

# ANNUAL REPORT 2023

WARMAN CHILDCARE CENTRE







# GUIDING PRINCIPLES

## OUR MISSION

Warman Childcare Centre provides high quality childcare in a safe and secure learning environment.

## OUR VISION

Our Centre is the platform where every child will thrive while learning in a nurturing environment. We do this through providing children with experiences and play based learning opportunities and offering supportive resources to families within the community.

## VALUES THAT GUIDE US

Accountability

Best interest - "put children first"

Engagement - parents, staff and children

Excellence

Integrity



# MESSAGE FROM THE BOARD CHAIR

**MORGAN BULLEE**

**CHAIR, WCC BOARD OF DIRECTORS**

As I reflect on 2023, I am filled with gratitude for the staff, leadership, board members, parents and children that make Warman Childcare Centre what it is today. We are a tiny (but mighty) village that supports one another, and it is a privilege to serve as Chair. Each year I continue to be impressed by the high quality and reliable childcare that is provided at WCC. The resilience of the team at WCC shines through when faced with challenges - whether it be staffing, the dreaded norovirus or near-record-breaking snow storms.

Communication is at the foundation of what makes WCC resilient and an exceptional early learning centre. Communication between staff and children, communication between co-workers, communication between leadership and the board and of course with parents. I encourage you to take a moment each day to review the Parent Board in the centre - it's full of vital information. The monthly newsletter is also a key source of information and updates - please ensure you're reading it each month!

Over the past few years, many of our policies and procedures have been communicated via email or newsletters to parents, which has left our current Parent Handbook outdated. We are committed to continuous improvement and will be providing a revised, 2024 version, of the handbook that reflects the most accurate and up to date information. Going forward, review of the handbook will be done on an annual basis to ensure everyone has access to the most up to date information!

It has been a year filled with learning experiences for us all, as we navigate through expanding our centre to a second site and creating partnerships with key organizations that will support our continued growth. Building our dream space for 90 licensed spots is no small feat – and the Expansion Committee lead by Mark Prodahl has been working hard over the past year to make the dream a reality. Big things are coming, and we are grateful to have two additional seats added last AGM to support this ongoing project.

In 2023 we welcomed two new board members, Mikhaila & Mitchell. We also said goodbye to two members as well. Thank you, Kendra & Maria, for your contributions to the board over your many years of service and thank you to Meghan Forsyth, who has completed her term this year as well. Your contributions have been essential to our continued success. I look forward to welcoming new members and continuing to work with those seeking re-election this year.

Please feel free to connect with the Board of Directors anytime, we can be reached at [wccboard@outlook.com](mailto:wccboard@outlook.com) or chat with us at pick up/drop off! We're here to support the centre and value engagement with parents and staff!

I look forward to seeing what 2024 brings!

*Morgan Bullee*



# MESSAGE FROM THE DIRECTOR

**MELINDA MARTENS**

**DIRECTOR, WARMAN CHILDCARE CENTRE**

As I look back on the 2023 year, I find myself thankful for my first 8 months serving as the Director of Warman Childcare Centre. Whether it has been collaborating with the board members, staff, parents or other Early Childhood professionals, I am fortunate to be in the company of such compassionate and knowledgeable leaders. Even more inspiring is the energy each of you continue to give in the face of so many ongoing challenges and changes in the industry.

## **Staffing**

Tammy Desrosiers, who is a great leader, mentor and Early Childhood advocate stepped away from her role as Director. Although she is pursuing another career path, she is still sharing her knowledge with us for the expansion of the new centre. This year also saw some of our veteran staff move on to other things. We struggled for a bit trying to find qualified, reliable ECES which meant there were many new faces in the centre. I am happy to say that we have finally rounded out our team with some amazing new team members. Our staff continue to be the heart and soul of the centre and they are committed to keeping the children safe, happy and engaged in play and learning.

Many of our staff are continuing to take their Early Childhood Education courses, while some have completed their diploma and others are just beginning. We continue to grow and learn as educators through workshops and micro-credentials online and with Sask PolyTech. Natasha has taken on the role of floor supervisor and has also been helping with the PD camps and practicum students.

## **Enhancing WCC**

This year Tammy and I began collaborating on ways to enhance WCC in order for our centre and our staff to stand out in the field of Early Childhood Education. We began with developing a mentorship program for new staff. This program is designed to ensure all new employees are knowledgeable on our routines, safety guidelines and procedures and that they are paired with an experienced staff member to gain all the information necessary to succeed. It also includes ensuring our program delivers quality programming to the children that goes above and beyond expectations. Due to the staffing crisis we had to put on hold the enhancing WCC directive until we had a reliable stable staff base. We now have that stable base and will be continuing to work towards those goals.

