

# **Grace Jones Back Packs 4 Kids**

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
Application for Funding  
Fiscal Year 2013  
October 1, 2012 – September 30, 2013**

## ATTACHMENT CHECKLIST

<b>LABEL AND ATTACH THE FOLLOWING IN THE ORDER SHOWN, AFTER THIS PAGE IF NOT APPLICABLE, PLEASE SO INDICATE AND EXPLAIN</b>	<b>ATTACHED?</b>		<b>COMMENTS</b> You must explain any "NO" answers
	<b>YES</b>	<b>NO</b>	
A-1. Current Board Information Form	YES		
B. Agency Compensation Detail	YES		
C. Profile of Clients, Client Numbers and Services (Performance Report)	YES		
D. County HSAB Funding Budget	YES		
E. Agency Expenses	YES		
F. Agency Revenue	YES		
G. Copy of Audited Financial Statement from most recent fiscal year (2010) if organization's expenses are \$150,000 or greater.	YES		
H. Copy of filed IRS Form 990 from most recent fiscal year (2010)	YES		
I. Copy of current fee schedule	YES		
J. Copy of IRS Letter of Determination indicating 501 C 3 status & Copy of GUIDESTAR printout	YES		
K. Copy of Current Monroe County and City Occupational Licenses	YES		
L. Copy of Florida Dept. of Children And Families License or Certification	YES		
M. Copy of any other Federal or State Licenses	YES		
N. Copy of Florida Dept. of Health Licenses/Permits	YES		
O. Copy of front page of Agency's EEO Policy/Plan	YES		
P. Copy of Summary Report of most current Evaluation/Monitoring *	YES		
Q. Data showing need for your program (See Question 12)	YES		
R. Other (specify) TWO PAGE LIMIT			

\* must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
Application for Funding  
Fiscal Year 2013  
October 1, 2012 – September 30, 2013**

Agency Name	Grace Jones Community Day Care Center
Physical Address	230 41 <sup>st</sup> Street
Mailing Address	
City, State, Zip	Marathon, Florida 33050
Phone	305-743-6064
Fax	305-289-7251
Email	keysappr@gmail.com
Who should we contact with questions about this application?	Maria Brandvold, Director, Development Chair

Amount received for prior fiscal year ending 09/30/11	\$30,000
Amount received for current fiscal year ending 09/30/12	\$33,000
Amount requested for upcoming fiscal year ending 09/30/13	\$45,000

## CERTIFICATION

To the best of our knowledge and belief, the information contained in this application and attachments is true and correct. Monroe County is hereby authorized to verify all information contained herein, and we understand that any inaccuracies, omissions, or any other information found to be false may result in rejection of this application. This certifies that this request for funding is consistent with our organization's Articles of Incorporation and Bylaws and has been approved by a majority of the Board of Directors.

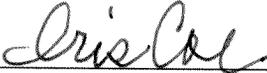
We affirm that the Agency will use Monroe County funds for the purposes as submitted in this Application for Funding. Any change will require written approval from the Monroe County Board of County Commissioners.

We understand that the agency must substantially meet the eligibility criteria to be considered for Monroe County funding and that any applicable attachments not included disqualify the agency's application.

We understand that all funding received through this opportunity must be spent for the benefit of Monroe County.

We further understand that meeting the Eligibility Criteria in no way ensures that the agency will be recommended for funding by the Human Services Advisory Board. These recommendations are determined by service needs of the community, availability of funds, etc. HSAB funding recommendations must be approved by the Monroe County Board of County Commissioners.

Typed Name of Executive Director: Iris Coe

Signature 

Title: Executive Director

Date: April 15, 2012

Typed Name of Board President/Chairman: Randy Lewis

Signature 

Title: President of the Board

Date: April 15, 2012

Detailed instructions for each question appear in the separate instruction document.

**1. Insert your agency's board-approved mission statement below.**

The Grace Jones Community Day Care Center, Inc. is organized exclusively for charitable and educational purposes, more specifically to provide quality education, while nurturing a child's body, mind and spirit.

**2. List the services your agency provides.**

The Grace Jones Community Center, Inc. provides State of Florida Gold Seal award-winning daycare along with nutritious meals to children of working Monroe County residents from Monday through Friday at its totally renovated facility located in Marathon, Florida. The Grace Jones Community Center has served thousands of children from diverse family backgrounds since 1958 in the same location on 41<sup>st</sup> Street.

For the past four years, Grace Jones Community Center has been funding, facilitating and growing the outstanding weekend-food program, "Grace Jones Back Packs 4 Kids." In these four years the program has grown beyond the wildest expectations of our local community, our stakeholders, our donors and foundations, and our partner organizations.

Since the inception of the program we have grown from serving 60 children weekly to serving 250 children weekly in four locations in Monroe County, namely Grace Jones Community Center, the Community Cooperative Day-Care Center, Kreative Kids Academy and Inez Martin Child Development Center. We could not be more proud of the Grace Jones Back Packs 4 Kids program's performance, or the support and essential financial assistance of the Monroe County Board of County Commissioners (BOCC) and the Human Services Advisory Board (HSAB). We are totally committed and confident that together, we will continue to grow this critical weekend-food program until no child in Monroe County is any longer faced with debilitating chronic hunger.

**3. What specific services will be funded by this request?**

HSAB funding will be used for Grace Jones Back Packs 4 Kids food program only.

We have listened to you and understand that Monroe County tax-payer funds should be spent on priority human needs first. Nutritious weekend food and the elimination of chronic-childhood hunger obviously fit this category.

Grace Jones Community Center has a dedicated "working board" and this group of hardworking volunteers is doing a terrific job at fund raising and promoting the Grace Jones Back Packs 4 Kids project. We have greatly decreased our administrative costs through our collaborative partnerships and economy-of-scale purchasing opportunities. We have been able to secure funders and donors outside of the Monroe County HSAB who eagerly cover these administrative expenses.

**4. Funding category:**

If you have been previously funded by HSAB, do you request to have the HSAB consider changing your funding category? Please circle yes or no: Yes  No

If yes, please circle the new category for which you would like to be considered:  
Medical                      Core Services                      Quality of Life

If you have not been previously funded, please circle the funding category that you believe best matches your services:    Medical                      Core Services                      Quality of Life

5. **Will County HSAB funds be used as match for a grant?** NO

6. **If you answered "yes" to Question #5, please specify the following for each grant:**

- a. grant award title, granting agency, and purpose: N/A
- b. grant amount: N/A
- c. match percentage requirement and amount: N/A
- d. expected award date: N/A

7. **If your organization was funded with HSAB funds last year, please briefly and specifically explain:**

**a. how the funds were spent**

All of the HSAB awarded funds in 2011/2012 were used to purchase food for the Grace Jones Back Packs 4 Kids program.

**b. how they were used to leverage additional funding**

The growth of the Grace Jones Back Packs 4 Kids program is nothing less than spectacular, solidly confirming the unquestioned need and popularity of this program. This has opened us up to a host of new funding sources throughout the Florida Keys, Monroe County and the State of Florida.

Success breeds success; and with the generous financial support of Monroe County along with other public and private sector donors, the momentum of the Grace Jones Back Packs 4 Kids program has built and continues to build.

Our attendance at HSAB and BOCC meetings during the past several years leaves no question in our minds that collaboration, partnership, elimination of duplication of effort, aggressive price negotiation with vendors, economy of scale purchasing and dedication to providing the most basic human needs to the highest number of carefully vetted and needy recipients is paramount when requesting funding from taxpayer coffers.

We honor this desire and hope we have demonstrated this to you in a most obvious way. Our request, which encompasses the requests for three distinct Marathon childcare providers, is for \$45,000 of the total 2013 program budget of \$72,000. At the same time, our request represents a much smaller percentage of the Grace Jones Community Center's overall budget. We bring this to your attention only to assure you that much of the administrative costs of the program are absorbed through general operating expenses of the Grace Jones Community Center and our partner agencies. The balance is derived from targeted fund raising, and grant proposals specific to the Grace Jones Back Packs 4 Kids program.

8. **Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment D, under "Grants to Other Organizations."***

NO

9. Does your organization allocate sub-grants to other organizations using other sources (non County) of funding? *If yes, please list the recipient(s), the purpose(s), and amount(s). Please make sure these are included on Attachment E, under "Grants to Other Organizations."*

NO

10. Will you or have you applied for other sources of County funding? *If yes, please list source(s) and amount(s). Also be sure to reflect this information on Attachment F.*

YES. We applied for, and were awarded, \$9,200 from the Monroe County Sheriff's Asset Forfeiture Fund for fiscal 2012/2013.

11. What needs or problems in this community does your agency address?

**For 54 years, the Grace Jones Community Center has served the children of hard-working and working-poor families in the Florida Keys.** These families make up the very essence of our service, construction, tourism, and fishing economy. While the parents of our working-poor families balance two and even three jobs just to survive, the Grace Jones Community Center provides what the State of Florida says is the highest level of affordable day care, including skill-based development, hearty meals, and a secure environment for at-risk children with various disadvantages. These disadvantages typically include delayed development, isolation, and neglect.

The Grace Jones Back Packs 4 Kids program came to be because not everyone in the Florida Keys is living the "life of paradise". Many families who once made a decent living in our fishing, tourism, service, and construction industries are hurting today due to our economic recession. Many families work as many as three jobs just to make ends meet. While these circumstances make Grace Jones' role even more important (children learn at the Center while their parents work), **we see children who are so affected by our poor economy that they are clearly experiencing chronic hunger.** This chronic hunger manifests itself most during the weekends when families all too often do not have the resources to supply nutritional food to their children. In fact, this problem first came to light when children would reflect physical weight loss on Monday mornings.

To solve this serious problem, the Grace Jones Community Center operates the Grace Jones Back Packs 4 Kids program which, at this time, provides 250 of the neediest students, from four different childcare providers...**Grace Jones Community Center, the Community Cooperative Day-Care Center, Kreative Kids Academy and the Inez Martin Child Development Center** with 8-10 pounds of nutritious, kid-friendly foods each Friday to tide them over between the balanced meals they receive each weekday at school.

**12. What statistical data support the needs listed in Question #11?**

*(If applying for \$5,000 or less, a response is not required.)*

There are many websites and/or sources of information that offer accurate and timely statistics on poverty rates. Several of these sites, including Florida Kids Count, U.S. Census, and SAIPE show that the childhood poverty rate for the State of Florida hovers at 20%. In other words, nearly 700,000 children in the State of Florida live in poverty. In Monroe County, most sources suggest we have about a 13.3% childhood poverty rate. That means that one out of every seven children in Monroe County experiences hunger throughout the year. This is appalling and unacceptable to the Grace Jones Back Packs 4 Kids stakeholders.

**13. What are the causes (not the symptoms) of these problems?**

*(If applying for \$5,000 or less, a response is not required.)*

**What is the cause of Monroe County's childhood-chronic-hunger problem? In a word, the economy!**

As explained in question 12, the local and national economy has taken a terrible downturn. While it is tempting to think these alarming facts couldn't possibly affect our island paradise here in Monroe County, in fact they have. The Key West Citizen ran a story about how the Grace Jones Back Packs 4 Kids Feeding Program is actively seeking contributions to purchase critically needed food for chronically hungry children throughout Monroe County.

The article went on to chronicle out-of-work fisherpersons, restaurant workers, retail workers, auto mechanics and boat mechanics; many of whom had never encountered financial shortfalls before. Children in our daycare programs eat nutritious and filling meals Monday through Friday in our schools and then go home to weekends of undernourishment, dismay, unhealthy eating habits and behavioral problems.

One thing is certain. In our challenging local economy, the working-poor families who benefit from the services provided by the Grace Jones Community Center, the Community Cooperative Day-Care Center, Kreative Kids Academy and Inez Martin Child Development Center need us more than ever. In fact, all of the working-poor families in Monroe County need our collective help to properly feed and care for their children, especially over the weekends.

**14. Describe your target population as specifically as possible.**

The Grace Jones Back Packs 4 Kids program is designed to target chronically hungry children and their families wherever we can reach them.

Since our target population is predominately children of low- to moderate-income families we focus on those parents and families unable to supply proper nutrition to their children on weekends when school lunches are unavailable. Shockingly, children in the care of the three Grace Jones Back Packs 4 Kids partner programs were coming to school on Monday mornings, hungry, agitated, impatient, belligerent and when put on certified scales showed a loss of weight since their last weighing before leaving school on Friday.

We reach out to these needy families and children through public speaking engagements, newspaper editorials, PSAs, radio interviews, fundraising events, Internet, email and through recruitment generated by our collaborative partnerships.

**15. How are clients referred to your agency?**

With each passing year of service to our chronically hungry children client referrals become easier and more numerous. Given our long-term collaborative partnerships with Kreative Kids Academy and Community Cooperative Day-Care Center along with our own Grace Jones Community Center, and our six-month commitment to establish, outfit, fund and train the Inez Martin Child Development Center the Back Packs 4 Kids program is becoming better known to a wider population all the time. What's more, our partner agencies are constantly approached by other agencies and individuals interested in helping with, becoming a partner with, or receiving Grace Jones Back Packs 4 Kids services.

As we all know, word-of-mouth is highly effective throughout the Florida Keys; and the Grace Jones Back Packs 4 Kids program is constantly promoted by board members, individual recipients, and their families. Supporters of all types promote the program when appearing at speaking engagements, civic groups, schools, fund raising events, local events, radio interviews and video interviews.

Clients can contact any one of the partner facilities, or visit their websites to learn about Grace Jones Back Packs 4 Kids. We are quickly and effectively closing the gap on needy families unaware of the Grace Jones Back Packs 4 Kids program. Our enhanced grant writing initiatives, expansion of our donor base and heightened events planning has also resulted in increased referrals.

But, of course, the proof is in the numbers. We have grown this critical program to 250 children served per week in 2012. As collaborative partners are added to the Grace Jones Back Packs 4 Kids program, the number of children served weekly will rise and fall as existing partner agencies grow to become independent and strike out on their own and newly added partner agencies become part of our team.

**16. What steps are taken to be sure that prospective clients are eligible and that the neediest clients are given priority?**

All of the disadvantaged children who receive weekend child-friendly food are screened and vetted. Approved clients (children) are from families who have been screened by Wesley House Family Services, in Key West, who manages funds received from the Early Learning Coalition of Miami-Dade/Monroe among others. This screening assures The Monroe County BOCC, the HSAB and the residents of Monroe County that the recipient families are either impoverished or very low-income working families.

In many cases, initial observation of chronic-hunger symptoms are made by staff members and childcare professionals at any one of our partner facilities through daily observation of the children or interviews with their parents. When clear signs of hunger (stealing food, hoarding food, asking other children for food, misbehaving in class, lethargy, and repeatedly asking when it is time to eat) arise, the process to determine if that child is a qualified candidate to receive supplemental weekend food is initiated.

We are positioned to move quickly and effectively to make timely determinations and bring hunger relief to those most in need.

**17. Describe any networking arrangements that are in place with other agencies.**

In its stellar 54-year history of serving the children of Marathon, and Monroe County families, the Grace Jones Community Center has established relationships with most public and private sector businesses and entities.

The families of the children attending our partner daycare centers are involved with local businesses as employees and patrons. For all practical purposes, there is not a day that goes by without making contact with a Grace Jones employee, client or supporter.

We enjoy a marvelous relationship with local newspapers, magazines, printed media, radio and TV personalities, government officials and civic organizations. We are uniquely positioned to make our Grace Jones Back Packs 4 Kids program, as well as the generous support of the Monroe County BOCC and HSAB, known through our PSAs, radio interviews, public speaking engagements, fundraising events (such as National Pig Days and Sheriff Bob Peryam's upcoming Retirement Roast at Hawk's Cay Resort), our website, our partner websites and constant word-of-mouth promotion.

Sustainability of a program is a function of quality of programming, local business and resident support, governmental support, need for the distinctive competency involved, stability of the program, reputation and popularity of the program and agency.

The Grace Jones Back Packs 4 Kids program meets all these criteria and has the proven ability to deliver its critical services to the people of Monroe County forever.

**18. List all sites and hours of operation. Please note which of these sites will be using HSAB funding.**

- Grace Jones Community Center, 260 41<sup>st</sup> Street, Marathon, Florida 33050. 7 am to 6 pm Monday through Friday, year round. (will be using HSAB funds from this grant)
- Kreative Kids Academy, 4711 Overseas Highway, Marathon, Florida 33050. 7:30 am to 5:30 am Monday through Friday. (will not be using HSAB funds from this grant)
- Community Cooperative Preschool, 550 122<sup>nd</sup> St., Marathon, Florida 33050. Open Monday through Friday. (will not be using HSAB funds from this grant)
- Inez Martin Child Development Center, 1100 Varela Street, Key West, Florida 33040. Open Monday through Friday 7 am to 5:30 am. (will not be using funds from this grant)

**19. What financial challenges do you expect in the next two years, and how do you plan to respond to them? (If applying for \$5,000 or less, a response is not required.)**

The Grace Jones Back Packs 4 Kids program expects, and is prepared for, more lagging economy as faced by the entire nation. We do not ignore the brutal realities which face all of us, especially the financially strapped families searching for a safe environment and nutritional food for their growing and at-risk children.

For fiscal 2012/2013 our single funding request for \$45,000 would have otherwise been three individual requests.

