

**WOODSTOCK ECONOMIC DEVELOPMENT COMMISSION
APPLICATION FOR COMMUNITY PROJECT GRANT 2019**

NAME OF PROJECT : WOODSTOCK NURSERY SCHOOL EXPANSION

BRIEF DESCRIPTION:

THE WOODSTOCK NURSERY SCHOOL (WNS) IS A COOPERATIVE, NON - PROFIT ORGANIZATION FOUNDED IN 1951. FULLY LICENSED, OUR 4 STAR PRESCHOOL PROVIDES DAILY EDUCATION AND AFTERCARE FOR CHILDREN AGES 3-5. THE WNS HAS RECENTLY UPGRADED TO A LARGER, SAFER, AND MORE COMFORTABLE SPACE LOCATED IN THE LITTLE THEATER BUILDING. THE NEW SPACE IS VITAL TO OUR ABILITY TO MAINTAIN OUR HIGH QUALITY TEACHERS, EXCEPTIONAL PROGRAMMING, AND INNOVATIVE MATERIALS. THIS GRANT WILL ALLOW US TO AFFORD THE SUBSTANTIAL INCREASE IN RENT AND UTILITIES.

GRANT REQUEST : \$20,000

TOTAL PROJECT BUDGET : \$20,000 +RENT + INSURANCE + MATERIALS

APPLICANT INFORMATION:

NAME OF APPLICANT/ORGANIZATION/BUSINESS : WOODSTOCK NURSERY SCHOOL

MAILING ADDRESS : P.O. BOX 586 - WOODSTOCK - VT - 05091

NAME OF PROJECT COORDINATOR : WNS BOARD

KELSEY KEITH - DIRECTOR & HEAD TEACHER

BONNIE BADGEWICK - PRESIDENT

ANDREW HUBBELL - TREASURER

LISA BOOTHROYD - SECRETARY

HELEN NIGHTINGALE - REGISTRAR

JEN HARRIS - EVENTS COORDINATOR

CONTACT'S EMAIL ADDRESS : kelsey@woodstocknurseryschool.org

TELEPHONE : (978) 457 7098

ORGANIZATION'S WEBSITE URL : <http://woodstocknurseryschool.org>

EIN : 03 - 0184261

APPLICANT/ORGANIZATIONAL DESCRIPTION : BRIEFLY DESCRIBE YOUR ORGANIZATION OR GROUP AND ITS MISSION

THE WOODSTOCK NURSERY SCHOOL ENCOURAGES INDEPENDENT THINKING AND PROBLEM SOLVING TO HELP CHILDREN GAIN RESPECT AND CONFIDENCE IN THEMSELVES. SOCIAL AND EMOTIONAL DEVELOPMENT ARE KEY COMPONENTS OF THE WNS DAILY PRACTICES. THIS INCLUDES POSITIVE REINFORCEMENT AND INSPIRATION TO USE LANGUAGE AND STRATEGIES FOR SHARING. WNS PROVIDES OPPORTUNITIES INVOLVING CREATIVITY, EXPLORATION AND DISCOVERY. EXPOSURE TO MUSIC, DANCE, YOGA AND MINDFULNESS IS EMBEDDED IN THE WEEKLY SCHEDULE TO ENCOURAGE A BALANCED IN AND OUT BREATH OF OUR UNIQUE RHYTHMS. WE PRIDE OURSELVES ON LOCAL CONNECTIONS TO THE WOODSTOCK COMMUNITY. WE ARE GRATEFUL TO PARTNER WITH THE MUSIC TOGETHER PROGRAM FOR FUN EXPOSURE TO SONGS AND INSTRUMENTS. A STRONG COMMUNITY RELATIONSHIP IS A PRIORITY INCLUDING FREQUENT EXCURSIONS TO THE TOWN LIBRARY, POST OFFICE, FAULKNER PARK, VAIL FIELD, "BUTTERNUT PLAYGROUND" AND MOUNT PEG, AS WELL AS FREQUENTING LOCAL BUSINESSES AS OUTLINED BELOW. WE VALUE FRESH AIR, OPEN SKY AND NATURE WHICH IS EXPRESSED IN THE TIME WE SPEND IN THE OUTDOORS.