## **Waitlist**

We currently have over 300 families on our waitlist and have closed it. I will go through it before fall and will then look at reopening it if the number is reduced greatly. If not, it will likely remain closed until we are closer to opening the new centre.

I am encouraged at what the prospects of 2024 will bring as we grow and change to better serve our community and the families we see day to day always with the goal of offering high quality care in every program.

2023  
FINANCIAL  
STATEMENTS

TO BE PROVIDED AT A LATER DATE

# 2024 BUDGET

		2024 Budget		2023	
		Month	Annual	Budget	YTD
<b>Expenditures</b>					
<b>I. Staff Services</b>					
	Staff Services as per "Staff Costs"	\$ 42,322.49	\$ 507,869.84	\$ 509,145.68	\$ 446,582.45
	Supervisor				
	Bookkeeping/ Support	\$ 875.00	\$ 10,500.00		
	Cleaning	\$ 1,143.75	\$ 13,725.00	\$ 13,725.00	\$ 9,962.00
	<b>Total Staff Services</b>	<b>44,341.24</b>	<b>\$ 532,094.84</b>	<b>\$ 522,870.68</b>	
<b>II. Staff Benefits</b>					
	Vacation Pay	\$ 2,442.01	\$ 29,304.09	\$ 29,377.71	
	EI	\$ 959.87	\$ 11,518.49	\$ 11,547.42	
	CPP	\$ 1,994.82	\$ 23,937.86	\$ 24,002.93	
	WCB	\$ 495.17	\$ 5,942.08	\$ 5,957.00	\$ 7,594.47
	Employee Benefit Plan	\$ 2,391.10	\$ 28,693.24	\$ 28,693.24	\$ 22,989.10
	Holiday Coverage				
	Sick Day Coverage	\$ -			
	<b>Total Staff Benefits</b>	<b>\$ 8,282.98</b>	<b>\$ 99,395.76</b>	<b>\$ 99,578.30</b>	
<b>III. Professional Development</b>					
	Memberships		\$ 500.00	\$ 500.00	\$ 265.00
	Workshops and Conferences		\$ 1,100.00	\$ 1,100.00	
	First Aid Training / CPR		\$ 300.00	\$ 300.00	\$ 638.93
	<b>Total Professional Development</b>	<b>\$ -</b>	<b>\$ 1,900.00</b>	<b>\$ 1,900.00</b>	
<b>IV. Administration</b>					
	Audit Fee		\$ 10,500.00	\$ 9,025.00	\$ 10,142.27
	Website		\$ 650.00	\$ 650.00	
	Insurance (Board Liability & Building)		\$ 6,500.00	\$ 6,120.00	
	Telephone / Internet		\$ 2,148.77	\$ 2,040.00	\$ 2,046.45
	Office Supplies		\$ 5,000.00	\$ 5,000.00	\$ 4,401.02
	Travel Allowance		\$ 1,000.00	\$ 1,500.00	\$ 718.41
	Clothing Allowance		\$ 2,500.00	\$ 1,500.00	
	Appreciation- board + parents		\$ 500.00	\$ 500.00	\$ 282.62
	Employee Appreciation Recognition Program		\$ 6,500.00	\$ 5,500.00	\$ 3,064.45
<b>NEW</b>	Annual Stay Pay		\$ 5,000.00	\$ 2,000.00	\$ 1,147.87
	Licensing / Inspections	\$ -	\$ -		\$ 348.30
	GST expense				
	<b>Total Administration Expenses</b>	<b>\$ -</b>	<b>\$ 40,298.77</b>	<b>\$ 33,835.00</b>	
<b>V. Physical Facility</b>					
	<i>Owned</i>				
	Mortgage		\$ 61,748.52	\$ 61,748.52	
	Bank Fees				
	Taxes				
	SaskPower		\$ 6,111.00	\$ 5,820.00	\$ 4,609.65
	SaskEnergy		\$ 2,053.00	\$ 1,956.00	\$ 1,598.65
	Loraas		\$ 1,680.00	\$ 1,600.92	\$ 1,303.18
	Water/Sewer		\$ 3,096.00	\$ 3,096.00	\$ 2,022.43
	Building Maintenance		\$ 5,000.00	\$ 4,000.00	\$ 4,474.38
	Outside Care		\$ 2,500.00	\$ 2,000.00	\$ 1,820.00
	<b>Total Facilities Expenses</b>	<b>\$ -</b>	<b>\$ 82,188.52</b>	<b>\$ 80,221.44</b>	
<b>VI. Equipment &amp; Furnishings</b>					
	Kitchen equipment		\$ 500.00	\$ 500.00	\$ 2,308.25
	Office equipment		\$ 500.00	\$ 500.00	\$ 157.59
	Child Furnishings (cots, shelves)		\$ 2,000.00	\$ 2,000.00	\$ 780.66
	Play Equipment		\$ 1,000.00	\$ 1,000.00	
	Other equipment and furnishings				
	<b>Total Equipment &amp; Furnishings</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	