At the continued request of our funders we have approached collaborative partnership and have brought four high-quality childcare programs together in one targeted effort to eliminate chronic-childhood hunger among our local families.

With our enhanced fund raising activities, assistance from our partner agencies, the continued support of our existing funders (including the HSAB), our constantly trimmed expenses, bulk rates for food and materials, and increased exposure to new funding sources in, and out of, the Florida Keys we are confident we will continue to meet our financial goals.

We sincerely hope our funding sources will realize the ambitious goals we have placed on ourselves, our partners and our staff to "step up to the plate" and eliminate chronic-childhood hunger as it affects our three partner agencies.

**20. What organizational challenges do you expect in the next two years, and how do you plan to respond to them? (for \$5,000 or less, a response is not required.)**

The organizational challenges faced by the Grace Jones Back Packs 4 Kids program in the next two years are much the same as our financial challenges. Our collective goal is to eliminate the deplorable existence chronic-childhood hunger.

The overwhelming need for this program and the program's huge success presents a double-edge sword. Heightened need, doubled and even tripled numbers of requests and precipitous growth have put strain on our staff, our volunteers and our compassionate Board. This growth, however, is necessary and we have never once questioned moving ahead.

**Ours is a labor-of-love. We will not rest until no child in Monroe County falls prey to chronic hunger.**

What we learned is that we must look at the Grace Jones Back Packs 4 Kids program globally. We truly believe that if you change one thing, you change everything. With this in mind, we keep a close watch on the entire entity. In other words, our stellar performance record of providing, packing, and distributing healthy and nutritious weekend food to chronically hungry children cannot blur our responsibilities to our staff and funders.

Employee training and human resources initiatives must be kept up, along with reporting and documentation required by our funders and supporters. We are clearly pleased with our performance in this respect. When all the players excel, the program continues to be a success and meets the needs and goals of all our stakeholders and recipients alike.

We are committed to maintaining this vigil-like management style until, and long after, our goal of eliminating chronic-childhood hunger has been realized.

**21. How are clients represented in the operation of your agency?**

At the Grace Jones Community Center all of our service recipients are children under 18 years of age which makes the use of their photographs or names more challenging than with adults. On the same hand, we consider the children our product, and the parents and families of these children our clients. In many cases, and with proper waivers, we have

recruited children and their families to act as representatives of Grace Jones Community Center and our Grace Jones Back Packs 4 Kids program.

Many times as well, parents and families will become involved in volunteer activities to further our mission through speaking engagements and hands-on activities such as helping out with fund raisers or outside activities.

22. Is your agency monitored by an outside entity? If so, by whom and how often? *(If applying for \$5,000 or less, a response is not required.)*

The Grace Jones Community Day Care Center is monitored by a variety of local, state, and federal agencies including Wesley House, the State of Florida Department of Children, the state and local Departments of Health, by USDA, and by the State of Florida Department of Education (Grace Jones has earned the coveted "Gold Seal School" from the FLDOE.

23. **2,600** hours of program service were contributed by **225** volunteers in the last year.

24. **Will any services funded by the County be performed under subcontract by another agency? If so, what services, and who will perform them?**

NO

25. **What measurable outcomes do you plan to accomplish in the next funding year?**

In 2012/2013 the Grace Jones Back Packs 4 Kids program intends to:

- Increase efficiency while providing healthy-weekend food to 150 unduplicated chronically hungry children on a weekly basis.
- Develop enhanced funding opportunities through targeted foundation grant proposals and retention of existing funding sources.
- Reduce the cost of each back pack being distributed by an initial 10%.

26. **How will you measure these outcomes?**  
***(If applying for \$5,000 or less, a response is not required.)***

The Grace Jones Back Packs 4 Kids program has been up and running for four years. We have our reporting and record-keeping systems solidly in place. We will continue to measure our outcomes as described above through the weekly census of children scheduled to receive filled back packs and the actual count of back packs prepared per week at each distribution partner.

These records are kept by the individual distribution agencies as well as cumulatively throughout the collaborative partnership. These records and measurements are always available to our funder/partners. The Monroe County BOCC and the HASB are always welcome to peruse these records at any time, or through on-site visits, which we would be honored to provide at any time.

**27. Provide information about units of service below.  
(If applying for \$5,000 or less, a response is not required.)**

The table below refers to the Grace Jones Back Packs 4 Kids program only. This is but one service offered through the Grace Jones Community Center and the table displays the projected units of service for fiscal 2012/2013 based on; one back pack filled with nutritional weekend food and distributed to 200 unduplicated Monroe County children at a food cost of \$6.92 per unit multiplied by 52 weeks...totaling \$72,000

Service	Unit (hour, session, day, etc.)	Cost per unit (current year)
Healthy weekend food distributed through the Grace Jones Back Packs 4 Kids program	One back pack per week to 150 Monroe County children	\$9.23 per unit \$72,000 annually

**28. In 300 words or less, address any topics not covered above (optional).**

We respectfully appreciate this opportunity to express our personal views and to speak candidly.

For years the battle cry among funders has been, "We want more collaboration, more bulk purchasing of equipment, food and supplies, more aggressive negotiations with vendors and less duplication of efforts"

The Grace Jones Board listened intently and strongly agrees.

The Grace Jones Back Packs 4 Kids program is fluid and highly flexible. We are a "work-in-progress. Initially, we served only chronically hungry children of the Grace Jones Community Center through this program. In 2010, we added Kreative Kids Academy in Marathon and provided for more than 100 children weekly. In 2011, we added Community Cooperative Preschool, serving more than 150 children weekly. In 2012, we added Inez Martin Child Development Center in Key West and rose to an unprecedented 250 children served per week.

We supplied Inez Martin Child Development Center with 100 backpacks, paid for and delivered food and snacks to fill these bags on a six-month agreement ending in June of 2012.

Fiscal 2012/2013 sees us maintaining our program management role with three organizations; Grace Jones Community Center, Kreative Kids Academy and Community Cooperative Preschool. At the end of June we may continue as benefactor to Inez Martin, however, as of today there is no official agreement. Also, we have identified several partner agencies in the Upper Keys, but have not established formal relationships as of today.

Our 2012/2013 HSAB request is for \$45,000 of a \$72,000 program budget to operate the Grace Jones Back Packs 4 Kids program serving a population of 200 children through 3 established agencies.

We are confident that we have existing and potential funding sources available to make up the balance of money needed to serve our existing partners. We will allow future partners only as prudent growth and secure funding dictates.

Once again, the Grace Jones Community Center is acting as overseer/benefactor of this critical program and submitting one-HSAB grant for three collaborative partner agencies instead of all three submitting individual applications.

We are honored to be recipients of Monroe County HSAB funds and proud to be a provider of critical weekend food to underserved and chronically hungry children.

### **Required Attachments**

*Required attachments were distributed to you as a separate document. Be sure to include these with your application. Please note: the required attachments A through F are only available in Microsoft Excel format. We require that you use this format, since it will automatically expand rows, generate totals and percentages, and align figures for easier reading. Please label each attachment with your organization name and attachment letter.*



**Minutes**  
**Grace Jones Community Center**  
**Board of Directors Meeting**  
**Held on April 21, 2011**  
**At the Grace Jones Community Center**

**New Business**

Men's fashion show – idea was nixed by the board members

Potential new board member John Grouten – Robin Ringemann indicated she wants to speak with him first before bringing him to a meeting. Indicated that being on the GJ board requires a time commitment and she wants to be sure he can make that commitment before we invite him.

Robin Ringemann has pursued an assistant for Joann Orr. Jeannine will be handling some of the day to day work involved in management of the grant funds which have to be handled separately.

Maria Brandvold made a motion to present the following slate of officers:

Randy Lewis – President  
Michelle Coldiron – Vice President  
Melissa Grady – Secretary  
Linda Mixon - Treasurer

Jo Grego seconded the motion. Vote was unanimous.

Next meeting date May 19<sup>th</sup>, 2011.  
Meeting was adjourned.

Respectfully submitted,

Melissa Grady - Secretary

**Minutes**  
**Grace Jones Community Center**  
**Board of Directors Meeting**  
**Held on April 21, 2011**  
**At the Grace Jones Community Center**

The meeting was called to order at 5:17 p.m. by Ardie Banks. Members in attendance were Jo Grego, Maria Brandvold, Randy Lewis, Melissa Grady, Michelle Coldiron, Jessica Hernstadt and Robin Ringemann.

**Minutes** - Motion by Maria Brandvold to approve the minutes of the March 16, 2011 meeting, seconded by Randy Lewis. Minutes were approved.

**Financial Report** – Robin Ringemann presented the financial report and copies were provided to those in attendance. Robin indicated that the mortgage with Centennial was now paid in full (cheers erupted from the crowd!). Robin mentioned that the financial statements will be sent to the accountant Julio Buzzo for the annual audit.

**Paypal** – Melissa Grady indicated she forgot to check the Pay Pal account but would report at the next meeting.

**Directors report** – Iris Coe presented the Director's report and copies were provided to those in attendance. Iris was happy to report that GJ received a score of 99.9% on the Wesley House annual assessment.

**Old Business**

Robin and Ardie updated the members on the HSAB grant (Human Services Advisory Board- Monroe County) – submitted for \$40,000

Ardie reported that the Eckerd Foundation has awarded GJ \$25K and indicated this will probably be the last of the Eckerd grants in the Keys.

Other pending grants are the Sheriff's Asset Forfeiture Fund Grant (\$10K), Peacock Foundation and the United Way.

The Traditional Music Fest netted GJ around \$1000. It was suggested that we do a little more research if this venue is offered to us next year.

Robin Ringemann put the donated art work from Jan Miller on an online art auction website however there have been no bids to date. Jo Grego volunteered to take the donated Matt Lamm painting to a gallery in Key West.

~~GRACE JONES BOARD MEETING~~

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April 22, 2010

Grace Jones Community Center

The meeting was called to order at 5:15 p.m. by Co-President Ardie Banks. Board members in attendance were, Joe Orr, Maria Brandvold, Debbie Morelli, Robin Ringemann Linda Mixon and Jo Grego .

Pink is still on leave

**Secretary Report:** Debbie Morelli moved to approve the minutes with one spelling correction. Maria seconded the motion. Minutes were approved and filled.

**Treasurer Report:** Joe Orr reported that the financials were complete and would be sent to the board via e-mail because he and his wife had just returned from travel. Robin Ringemann took the floor to talk about the Eckerd Grant money and Bank Balances. Robin reports: the balance in our TIB operations account is \$64,145.71, We hold three (3) CD's that total approximately \$67,500.00. Given this information Robin moves to pay down our mortgage, she wants to keep \$35,000.00 in our operations account at TIB, and move the balance to Centennial Bank to pay down principal on our mortgage.

Discussion: Maria starts the discussion by asking about the Eckerd money. We received the \$100,000.00 grant and it is in our Centennial Bank savings account waiting to be transferred to our mortgage principal. Given that we have \$109,510.00 in our savings account at Centennial Bank. It was decided to transfer \$30,000.00 from the operations account to our Savings account at Centennial Bank, Transfer \$115,510.00 to pay down the principal on our mortgage and that would leave \$24,000.00 in our savings account at Centennial Bank.

Joe Orr's motion is then seconded by Debbie Morelli and the motion is passed.

After recent checks are applied to the principal, board Member Maria B recommended the loan is re-amortized so that our payments are lower. The remainder of the board concurred and asked Robin R. to follow through with that task.

**Directors Report:** The total number of enrollment at this time is now 73. Iris reported to the board that we are in compliance with the health department and that our average Wesley House yearly monitoring is 99.6%. Ms. Tara in our after school room has asked for a small projector. She wants it to use for Power Points, backgrounds for plays and other projects for the children. After discussion Robin motions that we get Ms. Tara a small projector that costs around \$250.00 Maria seconds the motion and the motion is passed.

Iris reported that we have received donations from Mrs. Clarisse French- the great grand daughter of Grace Jones; she has been sending \$110.00 per month for the last three months. Also, Jim and Jeannie Platt donated \$500.00 and Mr. and Mrs. Ingram \$250.00 in addition Mrs. Ingram volunteers at the school during season.

**Election of Officers**

Ardie submitted the slate of officers to the board for approval.

Co-Presidents: Robin Ringemann and Ardie Banks

Vice President: Michelle Coldiron

Secretary: Jo Grego

Treasure: Joe Orr

Maria makes a motion to accept the slate as presented, Debbie seconds the motion; the motion is passed.

**Old Business**

We received \$5000.00 from the shark tournament: thank you 7-Mile Marina

After expenses we made \$150.00 at the seafood festival. BUT, we did put ourselves out there and we were seen by the public.

**New Business**

Proposal of two (2) new board members: Randy Lewis, Randy came in and took a tour of the school, we was very impressed by what he saw. Ardie reports that with his back ground in construction; he was an electrical contractor for many years that he would be a great fit and he is very computer savvy and might take charge of our web-site. After a brief discussion Jo Grego moved to approve Randy as a board member and Debbie seconded the motion. The motion passed, welcome Randy Lewis.

Mellissa Grady; with very short discussion about what a great asset it would be to have Mellissa join our board with her background at Centennial Bank and her proven commitment to community service a motion was made by Maria and seconded by Debbie, motion passed, welcome Mellissa.

T-shirts: Robin is making a list of what and who needs t-shirts and Jo Grego will order them.

Ardie reported that John our grant writer has been very busy; he just submitted an application for a large grant through HSAB. We all hope for good results.

We received a \$5,000.00 anonymous donation for the back-pack program.

We received \$7,750.00 from the sheriff's board; we were in the top third of grant recipients.

Sharon Silva resigned because of other obligations she did not feel she could give Grace Jones the time she would like.

The meeting is adjourned at 6:15p.m.

The next meeting will be May 20, 2010

Respectfully Submitted by: Jo Grego

Board Secretary

Approved by: Robin Ringemann

Co. President





## ATTACHMENT D - COUNTY HSAB FUNDING BUDGET

2012

Grace Jones Back Packs 4 Kids

Show the proposed budget detail for the County HSAB funds requested.  
The total must match with the total funding requested.

	Proposed Expense Budget for Upcoming Year Ending:	
	9/30/2013	
<b>Expenditures</b>	<b>Total</b>	<b>%</b>
Salaries - Program		0
Payroll Taxes - Program		0
Employee Benefits - Program		0
Salaries - Administrative		0
Payroll Taxes - Administrative		0
Employee Benefits - Administrative		0
<b>Subtotal Personnel</b>	<b>0</b>	<b>0</b>
Postage		0
Office Supplies		0
Telephone		0
Professional Fees		0
Rent		0
Utilities		0
Repair and Maint.		0
Travel		0
Miscellaneous		0
Grants to Other Organizations		0
<i>List others below</i>		0
<b>Food to fill backpacks with weekend food to be distributed throughout the Florida Keys by three distinct collaborative partner agencies.</b>	<b>36,000</b>	<b>100.0%</b>
		0
<b>The total Program Budget equals \$72,000</b>		<b>0</b>
		0
		0
		0
		0
		0
		0
<b>Total Expenses</b>	<b>36,000</b>	<b>100.0%</b>

## ATTACHMENT E - AGENCY EXPENSES

2012/201

Complete this worksheet for the entire agency.  
Please round all amounts to the nearest dollar.

Grace Jones Community Center

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	9/31/2013		9/31/2012	
	Total	%	Total	%
<b>Expenditures</b>				
Salaries - Program	361,802	56%	354,708	57%
Payroll Taxes - Program	18,098	3%	17735	3%
Employee Benefits - Program	24,440	4%	23961	4%
Salaries - Administrative	51,500	8%	50000	8%
Payroll Taxes - Administrative	2,550	0%	2,500	0%
Employee Benefits - Administrative	5,550	1%	5,442	1%
<b>Subtotal Personnel</b>	<b>463,940</b>	<b>72%</b>	<b>454,346</b>	<b>73%</b>
Postage	488	0%	460	0%
Office Supplies	3,544	1%	3,475	1%
Telephone	3,180	0%	3,000	0%
Professional Fees	9,384	1%	9,200	1%
Rent	0	0		0
Utilities	16,896	3%	15,940	3%
Repair and Maint.	6,058	1%	5,715	1%
Travel	159	0%	150	0%
Miscellaneous Program Expense	35,911	6%	33,878	5%
Grants to Other Organizations	0	0		0
List others below	0	0		0
School Cleaning/Laundry	2,533	0%	2,390	0%
Insurances	17,702	3%	16,700	3%
Food/Supplies Back Packs 4 Kids	72,000	11%	63,392	10%
Net Change to Assets (shown as expense)	8,374	1%	7,900	1%
school room supplies, books, toys	2,544	0%	2,400	0%
Payroll/HR services	5,216	1%	5,114	1%
	0	0		0
	0	0		0
	0	0		0
<b>Total Expenses</b>	<b>647,929</b>	<b>100%</b>	<b>624,060</b>	<b>100%</b>
<b>Revenue Over/(Under) Expenses</b>	<b>0</b>		<b>0</b>	



GRACE JONES COMMUNITY CENTER, INC.  
A Not For Profit Corporation

Financial Statements with  
Independent Auditors' Report Thereon

June 30, 2011

## GRACE JONES COMMUNITY CENTER, INC.

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**SMITH, BUZZI & ASSOCIATES, LLC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
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JOSE E. SMITH, C.P.A.

