stated that a decision will be made and submitted to the Board of Trustees to vote upon at the February meeting. At this time the vendors toured the childcare site.
- 4) The vendors also toured the proposed expanded space.

Listed below are the questions raised during the site tour:

- 1) Is there a copy of the site diagram available as it stands now along with the dimensions of each room?
- 2) What is the current enrollment capacity and what will it be with the expansion? What are the dimensions of each room? (Copies distributed by Garry C.)
- 3) Is there a breakdown of the rooms i.e. infant, toddler, etc?
- 4) There was a question raised about the appliances at the current site. Ellen stated that the appliances are furnished and maintained by the College.
- 5) Are meals made at the site? Carole Revell from Learning Ladder stated that currently only snacks are provided. The children are required to bring their own lunch.
- 6) Are the students in Early Childhood Education program involved in the curriculum and observations of the children? Jackie stated that currently the ECE program students are not involved in the curriculum and observation, but that has happened in the past and is ultimately a goal of the college.
- 7) What is the current use of RM101M? Jackie stated that it is an indoor play area which is utilized when the weather is bad.
- 8) Enrollment-is the site set up just for HACC students or are spaces available for community children as well? The RFP states that there is a mix of community and HACC children. The mix varies and changes all the time i.e. changes in semester and student schedules, etc. Please refer to the RFP section regarding enrollment.
- 9) What is the mission for the Center? Jackie stated that foremost it is to service the children of HACC students.
- 10) What about plumbing in the site that is up for expansion?

Other items mentioned during the tour:

- 1) There are security cameras available.
- 2) As it stands now when the campus is closed the child care center is still accessible and open for business. This will remain the same with the expansion.
- 3) We are open to suggestions about the layout of the space with the new vendor.

Garry will forward an addendum addressing the above questions along with any additional questions that are submitted by the deadline no later than December 7th. All communication will be emailed to the addresses listed on the attendance roster. Any address changes, please notify Garry in Harrisburg.

With no other concerns raised the group adjourned at 1:50PM.