VII. Consumable Supplies						
	Food Cost		\$	30,000.00	\$ 30,076.43 \$ 23,307.89	
Combine	Kitchen supplies		\$	10,000.00	\$ 1,000.00 \$ 6,187.74	
Combine	Toiletry, cleaning & first Aid Supplies				\$ 9,000.00 \$ 3,863.31	
	Craft and children's activity supplies		\$	4,000.00	\$ 6,500.00 \$ 2,741.26	
	Field Trips		\$	500.00	\$ 500.00 \$ 380.55	
	Summer Camp/ PD		\$	15,000.00	\$ 6,785.00	
	Other					
	<b>Total Consumable Supplies</b>		\$	-	\$ 59,500.00 \$ 47,076.43	
<b>TOTAL EXPENDITURES</b>			\$	52,624.21	\$ 819,377.89 \$ 789,481.85 \$ -	
Revenue						
I. Fees						
	Infant Spaces		\$	9,302.00	\$ 111,624.00	
	Toddler Spaces		\$	8,858.00	\$ 106,296.00	
	Preschool		\$	20,289.25	\$ 243,471.00	
	Kinder Spots (PT 6+ up)				\$ 6,000.00 \$ 9,787.50 \$ 1,164,717.75	
	<b>Total Fees</b>		\$	38,449.25	\$ 467,391.00	
II. Child Care Grants						
	Parent fee Grant				\$ 231,745.13	
	ECS Grant -		\$	15,456.00	\$ 185,472.00 \$ 15,456.00 \$ 139,104.00	
	Training initiative Grant					
	EA Grant				\$ 12,000.00 \$ 8,034.00	
	Wage Grant				\$ 115,440.00 \$ 53,210.62	
	<b>Total Child Care Grants</b>		\$	15,456.00	\$ 312,912.00 \$ -	
IV. Other Revenue						
	Summer Program		\$	30,000.00	\$ 43,730.00	
	PD camps					
	Fundraising/Donations				\$ 10,000.00 \$ 12,142.96	
	<b>Total Other Revenue</b>		\$	-	\$ 40,000.00	
<b>TOTAL REVENUE</b>			\$	53,905.25	\$ 820,303.00 \$ - \$ -	
				<b>Profit / Loss</b>	<b>925.11</b>	<b>0.00</b>

# FUNDRAISING REPORT

Warman Childcare Centre is a non-profit organization and requires fundraisers throughout the year to supplement the operational costs of the facility. All families are required to participate in the fundraising events planned by the committee.

The amount required to be raised per spot is determined annually by the Board of Directors based on the budget and shared with families at the beginning of the year. In 2023 we were able to set a lower operational fundraising amount within our budget and held only our fall "Hallo-win" raffle which raised just over \$5000. We also held our comedy night in support of the new centre which raised approximately \$7000 for site two!

For 2024, the Board has identified the amount to be raised as \$217/spot (pro-rated amount of \$54/kinder spot).

## 2024 UPCOMING FUNDRAISERS

### World's Finest Chocolates

May 17 - June 14

Cases will be distributed to parents on the 17th

Return proceeds to centre by June 14th

### Cooler Prize Pack Raffle

July 1 - July 31

Currently seeking sponsors of items to help us fill the cooler!

### Hallo-WIN! Cash Raffle

October 1 - October 31

Currently seeking sponsors for cash draws!



# BOARD OF DIRECTORS

The WCC Board of Directors is made up of 10 positions. A membership vote will be held at the Warman Childcare Centre's Annual AGM to fill open positions.