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
FLORIDA INSTITUTE OF  
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Grace Jones Community Center, Inc.

We have audited the accompanying statement of financial position of Grace Jones Community Center, Inc., (the "Center") (a non-profit organization) as of June 30, 2011, and the related statements of activities and changes in net assets, functional expenses and cash flow for the year then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Nonprofit Organizations". Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the accounting basis used for income tax purposes, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of Grace Jones Community Center, Inc. as of June 30, 2010, and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated August 24, 2011 on our consideration of Grace Jones Community Center, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations contracts and grants.

*Smith, Burgin & Associates, LLC.*

August 24, 2011

## GRACE JONES COMMUNITY CENTER, INC.

## Statement of Financial Position

June 30, 2011

Assets

Cash and cash equivalents	\$ 108,353
Cash restricted	69,566
Assets restricted to investment in property and equipment	1,512,033
Other assets	
Deposits	90
Prepaid expenses	<u>1,658</u>
Total Assets	<u>\$1,691,700</u>

Liabilities and Net Assets

Deferred support	\$ 50,000
Long Term Debt	
Note payable	-
Net Assets	
Unrestricted	1,641,700
Temporarily restricted	<u>-</u>
Total Net Assets	<u>1,641,700</u>
Total Liabilities and Net Assets	<u>\$1,691,700</u>

See accompanying notes to financial statements.

GRACE JONES COMMUNITY CENTER, INC.  
Statement of Activities and Changes in Net Assets  
For the Year Ended June 30, 2011

	<u>Unrestricted Operations</u>	<u>Temporarily Restricted Operations</u>	<u>Total Operations</u>
Support and revenue:			
Contributions including in-kind	\$ 86,240	-	86,240
Grants	302,151	-	302,151
Tuition	209,252	-	209,252
Interest income	1,217	-	1,217
Fundraising	40,662	-	40,662
Other income	<u>4,158</u>	<u>-</u>	<u>4,158</u>
Total support and revenue	<u>643,680</u>	<u>-</u>	<u>643,680</u>
Expenses:			
Program services	503,522	-	503,522
Support services	101,858	-	101,858
Other expenses	<u>-</u>	<u>-</u>	<u>-</u>
	<u>605,380</u>	<u>-</u>	<u>605,380</u>
Changes in Net Assets	38,300	-	38,300
Net assets, beginning of year	<u>1,603,400</u>	<u>-</u>	<u>1,603,400</u>
Net assets, end of year	<u>\$1,641,700</u>	<u>-</u>	<u>1,641,700</u>

See accompanying notes to financial statements.

## GRACE JONES COMMUNITY CENTER, INC.

## Statement of Functional Expenses

For the Year Ended June 30, 2011

	<u>Program Expenses</u>	<u>Support Expenses</u>
Salaries and Related Expenses:		
Salaries	\$ 362,023	-
Payroll taxes, fees and expenses	<u>37,329</u>	<u>-</u>
	<u>399,352</u>	<u>-</u>
Direct Program Expenses:		
Educational supplies	5,015	-
Food and food supplies	<u>72,941</u>	<u>-</u>
	<u>77,956</u>	<u>-</u>
Facility Expenses:		
Fire alarm	378	-
Interest expense	8,008	-
Repairs and supplies	8,320	-
Trash removal	2,597	-
Electric	5,209	-
Water	<u>1,702</u>	<u>-</u>
	<u>26,214</u>	<u>-</u>
General Expenses:		
Auto and travel	-	110
Insurance	-	16,539
Professional fees	-	8,700
Depreciation	-	46,594
Fundraising expense	-	8,374
Office expenses	-	17,412
Permit and filing fee	-	666
Postage	-	456
Printing	-	45
Telephone	<u>-</u>	<u>2,962</u>
	<u>-</u>	<u>101,858</u>
Total Expenses	<u>\$ 503,522</u>	<u>101,858</u>

See accompanying notes to financial statements.

## GRACE JONES COMMUNITY CENTER, INC.

## Statement of Cash Flows

For the Year Ended June 30, 2011

Cash flows from Operating Activities:	
Change in net assets	\$ 38,300
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	46,594
Increase in prepaid expenses	(1,658)
Decrease in accounts payable	(1,620)
Decrease in deferred income	<u>50,000</u>
Net adjustments	<u>93,316</u>
Cash provided by Operating Activities	<u>131,616</u>
Cash flows from Financing Activities:	
Mortgage repayments	<u>(96,560)</u>
Cash used by Financing Activities	<u>(96,560)</u>
Net decrease in cash and cash equivalents	35,056
Cash and cash equivalents, at beginning of year	<u>142,863</u>
Cash and cash equivalents, at end of year	\$ <u>177,919</u>
Supplementary Disclosures:	
Interest paid during the year	\$ <u>8,008</u>
Taxes paid during the year	\$ <u>-</u>

See accompanying notes to financial statements.

## GRACE JONES COMMUNITY CENTER, INC.

## Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policiesa) Organization

Grace Jones Community Center, Inc. ("the Center") is a nonprofit organization that provides low-cost day care in Marathon, Florida. It is a 501(c)3 organization. It was organized in late 1985 and commenced operations during May 1986 as a community sponsored day care center. User fees are charged based upon parental income according to State Health and Rehabilitation Services guidelines.

b) Basis of Presentation

The Center's financial statements have been prepared on the income tax (cash) basis of accounting and in conformity with the standards promulgated by the American Institute of Certified Public Accountants. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Center and changes therein are classified and reported as follows:

- Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Center and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.
- Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Center. Generally, the donors of these assets permit the Center to use all or part of the income earned on any related investments for general or specific purposes.

The primary sources of revenue for the Center consist of grants from governmental agencies which, absent a specific restriction by the grantor, are considered to be available for unrestricted use, and tuition fees. Grant revenue includes only that portion of the grant that was earned prior to the statement of financial position date. All grant funds received as of the statement of financial position date which are considered to be applicable to future periods are reflected as deferred income on the Statement of Financial Position.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

b) Basis of Presentation - (Cont.)

The costs of providing the various programs and other activities have been detailed in the accompanying Statement of Activities.

Salaries and other expenses which are associated with specific program are charged directly to that program. Salaries and other expenses which benefit more than one program are allocated to the various programs based on the relative costs incurred. Administrative and other support expenses are allocated to the various programs based on each program's salary expense.

c) Assets Restricted to Investment in Furniture and Equipment

Assets restricted to Investment in Furniture and Equipment are stated at cost and include expenditures for improvements and betterment which substantially increase the useful lives of the assets.

Donated furniture and equipment with values in excess of \$1,000 represent "in-kind" donations to the Center from private organizations and are recognized as support when received.

Depreciation is computed on the straight-line method over the estimated useful life of the assets, which is principally five (5) years. Maintenance and repairs are charged to operation as incurred.

d) Contributions

Contributions are considered unrestricted unless otherwise stated by donor. Restricted donations are initially recorded as temporarily restricted net assets. When a donor restriction expires or purpose of restriction is accomplished. Temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

e) Restricted Revenues Received, Related Program Expense and Deferred Support

Contract revenues presented in the statement of activities are principally cost reimbursement contracts and are stated at amounts equivalent to the program expenses incurred. Related program expenses incurred in excess of contract revenue received on cost reimbursement contracts are reflected as receivables from governments, to the extent realizable, on the statement of financial position. Contract receipts in excess of related program expenses are deferred and recognized as revenue in the period in which the matching program expenses is incurred.

Donated materials are recorded at fair value on the date of donation as unrestricted support. Donated services have not been reflected in the financial statements. The impact of those services upon the financial statements is unknown as there is no objective basis available to measure the value of such services. However, because recognition of donated services as revenue would also involve recognition of corresponding expenses, there would be no effect on the net assets.

f) Income Taxes

The Center was organized as a non-profit organization and has received exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is provided for in the accompanying financial statements.

g) Allocation of Common Expenses

Certain common expenses which benefit more than one program are allocated based on estimates of time of employees involved and on percentages of assets utilized, and to the extent permitted in the funding source contracts.

h) Cash and Cash Equivalents

For purposes of the statement of cash flows, the Center considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

1. Summary of Significant Accounting Policies - (Cont.)

i) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

j) Long-Lived Assets

The Center reviews the carrying value of its long lived assets for possible impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. No adjustment has been provided for in the financial statements.

2. Summary of Funding, Accounts Receivable and Deferred Support

The Center is funded through grants and contracts from various funding sources. The following summarizes major grant activity for the year ended June 30, 2011.

	<u>Award</u>	<u>Support</u>
Wesley House Title 20 - Day Care	\$ 199,520	199,520
Food Grants	44,348	44,348
Monroe County BOCC	34,301	34,301
Other	1,999	1,999
Monroe County Sheriff Grant	7,731	7,731
Episcopal Diocese Grant	3,252	3,252
City of Marathon	11,000	11,000

Grant and contract fees for the year ending June 30, 2011 amounted to \$302,151. At June 30, 2011 contracts and other receivable amounted to \$-0-. During June 2011, the Center received a \$50,000 grant from Walmart that represents deferred support at June 30, 2011

## GRACE JONES COMMUNITY CENTER, INC.

## Notes to Financial Statements

For the Year Ended June 30, 2011

3. Assets Restricted to Investment in Property and Equipment

Property and equipment, at cost, and accumulated depreciation are summarized as follows at June 30, 2011:

Building and improvements	\$1,515,198
Furniture and fixtures	6,176
Playground equipment	155,526
Lease improvements	<u>21,020</u>
Total costs	1,697,920
Less accumulated depreciation	<u>(185,887)</u>
	<u>\$1,512,033</u>

Depreciation expense for the year ended June 30, 2011 amounted to \$46,594.

In November 2004, the School Board gave the Center a quitclaim deed to the property from which they had been operating, which consisted of land and a building. The property was recorded on the balance sheet at estimated fair market value.

4. Note Payable

On June 25, 2007 the Center entered into a note payable agreement with a local bank. This agreement was for a \$451,980.55 real estate loan. The note payable currently carries interest at 6.75% per annum. Monthly payments of \$650.35 are required. Loan was repaid during fiscal 2011. Balance outstanding at June 30, 2011 amounted to \$0. Interest expense for 2011 was \$8,088.

5. Non-monetary Transactions

A substantial number of unpaid volunteers have made a significant contribution of their time to develop the Center's programs, principally in building maintenance and administration. The value of this contributed time is not reflected in these financial statements since it is not susceptible to objective measurement or valuation.

GRACE JONES COMMUNITY CENTER, INC.

Notes to Financial Statements

For the Year Ended June 30, 2011

6. Commitments and Contingencies

The costs and unexpended funds reflected in the accompanying financial statements relating to government funded programs are subject to audit by the respective governmental agencies (funding sources). The possible disallowance by the related governmental agencies of any item charged to the program or request for the return of any unexpended funds cannot be determined at this time. No provision, for any liability that may result, has been made in the financial statements.

## GRACE JONES COMMUNITY CENTER, INC.

Schedule of Financial Assistance  
(Single Audit)

For the Year Ended June 30, 2011

<u>Program Title</u>	<u>CFDA #</u>	<u>Revenue Recognized</u>	<u>Expenditure</u>
Government/Other Contracts:			
Early Learning Coalition of Miami-Dade/Monroe	-	\$ 199,520	199,520
Florida Department of Health - Child Care Food Program	-	44,348	44,348
City of Marathon	-	11,000	11,000
Monroe County Board of County Commissioners	-	34,301	34,301
Monroe County Sheriff's Office - Forfeiture Fund	-	7,731	7,731
Episcopal Diocese Grant	-	3,252	3,252
Other grants	-	1,999	1,999
		<hr/>	
Total		\$ <u>302,151</u>	<u>302,151</u>

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MEMBERS:  
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FLORIDA INSTITUTE OF  
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Grace Jones Community Center, Inc.:

We have audited the financial statements of Grace Jones Community Center, Inc. (the "Center") as of and for the year ended June 30, 2011 and have issued our report thereon dated August 24, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a

condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions as defined above.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this report is a matter of public record, its distribution is not limited.

*Smith, Burgin & Associates, LLC.*

August 24, 2011

**SMITH, BUZZI & ASSOCIATES, LLC.**  
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL  
CONTROL OVER COMPLIANCE IN ACCORDANCE  
WITH OMB CIRCULAR A-133

To the Board of Directors of  
Grace Jones Community Center, Inc.:

Compliance

We have audited the compliance of Grace Jones Community Center, Inc. (the "Center") with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2011. The Organization's major federal programs are identified in the accompanying schedule of federal and State financial assistance. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Center's management. Our responsibility is to express an opinion on the Center's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Grace Jones Community Center, Inc.'s compliance with those requirements.

In our opinion, the Center complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2011.

Internal Control Over Compliance

The management of the Center is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Center's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Center's Board of Directors, management, and officials of applicable federal and state agencies. However, if this is a matter of public record, its distribution is not limited.

*Smith, Burgin & Associates, LLC.*

August 24, 2011



Form **990**  
Department of the Treasury  
Internal Revenue Service

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)  
▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No. 1545-0047  
**2010**  
Open to Public Inspection

**A** For the **2010** calendar year, or tax year beginning **07/01/10**, and ending **06/30/11**

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization  
**GRACE JONES COMMUNITY CENTER, INC.**  
 Doing Business As  
 Number and street (or P O box if mail is not delivered to street address) Room/suite  
**230 41ST STREET**  
 City or town, state or country, and ZIP + 4  
**MARATHON FL 33050**

**D** Employer identification number  
**59-2632876**

**E** Telephone number  
**643,680**

**G** Gross receipts \$ **643,680**

**F** Name and address of principal officer  
 H(a) Is this a group return for affiliates?  Yes  No  
 H(b) Are all affiliates included?  Yes  No  
 If "No," attach a list (see instructions)

**I** Tax-exempt status  501(c)(3)  501(c) ( ) (insert no )  4947(a)(1) or  527

**J** Website: ▶ **N/A**

**K** Form of organization  Corporation  Trust  Association  Other ▶

**L** Year of formation **M** State of legal domicile

**Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: <b>DAYCARE FACILITY</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets			
	3	Number of voting members of the governing body (Part VI, line 1a)	3	10
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	0
	5	Total number of individuals employed in calendar year 2010 (Part V, line 2a)	5	15
	6	Total number of volunteers (estimate if necessary)	6	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
	b Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8	Contributions and grants (Part VIII, line 1b)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	460,173	392,549
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	250,204	249,914
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 7e)	3,348	1,217
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	713,725	643,680
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	404,124	399,352
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
		b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>8,374</b>		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f)	193,679	206,028
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	597,803	605,380
	19 Revenue less expenses Subtract line 18 from line 12	115,922	38,300	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	1,701,580	1,691,700
	22	Net assets or fund balances Subtract line 21 from line 20	98,180	50,000
		1,603,400	1,641,700	

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer: *Michelle Coedum* Date: *10/20/11*  
 Type or print name and title

**Paid Preparer Use Only**  
 Print/Type preparer's name: *Smith, Buzzi & Associates, LLC* Preparer's signature: *[Signature]* Date: *10/04/11* Check  if self-employed PTIN: *80-0631935*  
 Firm's name ▶ **Smith, Buzzi & Associates, LLC** Firm's EIN ▶ **80-0631935**  
 Firm's address ▶ **2103 Coral Way Suite 305 Miami, FL 33145** Phone no **305-285-2300**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No  
 For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2010)

NOV 16 2011

Handwritten initials

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

Page **2**

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response to any question in this Part III

1 Briefly describe the organization's mission:

**DAYCARE FACILITY**

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ **503,522** including grants of\$ ) (Revenue \$ )  
**DAYCARE FACILITIES FOR LOW INCOME PARENTS**

4b (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ )

4d Other program services. (Describe in Schedule O )

(Expenses \$ including grants of\$ ) (Revenue \$ )

4e Total program service expenses ▶ **503,522**

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

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**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? (see instructions)		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospitals? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach its audited financial statements to this return? <b>Note.</b> Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions)		X
20b		

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a <b>Section 501(c)(3) and 501(c)(4) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions).		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1		X
35 Is any related organization a controlled entity within the meaning of section 512(b)(13)?		X
a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O	X	

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response to any question in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a	15		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country <input type="checkbox"/> See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
d	If "Yes," indicate the number of Forms 8282 filed during the year		
7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	<b>Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.</b> Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the organization make any taxable distributions under section 4966?		
b	Did the organization make a distribution to a donor, donor advisor, or related person?		
10	<b>Section 501(c)(7) organizations.</b> Enter		
a	Initiation fees and capital contributions included on Part VIII, line 12		
10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
10b			
11	<b>Section 501(c)(12) organizations.</b> Enter		
a	Gross income from members or shareholders		
11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
11b			
12a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
12b			
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O		
13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13b			
c	Enter the amount of reserves on hand		
13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
14b			

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**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response to any question in this Part VI

**Section A. Governing Body and Management**

	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year		
<b>1b</b> Enter the number of voting members included in line 1a, above, who are independent		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?		X
<b>6</b> Does the organization have members or stockholders?		X
<b>7a</b> Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?		X
<b>7b</b> Are any decisions of the governing body subject to approval by members, stockholders, or other persons?		X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following		
<b>a</b> The governing body?	X	
<b>b</b> Each committee with authority to act on behalf of the governing body?	X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

**Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)**

	Yes	No
<b>10a</b> Does the organization have local chapters, branches, or affiliates?		X
<b>10b</b> If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?		
<b>11a</b> Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form?	X	
<b>11b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Does the organization have a written conflict of interest policy? If "No," go to line 13	X	
<b>12b</b> Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
<b>12c</b> Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	X	
<b>13</b> Does the organization have a written whistleblower policy?	X	
<b>14</b> Does the organization have a written document retention and destruction policy?	X	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	X	
<b>b</b> Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (See instructions.)		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
<b>16b</b> If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed **FL**
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply  
 Own website     Another's website     Upon request
- 19** Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public
- 20** State the name, physical address, and telephone number of the person who possesses the books and records of the organization **JO ANN ORR**

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response to any question in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid
  - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees, and former such persons

Check this box if neither the organization nor any related organizations compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(1) SEE SCHEDULE ATTACHED	0.00						0	0	0
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									
(8)									
(9)									
(10)									
(11)									
(12)									
(13)									
(14)									
(15)									
(16)									

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part VII. Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
(26)										
(27)										
(28)										
<b>1b Sub-total</b>										
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>										

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization **0**

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		<b>X</b>

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization **0**

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part VIII Statement of Revenue**

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	392,549			
	f All other contributions, gifts, grants, and similar amounts not included above	1f				
	g Noncash contributions included in lines 1a-1f \$					
<b>h Total. Add lines 1a-1f</b>			<b>392,549</b>			
Program Service Revenue	2a TUITION	Busn. Code	209,252	209,252		
	b FUNDRAISING		40,662	40,662		
	c					
	d					
	e					
	f All other program service revenue					
	<b>g Total. Add lines 2a-2f</b>		<b>249,914</b>			
3 Investment income (including dividends, interest, and other similar amounts)			1,217	1,217		
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
Other Revenue	6a Gross Rents	(i) Real (ii) Personal				
	b Less rental exps					
	c Rental inc or (loss)					
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b Less cost or other basis & sales exps					
	c Gain or (loss)					
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a				
	b Less direct expenses	b				
	c Net income or (loss) from fundraising events					
	9a Gross income from gaming activities. See Part IV, line 19	a				
b Less direct expenses	b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a					
b Less cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue						
11a	Busn. Code					
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
<b>12 Total revenue. See instructions.</b>			<b>643,680</b>	<b>251,131</b>	<b>0</b>	<b>0</b>

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

Page 10

**Part IX Statement of Functional Expenses**Section 501(c)(3) and 501(c)(4) organizations must complete all columns.  
All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	362,023	362,023		
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	37,329	37,329		
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services See Part IV, line 7				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	8,008	8,008		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	46,594		46,594	
23 Insurance	16,539		16,539	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24f. If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O.)				
a <b>FOOD AND FOOD SUPPLIES</b>	72,941	72,941		
b <b>OFFICE SUPPLIES</b>	17,412		17,412	
c <b>PROFESSIONAL FEES</b>	8,700		8,700	
d <b>FUNDRAISING EXPENSES</b>	8,374			8,374
e <b>REPAIRS AND SUPPLIES</b>	8,320	8,320		
f All other expenses	19,140	14,901	4,239	
25 <b>Total functional expenses.</b> Add lines 1 through 24f	605,380	503,522	93,484	8,374
26 Joint costs. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part X Balance Sheet**

		(A)		(B)	
		Beginning of year		End of year	
<b>Assets</b>	1	Cash—non-interest bearing	74,359	1	108,353
	2	Savings and temporary cash investments	68,504	2	69,566
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment cost or other basis. Complete Part VI of Schedule D	1,697,921		
	10b	Less: accumulated depreciation	185,888		
			1,558,627	10c	1,512,033
	11	Investments—publicly traded securities		11	
	12	Investments—other securities See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets	90	14	90
15	Other assets. See Part IV, line 11		15	1,658	
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	1,701,580	16	1,691,700	
<b>Liabilities</b>	17	Accounts payable and accrued expenses	1,620	17	
	18	Grants payable		18	
	19	Deferred revenue		19	50,000
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties	96,560	23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities. Complete Part X of Schedule D		25	
	26	<b>Total liabilities.</b> Add lines 17 through 25	98,180	26	50,000
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>				
	27	Unrestricted net assets	1,603,400	27	1,641,700
	28	Temporarily restricted net assets		28	
	29	Permanently restricted net assets		29	
	<b>Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.</b>				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	1,603,400	33	1,641,700	
34	<b>Total liabilities and net assets/fund balances</b>	1,701,580	34	1,691,700	

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No 1545-0047

2010

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ. See separate instructions.

Name of the organization

GRACE JONES COMMUNITY CENTER, INC.

Employer identification number 59-2632876

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box )

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E.)
3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state
5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 X An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II )
9 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See section 509(a)(2). (Complete Part III )
10 An organization organized and operated exclusively to test for public safety See section 509(a)(4).
11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h.
a Type I b Type II c Type III—Functionally integrated d Type III—Other
e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box
g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
(ii) A family member of a person described in (i) above?
(iii) A 35% controlled entity of a person described in (i) or (ii) above?

Table with 2 columns: Yes, No. Rows: 11g(i), 11g(ii), 11g(iii)

h Provide the following information about the supported organization(s)

Table with 7 main columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization in col (i) listed in your governing document?, (v) Did you notify the organization in col (i) of your support?, (vi) Is the organization in col (i) organized in the US?, (vii) Amount of support. Sub-columns for Yes/No for (iv), (v), and (vi).

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2010

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**  
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")		247,603	371,940	460,173	392,549	1,472,265
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge		265,083	227,762	250,024	249,914	992,783
4 <b>Total.</b> Add lines 1 through 3		512,686	599,702	710,197	642,463	2,465,048
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						570,071
6 <b>Public support.</b> Subtract line 5 from line 4						1,894,977

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4		512,686	599,702	710,197	642,463	2,465,048
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources		2,733	1,270	3,348	1,217	8,568
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 <b>Total support.</b> Add lines 7 through 10						2,473,616
12 Gross receipts from related activities, etc. (see instructions)					12	251,131
13 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2010 (line 6, column (f) divided by line 11, column (f))	14	76.61%
15 Public support percentage from 2009 Schedule A, Part II, line 14	15	60.27%
16a <b>33 1/3% support test—2010.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>		
b <b>33 1/3% support test—2009.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
17a <b>10%-facts-and-circumstances test—2010.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b <b>10%-facts-and-circumstances test—2009.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

Form 990 (2010) **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response to any question in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	643,680
2	Total expenses (must equal Part IX, column (A), line 25)	2	605,380
3	Revenue less expenses. Subtract line 2 from line 1	3	38,300
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,603,400
5	Other changes in net assets or fund balances (explain in Schedule O)	5	
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	1,641,700

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response to any question in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
2b	Were the organization's financial statements audited by an independent accountant?		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

Schedule A (Form 990 or 990-EZ) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 <b>Total.</b> Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 <b>Public support</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 <b>Total support.</b> (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2010 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2009 Schedule A, Part III, line 15	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2010 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2009 Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2010.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization

b **33 1/3% support tests—2009.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Schedule A (Form 990 or 990-EZ) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876** Page 4

**Part IV Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

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**Part II, Line 10 - Other Income Detail**

Other income \$ 0

**SCHEDULE D  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.

▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047

**2010**

Open to Public Inspection

Name of the organization

Employer identification number

**GRACE JONES COMMUNITY CENTER, INC.**

**59-2632876**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of an historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?  Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?  Yes  No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items
- b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items
- (i) Revenues included in Form 990, Part VIII, line 1 ▶ \$
- (ii) Assets included in Form 990, Part X ▶ \$
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items
- a Revenues included in Form 990, Part VIII, line 1 ▶ \$
- b Assets included in Form 990, Part X ▶ \$

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876** Page **2**

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply).

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.**

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIV and complete the following table:

- c Beginning balance
- d Additions during the year
- e Distributions during the year
- f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21?  Yes  No

b If "Yes," explain the arrangement in Part XIV.

**Part V Endowment Funds. Complete if organization answered "Yes" to Form 990, Part IV, line 10.**

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the year end balance held as:

- a Board designated or quasi-endowment ▶ %
- b Permanent endowment ▶ %
- c Term endowment ▶ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
- (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIV the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10.**

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other	1,697,921		185,888	1,512,033
<b>Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c))</b>				<b>1,512,033</b>

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part VII Investments—Other Securities.** See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments—Program Related.** See Form 990, Part X, line 13.

(a) Description of investment type	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.** See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.** See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Amount
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. FIN 48 (ASC 740) Footnote In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740)

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

<b>Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements</b>		
1	Total revenue (Form 990, Part VIII, column (A), line 12)	643,680
2	Total expenses (Form 990, Part IX, column (A), line 25)	605,380
3	Excess or (deficit) for the year. Subtract line 2 from line 1	38,300
4	Net unrealized gains (losses) on investments	
5	Donated services and use of facilities	
6	Investment expenses	
7	Prior period adjustments	
8	Other (Describe in Part XIV.)	
9	Total adjustments (net). Add lines 4 through 8	
10	Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9	38,300

<b>Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return</b>		
1	Total revenue, gains, and other support per audited financial statements	643,680
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:	
a	Net unrealized gains on investments	2a
b	Donated services and use of facilities	2b
c	Recoveries of prior year grants	2c
d	Other (Describe in Part XIV.)	2d
e	Add lines 2a through 2d	2e
3	Subtract line 2e from line 1	643,680
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:	
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a
b	Other (Describe in Part XIV.)	4b
c	Add lines 4a and 4b	4c
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	643,680

<b>Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return</b>		
1	Total expenses and losses per audited financial statements	605,380
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:	
a	Donated services and use of facilities	2a
b	Prior year adjustments	2b
c	Other losses	2c
d	Other (Describe in Part XIV.)	2d
e	Add lines 2a through 2d	2e
3	Subtract line 2e from line 1	605,380
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:	
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a
b	Other (Describe in Part XIV.)	4b
c	Add lines 4a and 4b	4c
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	605,380

**Part XIV Supplemental Information**

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Schedule D (Form 990) 2010 **GRACE JONES COMMUNITY CENTER, INC. 59-2632876**

**Part XIV Supplemental Information (continued)**

---

**SCHEDULE O**  
(Form 990 or 990-EZ)Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

**2010**Open to Public  
Inspection

GRACE JONES COMMUNITY CENTER, INC.

Employer identification number  
59-2632876

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990  
REVIEWED BY FINANCIAL MANAGEMENT THEN SENT TO BOARD FOR REVIEW AND  
APPROVAL

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy  
COMPILED AND REVIEWED / ENFORCED BY EXECUTIVE COMMITTEE

Form 990, Part VI, Line 15a - Compensation Process for Top Official  
DETERMINED BY BOARD OF DIRECTORS

Form 990, Part VI, Line 15b - Compensation Process for Officers  
DETERMINED BY FINANCIAL MANAGEMENT AND APPROVED BY THE BOARD OF DIRECTORS

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation  
UPON REQUEST

Forms <b>990 / 990-PF</b>	<b>Mortgages and Other Notes Payable</b>	<b>2010</b>
For calendar year 2010, or tax year beginning <b>07/01/10</b> , and ending <b>06/30/11</b>		

Name <b>GRACE JONES COMMUNITY CENTER, INC.</b>	Employer Identification Number <b>59-2632876</b>
---	---

**Form 990, Part X, Line 23 - Additional Information**

Name of lender	Relationship to disqualified person
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Original amount borrowed	Date of loan	Maturity date	Repayment terms	Interest rate
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

Security provided by borrower	Purpose of loan
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Consideration furnished by lender	Balance due at beginning of year	Balance due at end of year
(1)	<b>96,560</b>	
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>Totals</b>	<b>96,560</b>	



1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.292.5010  
www.wesleyhouse.org

**Early Learning Coalition of Miami-Dade/Monroe- Monroe County  
Child Care Center/Licensed Family Child Care Home Rates  
Effective July 1, 2011**

**Full time weekly rates**

0-12 months (infants)	\$125.00
13-23 months (toddlers)	\$120.00
24-35 months	\$115.00
36-47 months	\$102.00
48-59 months	\$102.00
School Age	\$90.00

**Part time weekly rates (remaining the same)**

0-12 months (infants)	\$71.00
13-23 months (toddlers)	\$68.00
24-35 months	\$64.00
36-47 months	\$64.00
48-59 months	\$62.00
School Age (Before and/or Afterschool)	\$55.00

I understand that the approved rates above are the maximum amount that I will be reimbursed for School Readiness services. If my rates are higher than the above rates, I understand that it is my responsibility to collect the difference from parents/guardians. If my rates are less than the above rates, I understand that I will be reimbursed at the lesser rate.

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program Name

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

ATTACHMENT J

Date: August 8, 2011

Page 1 of 6

Grace Jones Community Center Inc  
230 41<sup>st</sup> Street Gulf  
Marathon, FL 33050

Person to Contact:

Karen Gleason  
0203083

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

59-2632876

Dear Sir or Madam:

This is in response to your May 10, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1987.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033 (j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Thomas  
Manager, Exempt Organizations  
Determinations

ATTACHMENT J

Washington, DC 20224

Page 2 of 6

Grace Jones Community  
Center, Inc.  
P.O. Box 1319  
Marathon, FL 33050

Person to Contact: **Wayne Hardesty**

Telephone Number: **(202) 566-4754**

Refer Reply to: **OP:E:EO:R:4**

Date: **11 MAY 1967**

Employer Identification Number: 59-2632876  
Key District: Atlanta  
Accounting Period Ending: June  
Foundation Status Classification: 509(a)(1) & 170(B)(1)(A)(vi)

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of Code section 509(a), because you are an organization described in the sections of the Code shown above.

If your sources of support, or your purposes, character, or methods of operation change, please let your key district know so that office can consider the effect of the change on your exempt status and foundation status. Also, you should inform your key District Director of all changes in your name or address.

Unless specifically excepted, beginning January 1, 1984, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not required to pay tax under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have questions about excise, employment, or other federal taxes, contact your key District Director.

Donors may deduct contributions to you as provided in Code section 170. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522.

Grace Jones Community Center, Inc.

You are required to file Form 990, Return of Organization Exempt Income Tax, only if your gross receipts each year are normally more than \$25,000. If your gross receipts are not normally more than \$25,000 we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first tax year. Thereafter, you will not be required to file a return until your gross receipts normally exceed the \$25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the first day of the fifth month after the end of your annual accounting period. There is a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late unless you establish, as required by section 6652(d)(1), that the failure to file timely was due to reasonable cause.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under Code section 511. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513.

Please show your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing your key District Director of this ruling. Because this letter could help resolve any questions about your exempt status or foundation status, you should keep it in your permanent records.

If you have any questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters, including questions concerning reporting requirements, please contact your key District Director.

Sincerely yours,

*Milton Cerny*

Milton Cerny  
Chief, Exempt Organization  
Rulings Branch

ATTACHMENT J

Page 4 of 6



Category: General Human Services

# GRACE JONES COMMUNITY CENTER INC

[Donate Now](#)

Marathon, FL

**GUIDESTAR QUICK VIEW** *Everything you need to know...*

[Print Report](#)  
[Like](#) [Tweet](#) 0

## GRACE JONES COMMUNITY CENTER INC

Physical Address: **230 41ST Gulf Marathon, FL 33050**

EIN: **59-2632876**

*Detailed Financial and People Data included in the GuideStar Premium Report*

-  **GuideStar Seal** Organization does not have a GuideStar Exchange Seal
  -  **Registered with IRS** Legitimacy information is available
  -  **Financial Data** Annual Revenue and Expense data reported
  -  **Forms 990** 2011, 2010, and 2009 Forms 990 filed with the IRS
  -  **Mission Objectives** Mission Statement is available
  -  **Impact Statement** Impact Statement is *not* available
- No Personal Reviews available

[Summary](#) | [Financial](#) | [Forms 990 & Docs](#) | [People](#) | [Program & Help](#)  
[News](#)

## ATTACHMENT J

Page 5 of 6

## Legitimacy Information

- This organization is registered with the IRS.
- This organization is required to file an IRS Form 990 or 990-EZ.

Institutional funders should note that an organization's inclusion on GuideStar.org does not satisfy IRS Rev. Proc. 2011-33 for identifying supporting organizations.

*Learn more about GuideStar Charity Check, the only pre-grant due diligence tool that is 100% compliant with IRS Rev. Proc. 2011-33.*

## Forms 990 from IRS

View IRS Form 990 data for the following years:

**2011 Form 990****2010 Form 990****2009 Form 990**

### Digitizing IRS Form 990 Data

*Forms 990 for 2011, 2010, 2009, 2008, 2007 are included in the GuideStar Premium Report. [Upgrade Now](#)*

*A multi-year analysis of key balance sheet, income statement, profitability and liquidity measures is available for this organization. Financial SCAN includes a detailed financial health analysis and peer comparison and benchmarking tool. [Learn More](#)*

## Annual Revenue & Expenses

Fiscal Year Starting: **Jul 01, 2009**  
Fiscal Year Ending: **Jun 30, 2010**

### Revenue

## Basic Organization Information

GRACE JONES COMMUNITY CENTER INC

Physical Address: 230 41ST Gulf

Marathon, FL 33050

EIN: 59-2632876

NTEE Category: P Human Services  
P33 (Child Day Care)

Year Founded: 1987

Ruling Year: 1987

## Mission Statement

Daycare Facility

## Expert Reviews

There are no Expert Reviews for this organization. Learn more about [TakeAction@GuideStar](mailto:TakeAction@GuideStar).