APPLICANT/ORGANIZATIONAL BUDGET : WHAT IS YOUR TOTAL ORGANIZATIONAL BUDGET (OR TOTAL PROJECT EXPENSES) FOR THE CURRENT FISCAL YEAR? ORGANIZATIONAL BUDGET (REQUIRED FOR BUSINESSES AND ORGANIZATIONS) : ATTACH A COPY OF YOUR BUDGET TO ACTUAL COMPARISON OR PROFIT LOSS (P/L) STATEMENT FOR THE MOST RECENTLY COMPLETED FISCAL YEAR.

PROJECT INFORMATION :

PROJECT GOALS : EXPLAIN THE GOAL(S) OF THE PROJECT. DESCRIBE THE WORK YOU WILL DO AND WHAT THAT WILL ACCOMPLISH, IN OTHER WORDS - WHAT YOU ARE DOING AND WHY. PLEASE BE SPECIFIC.

THE GOAL OF OUR PROJECT IS TO ASSIST IN THE RELOCATION AND EXPANSION OF OUR SCHOOL FROM SAINT JAMES TO THE LITTLE THEATER. WHILE WNS IS FULLY FUNDED AND PROFITABLE CURRENTLY, THE SCHOOL NOW HAS NOW MOVED INTO A LARGER SPACE FOR LONG TERM USE WHICH WILL REQUIRE RESOURCES, WHICH WE BELIEVE THIS GRANT WILL SUPPORT. THE MAIN RESOURCE INCLUDES EXPANDING ONE OF OUR THREE STAFF MEMBER'S HOURS FROM PART TIME TO FULL TIME. BY DOING SO, WNS WILL EXPAND LOCAL JOBS TO OUR COMMUNITY. WNS WILL INCREASE ENROLLMENT WITH LOCAL FAMILIES AND BRING FAMILIES FROM OUTSIDE OF WOODSTOCK TO THE VILLAGE.

OUR CURRENT ENROLLMENT IS ON PAR WITH OUR EXPECTED ENROLLMENT FOR THE CURRENT SCHOOL YEAR. THERE HAS ALREADY BEEN MORE ACTIVITY SINCE THE START OF SCHOOL IN RESPECT TO ENROLLMENT SO WE EXPECT THE RATE TO CONTINUALLY INCREASE. A BIGGER SPACE, AND MORE FREEDOM AT THE NEW LOCATION, WILL HELP US TO GROW WHILE REMAINING MINDFUL OF OUR INTIMATE VISION.

OUR GOAL IS TO CONTINUE TO OFFER SCHOOLING FOR THREE, FOUR AND FIVE YEAR OLDS INCLUDING A FLEXIBLE SCHEDULE, WARM, CALM ENVIRONMENT FOR CHILDREN AND FAMILIES. THIS FLEXIBILITY IS ONE OF THE PRIMARY REASONS FAMILIES SAY THEY CHOSE WNS. FAMILIES NEED CHOICE. THE OTHER TWO PRIMARY OFFERINGS IN WOODSTOCK ARE AT CAPACITY AND WNS PROVIDES A VITAL THIRD OPTION WITH ROOM FOR GROWTH.

PROJECT TIMELINE : PLEASE EXPLAIN THE OVERALL TIMELINE FOR YOUR PROJECT AS WELL AS THE SPECIFIC STEPS REQUIRED TO ACHIEVE YOUR GOALS. PLEASE LIST SPECIFIC DATES IF THEY'VE BEEN IDENTIFIED.

EXPANDING STAFF HOURS IS AN IMMEDIATE NEED AND WILL BE USED IMMEDIATELY ON RECEIPT OF FUNDS.

PROJECT CHAMPION : WHO IS CHAMPIONING THIS PROJECT, WHAT IS THEIR ROLE IN THE COMMUNITY, AND WHY ARE THEY LEADING THIS WORK?