The Executive Committee, with Board approval, recommends that the following people stand for nomination at the Annual General Meeting on the 14th day of May 2024:

## **To be elected for a two-year term:**

- Amanda King-Dukart (seeking re-election)
- Dawna Fisher (seeking re-election)
- Ian Braaten (seeking re-election)
- Mark Prodahl (seeking re-election)
- Lisa Spies
- Jasmyne Bahr
- Brad Marcoux

## **Directors Continuing to serve in 2024-2025:**

- Morgan Bullee
- Mikhaila Chomyn
- Mitchell Blixrud

# DIRECTORS & CANDIDATES



## **MORGAN BULLEE** (continuing Director)

Proud mama to Olivia & Sloane. Born and raised in Regina, I moved to Warman with my husband, Garrett, in 2018. We have two large rescue dogs (and a cat) who keeps us extra busy. We feel so fortunate to have our daughters attend Warman Childcare Centre and I love being able to volunteer my time towards supporting the centre and its strategic goals. When I'm not chasing my girls around, I spend paid days as a Marketing Manager & Brand Strategist. I have a passion for driving change through innovative and successful campaigns. In my current role at Saskatchewan Blue Cross, I oversee the marketing and communications strategies and guide a team of specialists in executing corporate objectives. I have served as the Communications Chair for the Saskatchewan Professional Marketing Association and co-founded Fruit for Thought, a nonprofit focused on urban foraging for communities to live more sustainably, which operated from 2011-2019. I'm passionate about supporting local organizations and investing in the community - supporting fundraisers and volunteering my time.



## **MIKHAILA CHOMYN** (continuing Director)

My name is Mikhaila Chomyn and I currently live in Warman with my husband, 2.5 year old daughter, and newborn son. We have been at the WCC since July 2022. I have worked for the City of Saskatoon for the past 9 years. With my current job I work with a volunteer board, plan fundraising events, and work with many social media platforms. We love living in Warman and find it essential to give back to the community. My husband and I have volunteered as coaches for youth sports, and I have served as a WCC Board of Director for the past year. I can't say enough great things about the WCC and look forward to another great year.





### **MITCHELL BLIXRUD** (continuing Director)

My name is Mitchell Blixrud I have been a board member for a year serving on the financial and fundraising committee. I grew up near the town of Medstead on a cattle and grain farm. After graduating high school, I entered the Agricultural Machinery Technician Industry where I received my Journey person certificate at Saskatchewan Polytechnic. I started my job at Redhead Equipment in 2014 where I was the Lead hand before moving into the Product specialist role.

My wife Jenna and I are parents to Madison (3.5 years) and Jaxon (15 months). We have been attending WCC since 2021. As a family we love spending time at Brightsand Lake in the summer.



### **MARK PRODAHL**

Mark is from the small town of Lake Lenore Saskatchewan. He grew up in a farming household and still helps out (seasonally) on the farm to this day. Mark decided to pursue a different career than farming and entered the College of Engineering at the U of S directly out of high school. A few years later with a Civil Engineering degree in hand he started working for PCL Construction Management and has worked there ever since.

Mark is married to his wonderful wife Brittany and they have two daughters, Bryer (3yrs) and Bodie (16 months). With the little bit of free time he does have he enjoys golfing and downhill skiing. Mark joined the WCC board in March of 2022 and is currently sitting as the chair of the expansion committee. He is currently seeking re-election for another 2 year term to see the expansion project through the final stages. He wishes the parents and staff of the WCC all the best for 2024 and is looking forward to an exciting year ahead for the centre.



## AMANDA KING-DUKART

My name is Amanda King-Dukart, and I am seeking re-election for the Warman Childcare Centre's Board of Directors. I have been a member of the BOD since 2024, serving as secretary and vice-chairperson. I am also an active member of the Expansion Committee, Finance Committee, Fundraising Committee and Quality of Care Committee with WCC.

I have been a resident of Warman since 2014 when my husband Peter, and I made it our home. We have two sons, Oliver and Gabriel. Our family is made complete with our two dogs, Ember and Eevie.

I am employed full time with SaskEnergy Inc. as a qualified Service Technician (currently working in the office) and am actively taking courses towards a business certificate at Sask Polytech.

We are grateful that both Oliver and Gabriel have the opportunity to attend Warman Childcare Centre. The childcare, learning, and friendships that Oliver and Gabriel have received at WCC have been exceptional and substantial in their development.

Being on the board of directors is a great opportunity for me to give back directly to WCC. I believe that early childhood education, in a loving and fun learning environment, plays a significant role in childcare and is vital to our child's development. My hopes are to help WCC achieve their initiative of providing exceptional childcare, so other families have the same opportunity for their children to thrive at Warman Childcare Centre.