## Impact Statement

This organization has not provided an impact statement.

## Personal Reviews

There are no reviews for this organization.

**Write a Review**Powered by [Charity Navigator](#) Nonprofits

---

**Total Revenue**            **\$713,725**

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**Expenses**

**Total Expenses**            **\$597,803**

**ATTACHMENT J**

**Page 6 of 6**

***Is this information up-to-date?***

*Claim your report and update your  
GuideStar Exchange profile today!*

*Financial data from Forms 990 for Year  
2010, 2009, 2008, 2007, 2006 are included  
in the GuideStar Premium Report. [Upgrade  
Now](#)*

*A multi-year analysis of key balance sheet,  
income statement, profitability and liquidity  
measures is available for this organization.  
Financial SCAN includes a detailed  
financial health analysis and peer  
comparison and benchmarking tool.  
[Learn More](#)*

Report Powered By:



**2011 / 2012  
MONROE COUNTY BUSINESS TAX RECEIPT  
EXPIRES SEPTEMBER 30, 2012**

RECEIPT# 46115-62156

Business Name: GRACE JONES COMMUNITY CENTER INC

Owner Name: GRACE JONES COMMUNITY CENTER INC  
Mailing Address: 230 41ST ST GULF  
MARATHON, FL 33050

Business Location: 230 41ST ST GULF  
MARATHON, FL 33050

Business Phone: 305-743-6064  
Business Type: 1 SCHOOLS REGULATED (SCHOOL REGULATED)

**Rooms                      Seats                      Employees                      Machines                      Stalls**

STATE LICENSE: C16M00048

Number of Machines:		For Vending Business Only			Vending Type:		
Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Paid 103-11-00001127 01/30/2012 0.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Danise D. Henriquez, CFC, Tax Collector**  
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY PLANNING  
AND ZONING REQUIREMENTS.



# Child Care Facility Certificate of License

ATTACHMENT L

Page 1 of 1

Certificate Number: C16MO0048

Name of Facility: Grace Jones Community Center & Daycare Inc

Address: 230 41st Street Gulf

City: Marathon

County: Monroe

Owner: Grace Jones Community Center Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 - 402.319, Florida Statutes, approves an Annual license to operate this child care facility or child care program. This certificate is effective 09/12/2011 through 09/11/2012.

*This license may be revoked or suspended for cause.*

Maximum Licensed Capacity: 73

Hours of Operation:

Mon=07:00 AM-06:00 PM Tue=07:00 AM-06:00 PM Wed=07:00 AM-06:00 PM

Thu=07:00 AM-06:00 PM Fri=07:00 AM-06:00 PM

Region Administrator or Designee



**FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**  
**COMMISSIONER ADAM H. PUTNAM**

---

May 4, 2011

Refer To: CH1938

GRACE JONES COMMUNITY CENTER, INC.  
230 41ST STREET GULF  
MARATHON, FL 33050-2306

ATTACHMENT M

Page 1 of 2

RE: GRACE JONES COMMUNITY CENTER, INC.  
REGISTRATION#: CH1938  
EXPIRATION DATE: March 27, 2012

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 60 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

*Sebrina Jones*

Sebrina Jones  
Regulatory Consultant  
850-410-3687  
Fax: 850-410-3804  
E-mail: sebrina.jones@freshfromflorida.com



## Consumer's Certificate of Exemption

DR-14  
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

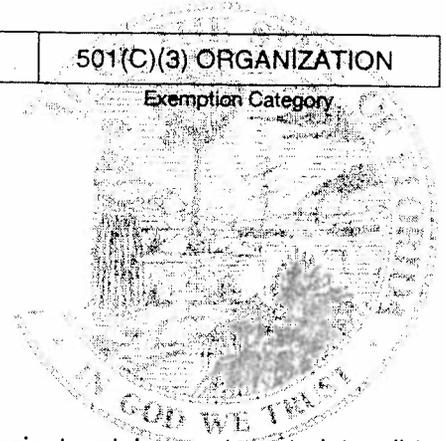
85-8012680301C-4	04/30/2011	04/30/2016	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

GRACE JONES COMMUNITY CENTER IN  
230 41ST STREET GULF  
MARATHON FL 33050-2306

ATTACHMENT M

Page 2 of 2



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement ~~except when they are the lessor of real property (Rule 12A-1.070, F.A.C.)~~.
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Name and Address of Site/Facility:  
(List complete name)

*St. Joseph's School*  
*2000 N. ...*  
*...*



Child Care Food Program  
SITE REVIEW FORM

ATTACHMENT N

Page 1 of 9

Responsible Principal(s)/Individual(s):

Authorization #:

RPS #:

Phone #:

Refer to Instructions Before Completing the Review

Type of Site:

CCC   
ANP   
HCNP   
DCH  (Tier Level: )

DCF License or Religious Accreditation Info:

License #: *C161100048*  
Capacity: *13*  
Exp. Date: *11/1/11*

Meals Approved to Claim:

B MS L AS S ES

Meal Observed:

B MS L AS S ES

Non-Meal Review

Review Date

Arrival Time

Fiscal Year

First Claim Review?

HEALTH, SAFETY, AND SANITATION REQUIREMENTS

YES

NO

N/A

COMMENTS

1. The site has a current health/sanitation permit or satisfactory inspection report issued by a local authority.

Food Permit # (if applicable): *11-04-2010*

Date of last inspection: *11/1/11*

2. The site has a current license and appears to be within licensed capacity, age limits, and provider/child ratio.

3. Employees handling food meet the proper hygiene requirements.

4. Employees and children wash their hands properly, frequently, and at appropriate times.

5. Food is obtained from sources that meet federal and state health standards.

6. Refrigeration units are maintained at appropriate temperatures.

7. Freezers are maintained at appropriate temperatures.

8. Cleaning supplies are stored separately from food.

9. There is no evidence of rodent or insect infestation.

10. Food is stored at least 6 inches off the floor.

11. Potentially hazardous foods are cooked and/or reheated to proper internal temperatures.

12. Prepared food is stored in clean, covered containers that are clearly labeled and marked with date of preparation.

13. Potentially hazardous foods are maintained, and if catered, delivered at the proper temperatures.

14. For catered sites renewing with the 2009-2010 catering contract, the site has cold and hot food storage with an adjustable temperature control or food delivery time and temperature is recorded by caterer before transport and by site staff when the food is delivered to the site.

15. There are no obvious fire, health, or safety hazards.

**MEAL SERVICE REQUIREMENTS**

**When observing a meal, answer all questions in this section. If non-meal review, answer questions marked with an asterisk (\*) and mark all others 'N/A'.**

16. Today's Menu: *Milk*  
*cheeseburger/bun*  
*French fries*  
*Grapes*

ATTACHMENT N

Page 2 of 9

MEAL SERVICE REQUIREMENTS	YES	NO	N/A	COMMENTS
17. The observed meal was served at the proper time.	✓			
18. The observed meal corresponds to the posted menu.	✓			
19. The observed meal contains all required components, served in the required quantities. If no, list any missing and/or inadequate components.	✓			
20. The observed meal contains a variety of colors, textures, etc.	✓			
21. The observed meal was served at a safe temperature.	✓			
22. If applicable, medical statements are maintained on file authorizing exceptions to the required meal pattern.	✓			<i>43 note in file</i>
23. If non-dairy milk substitutions are made for special dietary conditions, proper documentation from a parent or guardian is on file.	✓			<i>↓ milk - allergy - parent note on file</i>
24. All meals on the posted menu meet the meal pattern requirements.*	✓			
25. Meals eaten away from the site and claimed for reimbursement adhere to all CCFP meal requirements.*			✓	
26. Ready-to-eat cereal products on the posted menu contain no more than 10 grams of sugar per serving.*	✓			<i>2 items seen for - notes on file</i>
27. The site is following CCFP policy pertaining to sweet grain/bread products on the posted menus.*	✓			
28. Juice is served no more than once a day.*	✓			<i>1x to NJ</i>
29. "Whole" fruits and vegetables are served at least twice a week at breakfast and twice a week at snack.*	✓			
30. Low-fat (1%) and/or fat-free (skim) milk is being served to children age 2 and older.*	✓			
31. If using commercially processed combination foods, the site is following regulatory guidelines.*	✓			<i>Chicken Nuggets - Canned fruit - on file</i>
32. All meals served to infants meet regulatory requirements.*	✓			
33. An accurate meal count is taken at the point of service and recorded within one hour of meal service for all except DCH providers who must record meals by the end of the day.*	✓			
34. If required, the site records meal counts by name.*			✓	
35. If taking meal counts by name, the site consolidates them on the Monthly Meal Count Record form on a daily basis.*			✓	



CIVIL RIGHTS REQUIREMENTS (Cont'd)	YES	NO	N/A	COMMENTS
57. Informational materials are provided in the appropriate translation concerning the availability and nutritional benefits of the program, if requested.	✓			ATTACHMENT N  Page 4 of 9
58. The organization makes CCFP information available to the public upon request.	✓			
59. The "Building for the Future" parent letter (for sponsored sites) and WIC fliers are conspicuously posted or distributed to parents.	✓			

60. Record meal counts by ethnic and racial categories below.

Ethnicity (Combined ethnicity total should equal the observed meal count **)			Race (Children can be counted in more than one race category; combined race total can be more than combined ethnicity total but cannot be less)					
HISPANIC OR LATINO	NOT HISPANIC OR LATINO	ETHNICITY TOTAL =	AMERICAN INDIAN or ALASKAN NATIVE	WHITE	BLACK or AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER	RACE TOTAL =
37	5	42		37	5			42

61. Explanation of any possible civil rights problem(s) identified:

**5-DAY TEST**

62. \*\* Meal count on day of review 42

Record meal counts for the same meal type observed on the day of the visit for each of the previous 5 consecutive meal service days. Use the 5 previous weekend day meal counts for weekend reviews.

$$\begin{array}{ccccccccc}
 \boxed{35} & + & \boxed{35} & + & \boxed{40} & + & \boxed{38} & + & \boxed{40} & = & \boxed{188} & \text{Divided by } 5 & \boxed{37.6} & \times .85 = & \boxed{31} \\
 \text{Date} & & \text{Meal Count Total} & & \text{Average} & & \\
 \hline
 \frac{3}{19} & & \frac{3}{18} & & \frac{3}{17} & & \frac{3}{16} & & \frac{3}{15} & & & & & & \\
 \text{Date} & & & & & & 
 \end{array}$$

63. Is the number of meals served on the day of the review equal to or greater than 85% of the average? Yes  No   
 If no, write the explanation here:

64. If #63 was answered "No," was the explanation provided adequate? Yes  (Site "passed" 5-Day Test)  
 No  (Site "failed" 5-Day Test and further follow-up is required)

**FINANCIAL MANAGEMENT REQUIREMENTS**

**Test Month Claim: Complete Items 65-72 for I's, and single-site H's and A's only**

REVIEW MONTH:

Feb. 2012

REIMBURSEMENT:

\$ 3497.08

65.	Break-fast	Morn-ing Snack	Lunch	After-noon Snack	Supper	Even-ing Snack	Free	Re-duced	Non-Needy	Food Costs	Total Oper. Costs	Total Admin. Costs
Claimed	813	/	243	1195	/	/	42	11	18	2126	5624	511
Verified	813	/	243	1195	/	/	42	11	18	2126	5624	511
Difference	/	/	/	/	/	/	0	/	/	/	/	/

FINANCIAL MANAGEMENT REQUIREMENTS	YES	NO	N/A	COMMENTS
66. The number of meals claimed is accurate.	<input checked="" type="checkbox"/>			
67. The site has appropriate source documentation (receipts and invoices) to support costs claimed to the program.	<input checked="" type="checkbox"/>			see summary
68. If claiming labor costs, Personnel Activity Reports (PARs) are on file and are correctly completed.	<input checked="" type="checkbox"/>			
69. For the test month, total expenditures are equal to or greater than the reimbursement.	<input checked="" type="checkbox"/>			
70. For the test month, food costs equal or exceed 50% of the total reimbursement, as recommended.	<input checked="" type="checkbox"/>			% spent on food: 90%
71. Menus for the claim month meet meal pattern requirements.	<input checked="" type="checkbox"/>			

72. **CLAIM EDIT:** For I's and single-site H's, and A's; complete each line with the data requested.

	A	B	C	D	E	F
Site Name	Licensed Capacity	Total # Enrolled per Claim	Highest Meal/Snack Count	If For-Profit, # Title XX	If For-Profit, # of F/R	# of Children on Attendance Records
Grace Jones	73	71	63	—	53	71

SPONSORED SITE REQUIREMENTS	YES	NO	N/A	COMMENTS
73. The sponsor monitor displays photo identification.			<input checked="" type="checkbox"/>	
74. The sponsor responds to facility requests within two days.			<input checked="" type="checkbox"/>	
75. The sponsor does not use gifts or incentives to recruit or retain facilities.			<input checked="" type="checkbox"/>	
76. All site reviews conducted by sponsor are unannounced (excluding the one allowed day care home non-meal review per FY).			<input checked="" type="checkbox"/>	
77. The sponsor monitor conducted the review in a fair and unbiased manner.			<input checked="" type="checkbox"/>	
78. The sponsor monitor demonstrated knowledge of program rules and regulations.			<input checked="" type="checkbox"/>	
79. If required, the sponsor monitor issued a Disallowance and/or, if applicable, a Notice of Serious Deficiency.			<input checked="" type="checkbox"/>	
80. If applicable, the sponsor monitor required the site representative/provider to complete a Corrective Action Plan.			<input checked="" type="checkbox"/>	

MONITORING REVIEW SUMMARY	YES	NO	N/A	COMMENTS
81. The institution has substantially implemented and maintained corrective action for any deficiencies identified during previous reviews. If 'No' is marked, the Program Specialist may need to recommend that the contractor receive a Warning Letter, Serious Deficiency, or Propose to Terminate Letter.	✓			ATTACHMENT N  Page 6 of 9
82. Is a disallowance required?		✓		
83. Is a revised claim required? What month(s)?		✓		
84. Is a Corrective Action Plan (CAP) required? Due Date: <u>12/1/12</u>	✓			<i>see summary</i>
85. Is a Follow-Up Review required?	✓			"
86. Is an ADR (Additional Documentation Required) necessary?		✓		
87. Is a Warning Letter necessary?		✓		
88. Is a Notice of Serious Deficiency recommended?		✓		
89. Is the contractor required to attend a Monthly Record Keeping Review class provided by DOH or training by the Sponsor?		✓		

Item #	Review Summary
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<p>#37</p> <p>#84</p> <p>#85</p> <p>#67</p>	<p>Upon arrival lunch was observed children enjoy it - center is very clean and organized. Month of February claim was checked finding it very well done.</p> <p>technical Assistant about F/R Forms classification in the bottom to convert only when frequency is different, if only one leave it the same if 2 income with same frequency add up. A cap is require by due date below and correct Forms in the bottom; no revision will be made unless necessary on F.U.</p> <p>TA about <u>New</u> forms online <del>to</del> <u>New</u> operating &amp; Administration Forms on blank forms from Miplus.</p> <p>Overall meal review is satisfactory Today!</p>
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Child Care Food Program

Review Summary (Continued)

Item #

ATTACHMENT N

Page 7 of 9

Send job to [unclear] [unclear]  
Food service is satisfactory

Reviewer must receive a Corrective Action Plan addressing any deficiencies identified above by close of business on the CAP Due Date.

[Signature] \_\_\_\_\_ 4/12/12  
Site or Sponsor Representative Date

[Signature] \_\_\_\_\_ 5/12/12 \_\_\_\_\_  
DOH Representative Date\* Departure Time

For Program Specialist Use:

\* As of this date, is review closed?  Yes  No

For DOH Use:

Second Party Check: Regional Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department of Children and Families  
 Child Care Licensing Inspection Addendum  
 Food Hygiene Standards

Name of Facility Grace ~~King~~ Jones Community Center - Day Care Inc. ID# C16M00048  
 Facility Address 230 41st St, Gulf City Marathon  
 Facility Owner Grace Jones Community Center - Day Care, Inc. Phone 305 743-6064

This addendum is designed to assist child care provider prepare for the Department's proposed Rule regarding food hygiene standards. Use the following guidance to complete this form and provide Technical assistance.

- Section I** refers to rule language in 65C-22, F.A.C., regarding *current* and *proposed* food hygiene standards.
  - Non-compliance of a standard in *"italics"* lettering will be considered a technical assistance violation that does not contribute to the progressive enforcement violation matrix. Violations of proposed rule must be documented in the Comment and Instructions section on page 2.
  - Noncompliance of a standard in **"bold"** lettering will be considered a violation of that standard and contributes to the facility's enforcement matrix. Violations of **current** rule must be documented on the facility's inspection report generated in the SansWrite system.
- Section II** refers to Technical Assistance guidance in areas that the Department views as 'best practice' options, but not standards applicable to licensure and regulatory compliance.