THE WNS BOARD OF DIRECTORS IS CHAMPIONING THIS PROJECT. THE EXPANSION OF WNS TO THE LITTLE THEATER IS OVERSEEN BY THE WNS DIRECTOR AND HEAD TEACHER, KELSEY KEITH. KELSEY IS RESPONSIBLE FOR THE DAY TO DAY OPERATIONS OF THE SCHOOL. SHE LEADS THE MONTHLY WNW BOARD MEETINGS, REMAINS IN DIRECT CONTACT WITH THE PROGRAMMING LEADERS, VERMONT LICENSORS, STARS COORDINATORS, COMMUNITY. KELSEY IS DIRECTED BY THE BOARD TO CONTINUE THE DEVELOPMENT AND GROWTH OF THE WOODSTOCK NURSERY SCHOOL WHILE PRIORITIZING THE CULTIVATION OF A NOURISHING EXPERIENCE FOR THE WHOLE CHILD AND MEETING THE NEEDS OF WOODSTOCK AREA FAMILIES.

WHAT WILL SUCCESS LOOK LIKE? PLEASE EXPLAIN HOW YOU WILL KNOW THAT YOU'VE ACHIEVED YOUR GOALS.

WNS WILL ACHIEVE OUR GOAL WHEN WE ARE ABLE TO MEET THE SHORT TERM GAP IN OUR CURRENT AND GROWING RENT (IT WILL INCREASE TO \$15,000 NEXT YEAR FOR 10 MONTHS AND \$17,000 THE FOLLOWING) AND INCREASE IN UTILITIES AND INSURANCE. WE WILL ACHIEVE OUR GOAL WHEN WE ARE ABLE TO PROVIDE AN INCREASE IN HOURS FOR AN ASSISTANT TEACHER FROM PART TIME TO FULL TIME. THIS STABILITY WILL PUT US ON A PATH TO PROVIDE A SAFE ENVIRONMENT AND CONSISTENT CHILD CARE OFFERING FOR WNS TEACHERS AND FAMILIES.

PROJECT BUDGET NARRATIVE : WHAT WILL THE GRAND FUNDS BE SPENT ON?

WE CURRENTLY HAVE APPROXIMATELY \$20,000 IN RESERVE IN THE EVENT WE NEED TO COVER OPERATING LOSSES DUE TO A DECLINE IN ENROLLMENT, OR ANY OTHER UNFORESEEN CIRCUMSTANCES. WE BELIEVE IT IS NECESSARY TO MAINTAIN ENOUGH CASH ON HAND IN ANY GIVEN YEAR TO ENSURE THAT THE DOORS WILL ALWAYS REMAIN OPEN FOR OUR STUDENTS AND FAMILIES.

WE BELIEVE ONE KEY COMPONENT NEEDED FOR THE WOODSTOCK NURSERY SCHOOL TO REMAIN VIABLE AND SUSTAINABLE FOR THE LONG TERM IS FINDING A PERMANENT HOME. WE HAVE SET A GOAL OF SAVING \$40,000 TO BE PUT ASIDE FOR A POTENTIAL DOWN PAYMENT ON A NEW LOCATION IN WOODSTOCK IF THE OPPORTUNITY ARISES.

THE TOTAL PROJECT COST IS \$27,800, WHICH INCLUDES THE FUNDING FOR ADDITIONAL TEACHER'S HOURS, AND THE INCREASE IN OUR BUILDING RENT. WE ARE REQUESTING THE EDC PLEASE HELP FUND \$20,000 FOR THIS PROJECT, AND THE WOODSTOCK NURSERY SCHOOL WILL CONTRIBUTE \$7,800.

PROJECT BUDGET - ITEMIZED. PLEASE BREAK-DOWN/CATEGORIZE THE TOTAL PROJECT COSTS :

INCOME CATEGORY	TOTAL	APPLICANT	EDC	OTHER	IN-KIND
TOTAL INCOME					
EXPENSE CATEGORY	TOTAL	APPLICANT	EDC	OTHER	IN-KIND
RENT & UTILITIES 2019/2020	\$15000				
Rent & UTILITIES 2020/2021	\$2000	\$1000	\$1000		
Staffing 2019/2020	\$25800	\$6800	\$19000		
TOTAL EXPENSES					

ADDITIONAL LINES MAY BE ADDED OR YOU MAY ATTACH AN ITEMIZED PROJECT BUDGET. PLEASE INCLUDE BOTH EXPENSES AND REVENUE, INCLUDING PENDING AND SECURED SUPPORT. MATERIAL AND LABOR IN-KIND SUPPORT SHOULD BE IDENTIFIED BY MIGHT NOT BE CONSIDERED AS MATCHING FUNDS.