### **DAWNA FISHER**

My name is Dawna Fisher. I am a real estate appraiser with Brunsdon Lawrek & Associates and have an AACI designation with the Appraisal Institute of Canada. The majority of my assignments are commercial based and I have been training in property assessment review services.

I graduated from the University of Saskatchewan in 2010 with a B.Comm degree with honours and distinction. My husband, Adrian and I moved to Warman in 2013 shortly after welcoming our daughter, Helaina. Since establishing our family in Warman we have welcomed two more children, Jarett and Lars. I enjoy spending time with my family, gardening, going to greenhouses and u-pick farms, baking and eating it too, and anything where I get to be creative.

All of our children have been privileged to attend the centre. I have served on the Board for two years and am excited for the opportunity to continue working with an amazing group of parents.



### **BRAD MARCOUX**

Brad's past experience includes an elected executive position for Union. He is a business owner as well as a Continuous Improvement Coordinator & Project Manager. He looks forward to being on the WCC Board of Directors to help out the WCC as they have given so much to his family.



## IAN BRAATEN

Ian Braaten obtained his accounting degree from the Edwards School of Business in 2009, then his Master of Professional Accounting in 2011, and his Chartered Accountant designation in 2013. His career path took him West to Calgary for a few years, before moving back to Saskatchewan. He is a Partner with the accounting firm KPMG LLP.

Along with his wife Christie, they moved to Warman in the Winter of 2012 and have fallen in love with the city and the great people who live here. In 2018 they welcomed a son, Beau, into the world. A few short years later in 2021 they welcome a daughter, Freya, into their family. Beau joined WCC in the fall of 2019, this experience has been remarkable in his development in learning and socializing.

Ian believes that early education and literacy is essential to building a healthy community and economy. He has previous board experience with READ Saskatoon from 2013 to 2020. He was involved with the Audit and Finance Committee and played a role in reviewing the annual financial statements and budgets. He also served on the Board of the Saskatchewan Young Professionals and Entrepreneurs (SYPE) from 2013 until he no longer fit the definition of young in 2021. He currently sits on the Board of Ideas Inc.

When not busy with work, he enjoys time working with Christie and Beau on their hobby farm and is looking forward to giving Freya her first tractor ride this spring. He also enjoys family time at the lake fishing, hiking, snowmobiling and sailing.





## JASMYNE BAHR

My name is Jasmyne Bahr and I am pleased to present my biography for your consideration as a potential candidate for the Board of Directors at WCC. Throughout my career, I've been driven by a passion for leadership and personal development, navigating various roles that have shaped my skills and outlook.

Since 2020, my husband, Nick, and I have made our home in Warman, where we have established roots in a vibrant community. Our two little ones keep us on our toes and constantly remind us of the joys and challenges of parenthood. Through their eyes, I've discovered a newfound passion for fostering learning and growth, which I believe aligns perfectly with the values of WCC.

Prior to the birth of our second child, I held a position managing the SGI Autofund department at a local insurance brokerage. This provided me with invaluable insights into the workings of a government organization. During this time, I also spearheaded the creation and implementation of a comprehensive training program for my department. Witnessing the growth and success of my team members was a defining moment in my career.

In my current role at Mint Mortgage, a reputable mortgage brokerage, I immerse myself in the intricacies of the finance world on a daily basis. My responsibilities include auditing a wide range of mortgage documents, where attention to detail and keen observation are paramount. Every deal we work on is different, and we firmly believe that each client has their own story and importance. This mindset has helped me maintain an open and accepting view on my work, understanding that behind every document lies a unique narrative and set of circumstances. Overall my current role has honed my attention to detail and made me keenly observant, ensuring that I approach each task with sensitivity and thoroughness.

I am genuinely excited about the prospect of joining the Board of Directors at WCC. I believe my blend of experience in management, training development, and finance can bring valuable insights to the table. Together, I am confident we can further the mission of WCC and create a nurturing environment for children and families.



## LISA SPIES

Hi, I'm Lisa! I'm married to my husband, Brett and we moved to Warman in 2019. We have two children, Levi and Brynn who keep us very active. We enjoy all sorts of adventures - swimming, biking, skating, horseback riding or going for a quad ride.

I grew up on our family farm at Glentworth, SK. I moved to Saskatoon for University and haven't left since! I'm a Chartered Professional Accountant and a Partner at MNP LLP.

I joined the board of WCC about a year ago. The centre has provided such excellent care for Levi (and soon to be Brynn) and we love the family feel. I'm excited to see and be a part of such a quality centre.