<b>Section I.</b>	
<b>Physical Environment</b> 65C-22.002	<b>Food Nutrition</b> 65C-22.005
<p><b>A. Food Preparation Areas</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Clean/In Good Repair</li> <li><input type="checkbox"/> 2. Proper Ventilation</li> <li><input type="checkbox"/> 3. Proper Lighting</li> <li><input type="checkbox"/> 4. Pest/Vermin Control</li> <li><input type="checkbox"/> 5. Animals Not Present</li> <li><input type="checkbox"/> 6. Documentation of Building/Plumbing Approval</li> <li><input type="checkbox"/> 7. Fire Extinguisher 2A10BC or Greater Present</li> <li><input type="checkbox"/> 8. Fire Extinguisher Serviced/Maintained</li> <li><input type="checkbox"/> 9. Fire Suppression System Serviced/Maintained</li> <li><input type="checkbox"/> 10. Shallow/Deep Frying Under Suppression System</li> <li><input type="checkbox"/> 11. Portable Fryers Not Used</li> <li><input type="checkbox"/> 12. Floors/Walls Smooth and Non-Absorbent</li> <li><input type="checkbox"/> 13. Living/Sleeping Separate</li> <li><input type="checkbox"/> 14. Garbage Container Present</li> <li><input type="checkbox"/> 15. Gloves Worn</li> <li><input type="checkbox"/> 16. Hair Covering/Restraints Worn</li> <li><input type="checkbox"/> 17. Outer Garments Unsoiled</li> <li><input type="checkbox"/> 18. Thermometers Operable</li> <li><input type="checkbox"/> 19. Expiration Dates/Leftovers Labeled</li> </ul> <p><b>B. Storage</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Adequate Storage &amp; Containers (Sealed)</li> <li><input type="checkbox"/> 2. 6 Inch Elevation Present</li> <li><input type="checkbox"/> 3. Cold &amp; Hot Storage Temperature Sufficient</li> <li><input type="checkbox"/> 4. Toxic Hazards Stored Separate</li> </ul>	<p><b>C. Health and Sanitation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Hand Washing Methods Sufficient</li> <li><input type="checkbox"/> 2. Separate hand Washing Sink</li> <li><input type="checkbox"/> 3. Single Service items Properly Used</li> <li><input type="checkbox"/> 4. Communicable Disease Control Sufficient</li> <li><input type="checkbox"/> 5. First Aid/Medication Properly Stored</li> <li><input type="checkbox"/> 6. Manual Warewashing                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash Sinks (2 or 3 Compartment Sinks)</li> <li><input type="checkbox"/> Hot and Cold Water Sufficient</li> <li><input type="checkbox"/> A Test Kit or Thermometer Present</li> <li><input type="checkbox"/> Water Temperature Adequate</li> <li><input type="checkbox"/> Sanitization Solution Appropriate and In use</li> </ul> </li> <li><input type="checkbox"/> 7. Mechanical Warewashing                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dishwasher or Other Device Operable</li> <li><input type="checkbox"/> Water Temperature Adequate</li> <li><input type="checkbox"/> A Test Kit or Thermometer Present</li> <li><input type="checkbox"/> Sanitization Solution Appropriate and In Use</li> </ul> </li> </ul> <p><b>D. Nutrition</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Meals and Snacks Meet Nutritional Needs</li> <li><input type="checkbox"/> 2. Menus posted</li> <li><input type="checkbox"/> 3. Special Diets Posted</li> </ul> <p><b>E. Food Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Food from Approved Source(s)</li> <li><input type="checkbox"/> 2. Food Free from Spoilage and Contamination</li> <li><input type="checkbox"/> 3. Recalled Food Items Not Present and Not Served</li> <li><input type="checkbox"/> 4. Hot Food Holding Sufficient (140° F or &gt;)</li> <li><input type="checkbox"/> 5. Cold Food Holding Sufficient (40° F or &lt;)</li> <li><input type="checkbox"/> 6. Cooking/Reheating Temperatures Met</li> <li><input type="checkbox"/> 7. Temperature Control Equipment Operable</li> <li><input type="checkbox"/> 8. Produce Washed Before Serving or Being Cooked</li> </ul> <p><b>F. Catered Food and Food Provided by Parents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Temperature Control Equipment Operable</li> <li><input type="checkbox"/> 2. Refusal of Food That is Not at Correct Temperature Upon Delivery</li> <li><input type="checkbox"/> 3. Storage of Food to Prevent Contamination or Spoilage</li> </ul>



13.1 Employees may not use Grace Jones Community Center work time or equipment to solicit or distribute literature concerning outside activities or organizations, or interests. While the diversity of interests within the community is acknowledged no employee shall impose their individual beliefs whether political or religious to other employees nor clients of Grace Jones Community Center.

I.

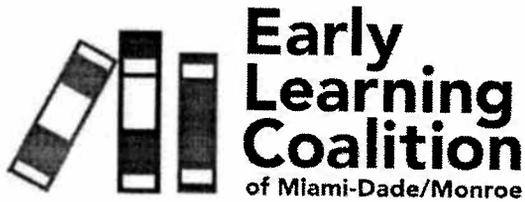
13.2 The posting of written solicitations on company bulletin boards is prohibited.

**XIV Equal Opportunity Employer**

14.0 Grace Jones Community Center is an Equal Opportunity Employer and in all Grace Jones Community Center programs and services there will be no discrimination with regard to race, color, sex, religion, age, national origin, disability, handicap, martial status or sexual orientation.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgement on each individual's job-related qualifications, capabilities, and potential.

II



1, dL



**VPK Provider Monitoring Report**

Date: 2-10-12

To: Iris Coe; Director  
Grace Jones Community Child Care  
Tracy Hannah; VPK Teacher

Subject: 2011 - 2012 VPK Monitoring

VPK Class A11

**Summary of VPK Monitoring Visit:**

A monitoring visit was completed in your center on February 10, 2012. The monitor made the following observations during her visit:  
I observed Ms. Hannah calling students to circle. They reviewed the letter of the week and said goodbye to it by writing words for the word wall beginning with Uu. The children were engaged and offered many words showing that they had learned many during the week. Ms. Hannah used white boards to reinforce the spelling of the words and also incorporated math and social studies terms into the practice. She read two books to cap her study of the letter Uu and asked comprehension questions related to higher thinking skills. She commented on compound words throughout the lesson and the students generated their own. Her lesson plans were theme related as well as her centers. I observed them going to centers of their choice and Ms. Hannah spreading her time to offer 1-1 conversation about their activities and praise them for their effort.

**Congratulations, no items were found to be out of compliance during the monitoring visit! We know that it takes hard work and patience to improve the quality of early childhood education, and we commend you and your staff for your continued dedication toward this very important goal.**

**Suggestions:**

- It is recommended that the VPK lead teacher and/or director attend VPK Standards training if they have not already done so. Please visit <http://www.myflorida.com/childcare/training> to register for VPK Standards training. \*Note: New VPK Standards training will be available in February 2012.

If any changes occur with staff and/or students please complete proper forms and submit them to Mary Williams, Early Learning Coalition of Miami-Dade/Monroe, 1100 Simonton St., Suite 1-204, Key West, FL 33041. AWI-VPK Forms 10, 11 and the VPK Notification forms can be downloaded from [www.vpkhelp.org](http://www.vpkhelp.org). If you should have any questions, please contact Mary Williams at 296-5557.

If you should have any questions regarding the monitoring report, please contact Val Taylor at 809-5000.

Thank you for your cooperation!

VPK Monitor: Val Taylor \_\_\_\_\_

VPK Supervisor: Kathy Snyder \_\_\_\_\_



1.000

Date of Monitoring: 2-10-12 Start Time: 9:50 End Time: 11:15

**Voluntary Pre-Kindergarten Program  
Monitoring Tool - Monroe County**

Name of Provider: <u>Grace Jones Comm. Center</u>	License Number: <u>616MO 0048</u>
Address of Site: <u>230 41st St. Gulf Marathon FL 33050</u>	Telephone Number: (305) <u>743 6064</u> Fax: (305) <u>743 6485</u> Email:

VPK Monitoring Objectives:	Full	Partial	No	N/A	Notes
<b>1. Class Information:</b> ▪ Number of VPK Classrooms match Form 11 Class <u>A</u> : ▪ Class days <u>M-F</u> ▪ Class hours <u>9-12 p.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Class Size:</b> ▪ Instructor to child ratio requirement met: Class <u>A</u> : <u>1 to 11</u> ratio ( <u>2</u> non-VPK) School Year: 1 instructor to 11 students -2 instructors to 11-20 students (Max. class size is 20) Summer: 1 instructor to 12 students (Max. class size is 12)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Attendance:</b> Attendance sheet complete & accurate ▪ Signed Monthly Parent Certification form completed by parent/guardian. ▪ Does classroom enrollment match EFS/ Attendance Roster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*NOTE: The attendance monitoring will be conducted by WHFS during the Payment for Attendance Audit. <i>See Attendance Audit</i>
<b>4. Florida Standards:</b>  1. Areas clearly defined (at least 5) 2. Shelves & containers labeled with pictures and words 3. Daily schedule posted (adult) 4. Pictorial schedule (child) 5. Free art work at child's eye level 6. Evidence of literacy activities 7. Lesson plan for the day available (evidence of domains)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Class: <u>A</u>
<b>5. Curriculum:</b> ▪ Curriculum certified on Form AWI-VPK 10 is utilized in classroom. ▪ Curriculum Name: <u>Creative, High Reach</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class: <u>A</u>

Director & Teacher Information	Yes	NO	Standards Training	N/A	Notes (Note center and/or staff documentation that will expire before the end of the VPK program)
For Private Provider, List: Name of Director: <u>Mrs. Coe</u> Director Credential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Classroom:</b> <u>A</u> Confirm teacher of record Confirm aide of record a) <u>Tracy</u> , Lead (Last 4 digits of SS#) <u>3117</u> b) _____, Aide (Last 4 digits of SS#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Classroom:</b> _____ Confirm substitute of record or on district list (If applicable on date of monitoring visit) _____, Sub (Last 4 digits of SS#)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Notes** (Write the name of the authorized representative (i.e., VPK lead teacher, VPK contact, Assistant Principal, etc.) and his/her title if the report is not being reviewed with Director/Principal on file):

**Provider's Comments:**

Program Monitor's Name (Print): <u>Val Taylor</u>	Director/Principal's Signature: <u>Mrs C. Coe</u>
Program Monitor's Signature: <u>Val Taylor</u>	Authorized Rep's Signature: _____
Date: <u>2-10-12</u>	Date Reviewed: _____

Circle time: Good use of white boards for emergent literacy + behavior mod. Use of math terms incorporated into vocabulary as well as social studies. Saying goodbye to letter of week. Use Lesson plan visis centers related to theme. Word wall employed for vocabulary growth. Comprehension questions related to story as well as review of compound words, even generated by students.

1.2C



CHILD CARE PROGRAM ASSESSMENT — GENERIC

Name of Center <i>Grace Jones</i>		Date of Assessment <i>4/13/11</i>
Address of Center <i>230 41<sup>st</sup> Street Gulf</i>		Center Director <i>Mrs Coe</i>
<i>Marathon FL 33050</i>		Telephone Number <i>743-6067</i>
Check One:	<input type="checkbox"/> Initial Review (new program not under contract)	<input type="checkbox"/> Mid-Year Assessment
		<input type="checkbox"/> Contract Review (prior to renewal of contract)
Time In	Time Out	Reviewed By <i>L. Dunn</i>
		Recheck Date

20 1.  
(20)

PROGRAM MANAGEMENT AND STAFF DEVELOPMENT

The program is efficiently administered with attention to the needs and desires of children, parents, and staff.

0 2 (4)

a. Documentation of each child's arrival and departure by parent/guardian is maintained daily. Documentation that a system exists, such as sign-out sheets, are kept to verify parent/guardian documentation of children's arrival and departure. Before and after school age programs are exempt from sign-in/out when the school age children are arriving from or departing to a local educational institution. In the morning, they are signed in and in the afternoon signed out to authorized persons. Children arriving/leaving by bus can be signed in/out by a responsible staff member.

0 1 (2)

b. There is documentation of monthly staff meetings which include dated sign-in sheets with agendas. Staff memos dated and signed/initialed by staff are also an acceptable periodic means of communication.

0 1 (2)

c. Each staff member receives an annual written evaluation. Assessor will review the staff evaluation form used to evaluate staff. Forms are signed and dated. Content review is inappropriate.

0 1 (2)

d. An employees' handbook is available, with information such as job descriptions, parent complaint procedures, absenteeism policy, dress code, hours of operation, vacation or leave policies, abuse reporting procedures, etc. Handbook can be typed or handwritten.

0 1 (2)

e. Early childhood resources are available to help staff plan age-appropriate activities for all ages of children served. Resources could include resource books on child development, classroom management techniques, idea/activity books, professional magazines, etc.

0 2 (4)

f. Credentialed staff are required to complete 12 hours of in-service training annually. Non-credentialed staff are required to complete 40 hours of in-service training.

*Credentialed staff who work 20 hours or less per week are required to complete 6 hours of training per year. Non-credentialed staff who work 20 hours or less per week are required to complete 20 hours of training.*

*Training requirements are reviewed once a year. At the review, the files are checked on current employees to make sure they have completed their training requirements for the previous program year.*

0 2 (4)

g. The number of children in a group is limited to facilitate adult/child interaction and constructive activity among children. Maximum group sizes (with appropriate ratios) are:

Infants - 8

Toddlers - 12

Two year olds - 22

Preschoolers - 20

18 3.  
8)**PHYSICAL ENVIRONMENT**

The indoor and outdoor physical environment fosters optimal growth and development through opportunities for exploration and learning.

- 0 1 (2)
- 0 1 (2)
- 0 1 (2)
- 0 1 (2)
- 0 1 (2)
- 1 (2)
- 0 1 (2)
- 0 1 (2)
- 0 1 (2)
- 0 1 (2)
- a. Indoor environment is clean, attractive, and spacious. A clean environment has no noxious odors. The toys, floors, carpeting, furniture, cots and mats and bathrooms are clean. An attractive environment has no evidence of peeling paint and has no ripped, heavily stained, or soiled carpets. A spacious environment has toys and furniture arranged in an orderly fashion allowing for movement.
  - b. Individual spaces for storing children's personal belongings are provided and clearly labeled with each child's name and/or symbol. Storage areas can be purchased or improvised.
  - c. A soft and nurturing environment is evident. Softness can be provided in many ways - cozy furniture such as rockers and pillows, carpeting, adults who cuddle children on their laps, etc.
  - d. Cultural diversity is seen throughout the center and reflects the cultural diversity of the center and society as a whole. Items could include multi-cultural dolls, doll clothes, pretend food, dress-up clothing, posters and pictures, books, tapes and records, puppets, flannel board accessories, puzzles, block accessories, cooking experiences, creative materials, etc.
  - e. There is no evidence of gender, race, or disability bias. Dress-up areas include male and female clothing and accessories. Pictures and books include people with disabilities and show non-traditional roles. Staff do not demonstrate stereotypical expectations of children such as boys don't play with dolls.
  - f. Wall hangings, which could include pictures, posters, charts, and/or art work, are at the child's level.
  - g. Children's work is displayed throughout the center.
  - h. The furniture used by children is appropriate for their age and size.
  - i. The outdoor environment is ready for children to play. Broken equipment has been removed, the ground is free of trash and debris, fencing and gates are in good repair.

**Comments:**

1.20



CHILD CARE PROGRAM ASSESSMENT — INFANT

Center <u>Grace Jones</u>	Staff <u>Elizabeth maria Delma</u>	Reviewed By <u>Aileen P. Cardo</u>	Date <u>4/14/11</u>
------------------------------	---	---------------------------------------	------------------------

84  
(84)

STAFF/CHILD INTERACTION

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of infants throughout the day's activities in a warm, nurturing, and positive environment.

- 0 2 (4) a. Infants are talked to on an individual basis.
- 0 2 (4) b. Staff speak with infants and responses are soothing and tender. Loud, harsh voices are not used.
- 0 2 (4) c. Staff talk to children using positive language.
- 0 2 (4) d. Staff encourage language development by reading age-appropriate books to infants. Evidence can be by observation or staff interview.
- 0 2 (4) e. Staff acknowledge infants' vocalizations and sounds, encouraging them to express themselves.
- 0 2 (4) f. Staff use each infant's name frequently when talking.
- 0 2 (4) g. Names of objects are frequently used when playing with infants; speaking in sentences using actual names of objects. When diapering, staff engage in meaningful conversation with infants, which could include talking about clothing names, body parts, and what they are doing.
- 2 (4) h. Staff provide musical experiences daily.

Comments: Their was evidence that staff encouraged language development by reading and sharing pictures.

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of infants throughout the day's activities in a warm, nurturing, and positive environment.

- 0 2 (4) a. Infants are encouraged by staff to solve problems, initiate activities, explore, experiment, and learn by doing. There is adequate play time with staff sitting on the floor playing with toys with the infants.
- 0 2 (4) b. While infants are awake, staff talk with, smile at, and play with the infants providing a wide variety of activities.
- 0 2 (4) c. Staff is observed providing a variety of developmentally appropriate gross motor experiences, such as reaching, pushing/pulling, climbing, crawling, and cruising on a daily basis.
- 0 2 (4) d. Staff is observed providing a variety of developmentally appropriate fine motor experiences, such as grasping, turning, cause and effect, tracking, pounding, fitting together, and target experiences on a daily basis.
- 1 2 (4) e. Staff is observed providing a variety of sensory experiences, such as seeing, hearing, tasting, feeling, and touching on a daily basis.
- 2 (4) f. Infants' play interests are respected. Staff respond to the infants' cues for direction of activity.