COMMUNITY VALUE

YOUR ANSWERS TO THE FOLLOWING QUESTIONS WILL HELP THE EDC EVALUATE YOUR GRANT APPLICATION ACCORDING TO THE PUBLISHED FUNDING RUBRIC.

TELL US HOW YOUR PROJECT ENHANCES THE BEAUTY OR IMPROVES THE QUALITY OF LIFE FOR WOODSTOCK RESIDENTS AND VISITORS?

THE STATE OF VERMONT IS IN CRITICAL NEED OF CHILDCARE AND SCHOOL FOR PRESCHOOL AGED CHILDREN (3-5). WNS HAS BEEN PROVIDING HIGH QUALITY SCHOOLING AND CARE SINCE 1951. OUR PROGRAM OFFERS IMMEDIATE SERVICE FOR FAMILIES IN AND AROUND WOODSTOCK. WNS BRINGS CHILD CARE CHOICE TO THE FAMILIES IN THE WOODSTOCK AREA THAT ENHANCES THE ATTRACTIVENESS AND QUALITY OF LIFE IN THE WOODSTOCK COMMUNITY.

THE WNS PRIORITIZES COMMUNITY GROWTH AND CONNECTIONS BY FREQUENTLY WALKING IN AND AROUND TOWN, MAKING VISITS TO THE TOWN POST OFFICE, LIBRARY AND PARKS. WE GO CAROLING DURING THE HOLIDAYS, VISITs THE WOODSTOCK INN'S GINGERBREAD HOUSE and ENJOYS FIELD TRIPS TO BILLINGS FARM. OUR YOUNG, SMILING FACES TRULY SPREAD JOY TO OUR COMMUNITY MEMBERS AND VISITORS! THE DAILY OUTDOOR COMPONENT, RAIN OR SHINE IS IMPLEMENTED EVERY SINGLE DAY WHICH PROMOTES COMMUNITY OUTREACH! WE WILL ENHANCE THE NEW SPACE AT THE LITTLE THEATER WITH AESTHETICALLY PLEASING, SIMPLE AND NATURAL MATERIALS THAT WILL PRESERVE THE HISTORIC BEAUTY AND MAINTAIN THE USE OF THE LITTLE THEATER AS A COMMUNITY CENTER.

IN WHAT WAY WILL THE PROPOSED PROJECT CONTRIBUTE TO THE WOODSTOCK'S ECONOMIC VITALITY?

WOODSTOCK HAS A DESPERATE NEED FOR PREK CARE, ESPECIALLY WITH ACT 166 STATE FUNDING. THE PUBLIC PRE-K AND RAINBOW SCHOOL ARE FULL. WNS PROVIDES FAMILIES WITH MUCH NEEDED FLEXIBILITY. THE PUBLIC SCHOOL HAS A 5 DAY RESTRICTION WITH FULL TIME ONLY. WE PROVIDE flexible DAY OPTIONS FOR WORKING PARENTS WHO ARE SEEKING AN ALTERNATIVE TO FULL-TIME 5-DAY CARE, BUT WANT THEIR CHILDREN TO HAVE EXPOSURE TO A RANGE OF LEARNING OPPORTUNITIES THAT INCLUDES AN EMPHASIS ON COMMUNITY CONNECTIONS AND OUTDOOR PLAY. WE HAVE CHANGED OUR PROGRAM HOURS TO MEET PARENTS NEEDS FOR AN EARLIER DROP-OFF TIME TO ACCOMMODATE WORK HOURS AND COMMUTING TIME. HIGH QUALITY PRESCHOOL AND CHILDCARE WILL MAKE IT EASIER FOR FAMILIES TO LIVE AND WORK IN WOODSTOCK.

MAINTAINING AND HIRING STAFF INCLUDING A DIRECTOR, HEAD TEACHER AND MORNING AND AFTERNOON ASSISTANTS CREATES JOB OPPORTUNITIES AND PROVIDES AN OPPORTUNITY FOR YOUNG TEACHERS LOOKING TO GAIN EXPERIENCE AND STAY IN THE COMMUNITY. AS A RESULT OF INCREASED ENROLLMENT AT THE SCHOOL THIS YEAR WE WERE ABLE TO HIRE A LOCAL HIGH SCHOOL GRADUATE, GERTRUDE SUOKKO, AS AN ADDITIONAL ASSISTANT TEACHER. IN ADDITION, WE EMPLOY A CLEANER, CONTRACT OUT MUSIC AND ARE IN THE PROCESS OF HIRING A COMMUNITY MEMBER TO SUBSTITUTE TEACH.

RELOCATING TO THE REC CENTER SPACE WILL ENCOURAGE FAMILIES TO USE THE REC CENTER AND MAKE WOODSTOCK A HUB FOR COMPLETING OTHER DAILY TASKS AND SHOPPING IN THE COMMUNITY.

** THE REC CENTER IS A NON-PROFIT COMMUNITY CENTER WHICH WILL BENEFIT FROM THE WNS RENTING ITS SPACE. THE SPACE WE ARE RENTING FROM IS PERFECT FOR A NURSERY SCHOOL AND WOULD BE INCREDIBLY CHALLENGING TO FIND RENTERS FOR OTHERWISE. THEREFORE, WE ARE HELPING ANOTHER NON-PROFIT IN OUR COMMUNITY THRIVE.

WILL THE PROPOSED PROJECT ATTRACT NEW RESIDENTS TO WOODSTOCK?

YES, THE WNS PROPOSED PROJECT WILL ATTRACT NEW RESIDENTS TO WOODSTOCK. DURING OUR 2018-2019 SCHOOL YEAR WE ATTRACTED FAMILIES FROM MICHIGAN, MASSACHUSETTS AND NEW YORK. WE HAVE A FAMILY ENROLLED (2019-2029 SCHOOL YEAR) FROM BETHEL WITH A STAY AT HOME MOTHER WHO IS INTERESTED IN BECOMING A BOARD MEMBER. WNS ATTRACTS FAMILIES FROM OUTSIDE OUR COMMUNITY AS WELL. WE PROVIDE FREQUENT FAMILY GATHERINGS TO ENCOURAGE COMMUNITY DEVELOPMENT INCLUDING CONCERTS, POT-LUCKS, PARADES AND CELEBRATIONS.

TELL US ABOUT EXISTING COMMUNITY SUPPORT FOR THIS PROJECT. HOW HAVE COMMUNITY MEMBERS BEEN ENGAGED IN DECISION-MAKING REGARDING THIS IDEA OR

PROJECT? YOU MAY ATTACH A LETTER OF SUPPORT IN ADDITION TO OR IN LIEU OF THIS QUESTION.

THE WNS BOARD INCLUDES PARENTS WHO ARE STRONG, SUPPORTIVE COMMUNITY MEMBERS IN WOODSTOCK. THEIR SUPPORT INCLUDES REGULAR ATTENDANCE TO BOARD MEETINGS, FAMILY EVENTS AND OVERALL LOCAL AWARENESS AND ENTHUSIASM REGARDING THE POSITIVE OUTCOMES OF THE WNS GROWTH AND EXPANSION. THE MEMBERS OF THE REC CENTER ARE VERY SUPPORTIVE OF OUR USE OF THEIR LITTLE THEATER SPACE. WE ARE ALSO IN THE PROCESS OF ADDING A BOARD MEMBER WHO DOES NOT HAVE CHILDREN IN THE WNS TO BRING DIFFERENT PERSPECTIVE TO OUR BUSINESS PLANNING.

DOES THE PROJECT HAVE ADEQUATE FUNDING FOR NOW AND FUTURE YEARS?

OUR ORGANIZATION HAS ADEQUATE AND SUSTAINABLE ENROLLMENT INCLUDING CURRENT FAMILIES. YOUNGER SIBLINGS AND NEW GROWING FAMILIES WHO HAVE SHOWN GREAT INTEREST IN OUR PROGRAM THROUGH VISITS, COMMUNICATION AND ATTENDING OUR OPEN HOUSE.

PLEASE ATTACH ANY SUPPORTING INFORMATION, INCLUDING LETTERS OF REFERENCE OR OTHER RELEVANT INFORMATION.

SIGNATURE INDICATES THAT YOU HAVE READ AND AGREED TO THE EDC COMMUNITY GRANT GUIDELINES 2019.

SUBMITTED BY : KELSEY KEITH

SIGNATURE :

DATE : DECEMBER 30, 2019