Comments: Staff encouraged activities giving the children the freedom to explore the environment

- 0 1 (2) b. Toys and manipulatives are readily accessible to children and organized to promote independent use. Additional toys may be stored.
- (2) c. The indoor area contains an unbreakable mirror (horizontally) located at the infant's eye level which is accessible at all times. It reflects a realistic full-body image.
- 0 (2) d. An adult rocking chair or apparatus which allows adult/child motion to occur is located in the infant area.
- 0 1 (2) e. The environment contains a soft, play area which could include but is not limited to throw rugs, blankets, quilts, mats, etc.
- 0 1 (2) f. The diaper area is equipped with a stimulating item which could include but is not limited to a mirror, a mobile, a picture, etc. Items are changed periodically.
- 0 1 (2) g. Infants are given the freedom to move around in the indoor play area and are not restricted to cribs, playpens, infant seats, or high chairs. Walkers are not appropriate.
- 0 1 (2) h. Space is arranged so children can enjoy moments of quiet play, so they have space to roll over, and so they can crawl toward interesting objects.
- 0 1 (2) i. A process is in place (soft music, low conversational tones) for providing a quiet, soothing atmosphere.
- 0 1 (2) j. When napping, an appropriate covering (such as a blanket, quilt, sheet, etc.) is available for each infant. Mattresses are covered with sheets and there is a covering available to each child.

Comments: Infant are given the freedom to move around the room to explore their own interest.

The **INDOOR LEARNING ENVIRONMENT** provides developmentally appropriate materials and equipment which are available to the infants.

### GROSS MOTOR

*At least one (1) item is provided for each of these functions and is accessible for use. Each item may only count for one function. An apparatus with multiple functions that is large enough for more than one infant to use at a time may be counted for more than one function.*

- 0 (1) a. Reaching - activity box, crib gym, etc. Comments:
- 0 (1) b. Climbing - pillows, foam cushions, indoor slide, etc.
- 0 (1) c. Pushing - popper, market basket, stroller, etc.
- 0 (1) d. Pulling - stringed pull toys, wagons, etc.
- 0 (1) e. Crawling through/under - boxes, tunnel, etc.
- 0 (1) f. Cruising - holding onto a table, shelving, chairs, etc. Walkers are not to be used.

### FINE MOTOR

*At least one (1) item is provided for each of these functions and is accessible for use. Each item may only count for one function.*

- (1) a. Grasping - clutch balls, bean bags, rattles, small blocks, etc. Comments:
- 0 (1) b. Touching - textured items, feely books, water play, etc.

1.20

0 1 2

- f. There are age-appropriate outdoor toys for fine motor development which could include but are not limited to grasping items, water play, sand play, filling and dumping containers, pounding, tracking, target experiences, cause and effect, etc.

Comments:

ATTACHMENT P

Page 8 of 39

18  
4.  
(18)

**HEALTH**

**The physical environment promotes good health for each child.**

0 2 4  
 0 1 2  
 0 1 2  
 0 2 4  
 0 1 5  
 0 2 4

- a. Toys are sanitized daily. Toys that are mouthed by infants are picked up and put aside for sanitizing.
- b. Each infant's bottles and/or pacifiers are labeled with the infant's name.
- c. The infant environment is free from noxious odors. The diaper pail is tightly covered and emptied frequently.
- d. Bottles are not placed in cribs at any time in order to lessen the chance for ear infections, tooth decay, choking, and thrush (bottle mouth).
- e. Prompt attention is given to diaper changes, soiled clothing, and cleaning faces and hands, taking into account other situations which could require staff's immediate attention.
- f. Staff wash their hands and infants' hands before meals and after diapering. Staff also wash their hands after nose wiping.

Comments:

14  
5.  
(14)

**NUTRITION**

**Mealtime is a pleasant social and learning experience for the infants.**

0 2 4  
 0 1 2  
 0 1 2  
 0 1 2  
 0 2 4

- a. Infants are held in the arms of a staff person during feeding when appropriate to infants' ages and sizes.
- b. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.
- c. When appropriate, infants are given the opportunity to feed themselves with finger foods that are appropriately sized.
- d. Staff adjusts to infant's individual feeding schedule. They are fed on demand when hungry, not lined up and fed at once.
- e. Appropriate feeding practices are in place. Bottles are refrigerated, high chairs sanitized after use, and individual feeding utensils are used.

Comments:

Name of Program: Grace Jones

Room type: Infant

Date of Assessment: 4-14-11

ASSESSOR'S COMMENTS/SUGGESTION & PLAN

(infant toddler, two, preschool, or school age)

RESULTS

RECOMMENDATIONS

TIMELINE

Great job!

Staff / Child interaction

Staff sits on the floor interacting with infants every day. Staff provide more experiences with tables & equipment. Staff encourage language development reading books and playing on the floor.

Staff sits in a rocker to feed infants

Elizabeth Gonzalez  
Maria Mayan  
Delma Perez

PROGRAM OWNER/DIRECTOR'S COMMENTS/FEEDBACK AND BEST PRACTICES

Lined area for program owner/director's comments, feedback, and best practices.

*David C. Cole* 4/14/11

Director/Owner's Signature/Date

General Comments related to this agreement:

Director/Owner:

*Joseph R. Condon*

Assessor's Signature/Date

4/14/11

Assessor:

FOLLOW UP

Date of follow up

Assessor



## CHILD CARE PROGRAM ASSESSMENT — TODDLERS

Center Grace Jones	Staff MAITEE DAlmy	Reviewed By Aileen Cardoso	Date 4-17-11
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961.  
(98)

## STAFF/CHILD INTERACTION

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of toddlers throughout the day's activities in a warm, nurturing, and positive environment.

- 0 3 (6) a. Staff speak with toddlers in a friendly, positive, and courteous manner at their eye level, responding to their comments and suggestions. Responses are soothing and tender. Talk about things toddlers see. Loud, harsh voices are not used.
- 0 3 (6) b. Staff share genuine conversation with toddlers, encouraging them to express themselves verbally.
- 0 3 (6) c. Staff encourages language development by reading age-appropriate books to toddlers individually or with two toddlers at a time. Evidence can be by observation or staff interview.
- 0 3 (6) d. Staff provide musical experiences daily. Assessor observes staff engaging in musical opportunities as they interact with children such as staff singing with children, staff dancing with children, and/or staff using musical instruments with children, etc.
- 0 2 (4) e. Staff use each toddler's name frequently when talking.
- 0 3 (6) f. Names of objects are used frequently when playing with toddlers, talking in sentences using actual names, such as "foot" and "ball" instead of "this" and "that". When diapering, staff engage in meaningful conversation with the child, which could include talking with toddlers about clothing names, body parts, and what they are doing.

**Comments:** Staff was involved with the children engaged in genuine conversation.

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of toddlers throughout the day's activities in a warm, nurturing, and positive environment.

- 0 3 (6) a. Toddlers are encouraged by staff to solve problems, initiate activities, explore, experiment, and learn by doing. There is adequate floor play time with toys and staff sitting on the floor with children, speaking to them often in a conversational way.
- 0 3 (6) b. While toddlers are awake, staff talk to, hold, smile at, and play with them.
- 0 3 (6) c. Staff play with toddlers throughout the day modeling different types of play. For example, adults and children play "tea party" where the adult pretends to drink from a cup and exclaims how good it tastes and then the toddler might model the adult; adults and toddlers build with blocks talking about what they are doing; adults and toddlers work puzzles together as the adult models for and talks with the toddler.
- 0 3 (6) d. Toddlers' play interests are respected. Staff respond to toddlers' cues for direction of activity.
- 0 2 (6) e. Staff support toddlers' attempts at becoming increasingly independent. Staff encourage toddlers to self-feed, dress and undress themselves, and to use equipment by themselves.

**Comments:** Staff sat on the floor modeling different types of play

- 0 1 (2) f. Toddlers are given the freedom to move around in the indoor play area and are not restricted to cribs, swings, play pens, infant seats, high chairs, etc. Walkers are not appropriate.
- ✓ 1 (2) g. A process is in place (soft music, back rubs, low conversational tones) for developing a quiet, soothing atmosphere during nap time.
- 0 1 (2) h. The napping area has less than normal lighting.
- 0 1 (2) i. When napping, there needs to be available one blanket, sheet, or towel for each toddler. It is suggested that cots/mats be covered with sheets and children also provided with a blanket or covering.

**Comments:**

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are accessible to the toddlers.

**GROSS MOTOR**

*At least one (1) item is provided for each of these functions and is accessible for use. Each item may only count for one function. An apparatus with multiple functions that is large enough for more than one toddler to use at a time may be counted for more than one function.*

- 0 (0) a. Climbing - stairs, small gym, etc.
- 0 (1) b. Pushing - doll carriage, shopping cart, mowers, poppers, etc.
- ✓ (1) c. Pulling - pull toys, wagon, etc.
- 0 (1) d. Crawling through/under - boxes, tunnel, etc.
- 0 (1) e. Stacking - boxes, blocks, etc.
- 0 (1) f. Throwing - soft balls, balled newspaper, bean bags, etc.
- 0 (1) g. Riding - riding toys, kiddie cars, pony on wheels, etc.
- 0 (1) h. Rocking - rocking horse, rocking chair, rocking boat, etc.

**Comments:****FINE MOTOR**

*At least one (1) item is provided for each of these functions and is accessible for use. Each item may only count for one function.*

- 0 (1) a. Grasping - squeeze toys, small stuffed animals, cups, spoons, etc.
- 0 (1) b. Pounding - pounding bench, xylophone, boxes and spoons, pots and pans with spoons, dishes with spoons, etc.
- (1) c. Turning - telephone dial, toys with turning knobs, toy radio, containers with screw lids, etc.
- 0 (1) d. Fitting together - puzzles, pop beads, etc.
- 0 (1) e. Filling and dumping - sand and water, containers with objects, etc.

- 0 1 (2) e. Creating scenes - people/animal figures, with simple supporting materials (vehicle, barn), etc. to make familiar scenes.
- 0 1 (2) f. Transporting - small cars and vehicle (4-5 inches) to use with blocks, larger vehicles for pushing and fantasy play, large wood trucks to ride on, grocery cart, doll buggy, etc.

**Comments:****CREATIVE EXPRESSION**

*At least two (2) different items/experiences are available for each function. An item may only count for one function. Items for creative expression are available to staff in the classroom.*

- 0 1 (2) a. Scribbling - large chalk, large crayons, washable markers, etc.
- 0 1 (2) b. Smearing - non-toxic shaving cream, paint, paste, etc.
- 0 1 (2) c. Stroking - large bristle brushes, foam brushes, chalk, etc.
- 0 1 (2) d. Molding/squishing - playdough, non-toxic shaving cream, sponges, goop, wet sand, etc.
- 0 1 (2) e. Paper - an assortment, with a minimum of at least three types of appropriately-sized paper, which could include but is not limited to construction paper, drawing paper, easel paper, newspaper, wallpaper, paper bags, etc. is available to the staff in the classroom for creative activities. Remember, the smaller the child, the bigger the paper!

**Comments:**

*Creative expression is done. Children  
are work is posted in class*

**THE OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.**

- 0 1 (2) a. The outdoor play time for toddlers is separated from the older children by schedule or by fence.
- 0 1 (2) b. There is a minimum of two outdoor surfaces, which could include soil, grass, sand, a hard surface, etc.
- 0 1 (2) c. There is a minimum of two (2) developmentally appropriate play experiences per child.
- 0 1 (2) d. Climbing - at least one experience which is appropriately sized and seen outside by the assessor.
- 0 1 (2) e. Swinging or low slide - at least one experience which is appropriately sized and seen outside by the assessor.
- 0 1 (2) f. Creative expression - a daily opportunity such as fence or easel painting, large sidewalk chalk, water painting, sand or water play, staff and children blowing bubbles, music and/or dancing with accessories, gardening, etc.
- 0 1 (2) g. Imaginative play - toys, props, and/or dress-up clothes which invite imaginative and dramatic play.

0 1 2

- h. Outdoor play toys are accessible from at least three of these functions:
  - ① Pushing/pulling - wagons, carts, strollers, push/pull toys, etc.
  - ② Crawling through/under - boxes, tunnel, etc.
  - ③ Stacking - large cardboard blocks, plastic blocks, boxes, etc.
  - ④ Throwing, bouncing, rolling - balls, bean bags, etc.
  - ⑤ Riding - tricycles, wagons, riding toys, etc.

Comments:

ATTACHMENT P

Page 14 of 39

~~22~~ 4.  
(22)

### HEALTH

**The physical environment promotes good health for each child.**

0 2 4

0 1 2

0 1 2

0 2 4

0 1 2

2 4

0 2 4

- a. Toys are sanitized daily. Toys that are mouthed by toddlers are picked up and put aside for sanitizing.
- b. Each toddler's bottles, cups, and/or pacifiers are labeled with the toddler's name.  
*Not all the cups are labeled with names.*
- c. The toddler environment is free from noxious odors. The diaper pail is tightly covered and emptied frequently.
- d. Toddlers who drink from bottles do so with their heads elevated in order to help prevent ear infections, tooth decay, choking, and thrush (bottle mouth).
- e. Staff attend to toddlers' needs (diaper changing, soiled clothing, cleaning faces and hands) promptly.
- f. If a toddler is ready to begin self-toileting, the staff assist the child using only positive techniques.
- g. Staff and toddlers wash their hands before meals and after toileting. Staff also wash their hands after nose wiping.

Comments:

~~16~~ 5.  
(16)

### NUTRITION

**Mealtime is a pleasant social and learning experience for the toddlers.**

0 1 2

0 1 2

0 2 4

0 2 4

0 2 4

- a. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.
- b. Toddlers are given the opportunity to feed themselves with food that is appropriately sized. Finger foods are available to all toddlers.
- c. Mealtime is a relaxed and pleasant social experience. Toddlers are not rushed while eating. Staff closely supervise and encourage their eating skills.
- d. When toddlers sit down, food is ready to be served.
- e. Appropriate feeding practices are in place. Toddlers sit in chairs/high chairs for meals and snacks. Appropriate eating and drinking utensils are introduced and used. Food is never served on a bare table, but in a sanitary way with an appropriate covering under the food, such as plates, placemats, or paper towels.

Comments:

Center <i>Grace Jones</i>	Staff <i>Ruth</i>	Reviewed By <i>Aileen P. Cardon</i>	Date <i>4-17-11</i>
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1101.  
(110)

**STAFF/CHILD INTERACTION**

Staff/child interaction encourages the **LANGUAGE DEVELOPMENT** of two year olds throughout the day's activities in a warm, nurturing, and positive environment.

- 0 3 6 a. Staff speak with children in a friendly, positive, and courteous manner at their eye level, responding to their comments and suggestions. Responses are soothing and tender. Talk about things the children see. Loud, harsh voices are not used.
- 0 2 4 b. One-to-one staff/child interaction occurs during the course of the child's day including speaking individually to children (as opposed to the whole group most of the time). *Small group*
- 0 3 6 c. Staff encourages language development by reading age-appropriate books to children individually or in small groups of two or three.
- 0 3 6 d. Staff share genuine conversation with children encouraging them to express themselves verbally.
- 0 2 4 e. Staff provide musical experiences daily. Assessor observes staff engaging in musical opportunities as they interact with children in activities such as staff singing with children, staff dancing with children, and/or staff using musical instruments with children, etc.
- 0 3 6 f. Staff ask open-ended questions spontaneously of individual children continuously and throughout all parts of the daily routine regarding the subject or activity the child has chosen.
- 0 2 4 g. Staff listen to children with attention and respect using eye contact and individual responses.

**Comments:** *Staff shared genuine conversation during activities. asking open-ended question.*

Staff encourages the **COGNITIVE AND PHYSICAL DEVELOPMENT** of two year olds throughout the day's activities in a warm, nurturing, and positive environment.

- 0 3 6 a. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, and learn by doing. There is adequate play time and staff is observed sitting and playing with children, encouraging their natural curiosity.
- 0 2 4 b. While children are awake, staff talk to, smile at, and play with them. Children are held when appropriate. When diapering, staff engage in meaningful conversation with the child, which could include talking about clothing names, body parts, and what they are doing.
- 0 3 6 c. Staff play with children throughout the day modeling different types of play. For example, adults and children play "tea party" where the adult pretends to drink from a cup and exclaims how good it tastes and then the child models the adult; adults and children build with blocks talking about what they are doing; adults and children work puzzles together as the adult models for and talks with them.
- 0 3 6 d. Children's play interests are respected. Staff respond to children's cues for direction of activity.
- 0 2 4 e. Staff support children's attempts at becoming increasingly independent in such ways as cleaning up, dressing, and in using proper social skills while eating.

112L

- 0 2 (4) c. There is evidence of daily use of creative materials by observation of equipment, lesson plans, and/or children's work.
- 0 1 (2) d. Quiet opportunities are provided for non-napping children after a suitable period of time or as they wake up, such as books, puzzles, drawing, one-on-one time with staff, etc. These activities are available in the room and not limited to the cots.
- 0 1 (2) e. The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming with no child being required to watch the program. Programs are previewed by adults prior to use, another option for activity is always available, and staff discuss what is viewed with children to develop critical viewing skills.

Comments:

ATTACHMENT P

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104  
13.  
(104)

**PHYSICAL ENVIRONMENT**

The **CLASSROOM ENVIRONMENT** promotes the interaction of children with materials, other children, and adults.

- 0 1 (2) a. There is a minimum of three (3) accessible age-appropriate play experiences per child for each group and/or play area of sufficient variety and durability. Some items are duplicated to avoid conflict.
- 0 1 (2) b. ~~Toys and manipulatives are readily accessible to children and organized on low, open shelves to promote independent use by children. Additional items may be stored.~~
- 0 1 (2) c. Room items, play equipment, and shelves are labeled with pictures.
- 0 (2) d. The indoor play area contains a full-length, unbreakable mirror located at the child's eye level. Mirror is large enough and mounted in such a way that the child may see his entire body. It reflects a realistic image.
- 0 1 (2) e. The diaper area is equipped with a stimulating item which could include but is not limited to a mirror, a mobile, a picture, etc. Items are changed periodically.
- 0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing a quiet, soothing atmosphere during nap time.
- 0 1 (2) g. There is less than normal lighting during nap time.
- 0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet, etc.) is available for each child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or a covering.

Comments: All play experiences and manipulatives are available and accessible organized on low shelves giving the ~~toys~~ opportunity to explore their own interest

The **INDOOR LEARNING ENVIRONMENT** provides developmentally appropriate materials and equipment which are available and accessible to the two year olds.

**GROSS MOTOR**

At least one (1) item is provided for each of these functions and is accessible for use. Each item may only count for one function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.

- 0 (2) a. Climbing - stairs, small gym, etc.

1.20

- 0 2-4 d. Listening - tapes, records with tape/record player, musical instruments, music boxes, etc.

*One of the three (3) listening experiences is a variety of at least six (6) appropriate records/tapes and a record/tape player which is in good working order and part of the classroom equipment. In open-classroom settings, where two adjacent classrooms are separated by a half wall, the two classrooms may share a record/tape player.*

Comments:

ATTACHMENT P

Page 17 of 39

**IMAGINATIVE PLAY**

*At least six (6) dolls are available and accessible in the classroom. At least three (3) different items are available and accessible for each of the other functions. An item may only count for one function.*

- 0 1 2 a. Nurturing - Soft-bodied or washable rubber/vinyl multi-cultural baby dolls, as well as simple, removable doll clothes and simple accessories for caretaking, feeding, diapering, sleeping, etc.
- 0 1 2 b. Cooking - Items could include but are not limited to a stove, a sink, a refrigerator with appropriate accessories, etc.
- 0 1 2 c. Family living - Items could include but are not limited to doll furniture, table and chairs, cleaning equipment, iron and ironing board, etc.
- 0 1 2 d. Dress-up clothes - Items could include but are not limited to hats, purses, shoes, clothing, etc. for men and women.
- 0 1 2 e. Creating scenes - people/animal figures, with simple supporting materials (vehicle, barn), etc. to make familiar scenes.
- 0 1 2 f. Transporting - small cars and vehicles (4-5 inches) to use with blocks, larger vehicles for pushing and fantasy play, large wood trucks to ride on, grocery cart, buggy, etc.

Comments:

**CREATIVE EXPRESSION**

*At least two (2) different items/experiences are available for each function. An item may only count for one function. Items for creative expression are available to the teacher in the classroom.*

- 0 1 2 a. Scribbling - large crayons, washable markers, large chalk, etc.
- 0 1 2 b. Smearing - non-toxic shaving cream, paint, paste, finger paint, etc.
- 0 2 4 c. Stroking - items/experiences that support the stroking motion.

*One painting activity is available daily and can take place either indoors or outdoors. If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have 1) an easel, set up and ready to use during an appropriately supervised part of the program, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity. Staff is encouraged to add variety by offering additional items to paint with, different sized and shaped paper, etc.*

1.2C

- 0 1 (2) d. Molding/squishing - playdough and accessories, non-toxic shaving cream, sponges, goop, wet sand etc.
- 0 1 (2) e. Sifting/pouring - one fluid play experience, such as sand, grits, cornmeal, water, etc. with appropriate sifters, containers, measuring cups, funnels, etc.
- 0 1 (2) f. Paper - An assortment, with a minimum of at least three types of appropriately sized paper, which could include ~~but is not limited to~~ construction paper, drawing paper, easel paper, newspaper, wallpaper, or paper bags is available to staff in the classroom for creative activities. Remember, the smaller the child, the bigger the paper!

Comments:

ATTACHMENT P

**The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.**

- 0 1 (2) a. There is a minimum of two outdoor surfaces which could be soil, grass, sand, a hard surface, etc.
- 0 1 (2) b. There is a minimum of two (2) developmentally appropriate play experiences per child.

*Outdoor toys include at least one developmentally appropriate item for each function. An apparatus with multiple functions that is large enough for more than one child to use at a time may be counted for more than one function.*

- 0 1 (2) c. Climbing toys which are appropriately sized and seen outside by the assessor.
- 0 1 (2) d. Slide or swings which are appropriately sized for the children.
- 0 1 (2) e. Balancing apparatus such as a balance beam, curb, board, painted lines, etc. which are appropriately sized and seen outside by the assessor.
- 0 1 (2) f. Creative expression - easel painting, water painting, sidewalk chalk, outdoor art, sand or water play, staff and children blowing bubbles, music and/or dancing with accessories such as scarves or instruments, outdoor gardening, etc.
- 0 1 (2) g. Imaginative play - toys, props, and/or dress-up clothes that stimulate imaginative and dramatic play.
- 0 1 (2) h. Outdoor toys are available from at least three of these gross motor functions:
  - ① pushing/pulling - carriages, shopping carts, wagons, wheelbarrows, etc.
  - ② crawling through/under - boxes, tunnels, etc.
  - ③ stacking - large blocks, boxes, etc.
  - ④ throwing, bouncing, rolling - balls, bean bags, balled newspaper, ring toss, etc.
  - ⑤ riding - age-appropriate and developmentally appropriate riding toys.

Comments:

Name of Program: Grace Jones Room type: Two's Date of Assessment: 4-14-11  
(infant toddler, two, preschool, or school age)

ASSESSOR'S COMMENTS/SUGGESTION & PLAN

RESULTS	RECOMMENDATIONS	TIMELINE
<p>Staff / child interaction</p>	<p>Great job!</p> <p>Staff encouraged language development by reading and engaging in genuine conversation during free-center time. The classroom was filled with pleasant conversation and laughter.</p>	
<p>Health (Toddlers Room only)</p>	<p>I recommend you all cups and bottles                  to be labeled.</p>	

1.20

Center <i>Grace Jones</i>	Staff <i>Julie / Isabel</i>	Reviewed By <i>Laure Dunn</i>	Date <i>4/17/11</i>
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1361.  
(136)

**STAFF/CHILD INTERACTION**

**ATTACHMENT P**

Staff/child interaction encourages the **LANGUAGE DEVELOPMENT** of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

- 0 4 (8) a. Staff express respect for and affection toward children by smiling and speaking to children at their eye level throughout the day. Loud, harsh voices are not used.
- 0 4 (8) b. Staff are available and responsive to children encouraging them to share experiences, ideas, and feelings with staff and other children. Staff encourage children to talk by being obviously available and listening to them, responding with appropriate short responses, such as "Tell me more" or reflecting what the child said back to him and using eye contact.
- 0 4 (8) c. Excellent! Staff ask open-ended questions spontaneously, of individual children continuously and throughout all parts of the daily routine regarding the subject or activity the child has chosen.
- 0 4 (8) d. Great interactive conversations One-to-one staff/child interaction occurs during the day including speaking individually to children (as opposed to the whole group most of the time). Staff listen to children with attention and respect.

Comments:

Staff encourages the **COGNITIVE AND PHYSICAL DEVELOPMENT** of preschoolers throughout the day's activities in a warm, nurturing, and positive environment.

- 0 4 (8) a. Staff support children's attempts at becoming increasingly independent, encouraging children in cleaning-up, dressing, and using social skills while eating, etc.
- 0 4 (8) b. Evidenced many times Children are encouraged by staff to solve problems, initiate activities, explore, experiment, question, and learn by doing. Staff avoid doing things for the children that they can do on their own. Adults may attempt to aid the problem solving process without taking over by asking questions or making suggestions.
- 0 4 (8) c. Staff initiate play activities with preschoolers, moving about the room interacting with preschoolers.
- 0 4 (8) d. Excellent! Staff promptly attend to the routine needs of the preschoolers such as face and hand washing, toileting assistance, and other basic needs.
- 0 4 (8) e. Staff use positive techniques in assisting children to develop self-toileting skills. If self-toileting is occurring, staff never embarrass, shame, or punish the child in relation to toilet training.
- 0 4 (8) f. Great positive encouragement + feedback Children's play interests are respected. Staff respond to children's cues for direction of activity.

Comments:

1.20

- 0 1 (2) d. Children are not always required to move as a group from one activity to another. The new activity is prepared before the transition from the completed activity so as to avoid prolonged waiting.  
*Observed*
- 0 1 (2) e. The routine provides free-choice of learning activity centers at least twice a day. Children have the opportunity to choose learning centers and to choose the activities within those centers.  
*9:35-10:10 3:30-4*
- 0 1 (2) f. Learning/activity centers are in use for approximately one continuous hour in the morning between 8:30 and lunch. Staff provide large amounts of uninterrupted time for children to persist at self-chosen tasks and activities.  
*9:15-9:35 Circle Time, Teacher Direct* *9:35-10:10 Child Direct* *Clean up*
- 0 1 (2) g. Learning/activity centers are in use for approximately one additional hour in the afternoon. This additional block of choice time can consist of indoor and outdoor play time.  
*Observed* *Observed* *3-4* *outside time*
- 0 1 2 h. Children are actively involved in learning/play experiences throughout the day. Children are expected to be physically and mentally active. Children choose from activities staff have set up or that the children spontaneously initiate.
- 0 1 (2) i. Staff spend individual time with children during learning center time. Small sub-groups can gather spontaneously during learning center time, and/or approximately 15 minute teacher initiated small sub-groups can be planned on schedule, while other children have opportunities to play.
- 0 1 (2) j. Large group or circle time is limited to approximately 15-20 minutes. A variety of activities are planned. Children are encouraged but not forced to join in.  
*9:15-9:35*

Comments:

**LESSON PLANS** reflect the developmentally appropriate learning activities which are based on the children's interests and abilities.

- 0 2 (4) a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the last six weeks are different, accessible, and dated in ink. Plans can be modified for spontaneity. Staff follow the children's lead, taking advantage of those "teachable moments".
  - 0 2 (4) b. The lesson plan is an expression of the child's activities throughout the day and is not the same as the schedule. Evidence of planned activities is observed.  
*All lesson plan from Jan 1 - current date available*  
*observed bee activity.*
  - 0 2 (4) c. The weekly lesson plan reflects developmentally appropriate learning activities and includes but is not limited to:
    - ✓ - creative expression *beehives*
    - ✓ - language activities (Books to be read are listed.) *my friend rabbit*
    - ✓ - music and movement *music played* *music + movement 3-3:30*
    - reading readiness
    - math readiness *Numbers*
    - ✓ - science *Weather*
    - ✓ - nutrition (a minimum of one food experience per week as long as local health restrictions allow) *Snack time*
- Some planned activities may extend for more than one day.*

- 0 2 (4) d. The learning environment has been prepared to incorporate the opportunities listed on the activity plan.

Comments:

*Very well arranged room!*

- 0 1 (2) d. Toys and manipulatives are readily accessible to children and organized on low, open shelves to promote independent use by children. They are stored on shelves that are at a height which allows children to reach them.
- 0 1 (2) e. Room items, play equipment, and/or shelves are labeled with words and/or pictures.
- 0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing a quiet, soothing atmosphere for nap time.
- 0 1 (2) g. The napping area has less than normal lighting.
- 0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet) is available for each child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or covering.

*mats with individual sheets.*  
**Comments:**

**The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are available to the preschoolers.**

#### LANGUAGE

*At least two (2) different types of items are available and accessible for each function. An item may only count for one function.*

- 0 1 (2) a. Talking - puppets, flannel board and accessories, telephones, small hand-held mirror, etc.
- 0 1 (2) b. Listening - puppets, flannel board and accessories, records/tapes and record/tape player, etc.  
*One of the listening items is a variety of at least six (6) appropriate records/tapes and a record/tape player which is in good working order and part of the classroom equipment. In open-classroom settings, where two adjacent classrooms are separated by a half wall, the two classrooms may share a record/tape player.*
- 0 1 (2) c. Reading exploration - At least fifteen (15) age-appropriate books in good condition are accessible to the children. A minimum of six (6) books is displayed in an inviting manner so that children can see their covers. There is a minimum of two (2) types of age-appropriate books which could include but are not limited to big books, quality literature books, children's story books, teacher-made books, and books written by the children.
- 0 1 (2) d. Dictating - writing materials such as large pads, large clipboards with paper, pencils, markers, etc. to be used for experience charts, group stories, and/or dictation allowing children to share their thoughts. *These items may be located in another part of the classroom.*
- 0 1 (2) e. Writing experimentation - a variety of writing materials accessible to children that encourage scribbling, drawing, copying, inventive spelling, etc. Children are provided with appropriately sized pencils, crayons, markers, and paper.
- 0 1 (2) f. Reading readiness - file folder games, sequencing puzzles, patterning activities, story sequencing, form boards, shape sequencing, computers with appropriate software, etc.

**Comments:**

1.20

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

2 4 d. Dress-up clothes for men and women along with accessories which could include but are not limited to hats, ties, purses, jewelry, shoes, briefcases, props for acting out occupations, etc.

or

*If the area is converted into a different type of setting, identify the setting and the furniture and props being used which help to provide the number of experiences necessary for children to be able to engage in meaningful dramatic play.*

Setting: \_\_\_\_\_

0 2 4 a. Furniture - \_\_\_\_\_

0 2 4 b. Props - \_\_\_\_\_

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

0 2 4 d. Dress-up clothes for men and women with accessories which support the dramatic play setting.

**Comments:**

**CREATIVE EXPERIENCES**

*At least two (2) different items/experiences for each function are available and accessible. Items for creative expression are available and accessible in the classroom.*

0 2 4 a. Stroking - items/experiences that support the stroking motion.

*One painting activity is available daily and can take place either indoors or outdoors. If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have: 1) an easel, which is set up and ready to use, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity at one time, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity at one time.*

0 1 2 b. Smearing - non-toxic shaving cream, paint, paste or glue, finger paint, etc.

0 1 2 c. Molding/squishing - playdough and accessories, non-toxic shaving cream, goop, sponges, finger paint, etc.

0 1 2 d. Tearing/cutting - scissors, magazines, newspaper, wallpaper, tissue paper, etc.

0 1 2 e. Drawing - crayons, markers, chalk, etc.

0 1 2 f. Crafting - a minimum of five craft/collage items as well as paste/glue, etc. The glue/paste is usable. Children are given the opportunity to use the paste/glue independently and encouraged to do so.

0 1 2 g. Paper - An assortment, with a minimum of at least three (3) types of appropriately sized paper, which could include but is not limited to construction paper, drawing paper, easel paper, newspaper, wallpaper, paper bags, etc. is available and accessible. Remember, the smaller the child, that bigger the paper!

Requests more pipe cleaners

1. dl

- 9 1 (2) d. Toys and manipulatives are readily accessible to children and organized on low, open shelves to promote independent use by children. They are stored on shelves that are at a height which allows children to reach them.
- 1 (2) e. Room items, play equipment, and/or shelves are labeled with words and/or pictures.
- 0 1 (2) f. An appropriate process is in place (soft music, back rubs, low conversational tones) for providing a quiet, soothing atmosphere for nap time.
- 0 1 (2) g. The napping area has less than normal lighting.
- 0 1 (2) h. When napping, an appropriate covering (such as a blanket, quilt, sheet) is available for each child. It is suggested that cots/mats be covered with sheets and children provided with a blanket or covering.

*mats with individual sheets.*  
**Comments:**

**The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are available to the preschoolers.**

### LANGUAGE

*At least two (2) different types of items are available and accessible for each function. An item may only count for one function.*

- 0 1 (2) a. Talking - puppets, flannel board and accessories, telephones, small hand-held mirror, etc.
- 0 1 (2) b. Listening - puppets, flannel board and accessories, records/tapes and record/tape player, etc.
- One of the listening items is a variety of at least six (6) appropriate records/tapes and a record/tape player which is in good working order and part of the classroom equipment. In open-classroom settings, where two adjacent classrooms are separated by a half wall, the two classrooms may share a record/tape player.*
- 0 1 (2) c. Reading exploration - At least fifteen (15) age-appropriate books in good condition are accessible to the children. A minimum of six (6) books is displayed in an inviting manner so that children can see their covers. There is a minimum of two (2) types of age-appropriate books which could include but are not limited to big books, quality literature books, children's story books, teacher-made books, and books written by the children.
- 0 1 (2) d. Dictating - writing materials such as large pads, large clipboards with paper, pencils, markers, etc. to be used for experience charts, group stories, and/or dictation allowing children to share their thoughts. *These items may be located in another part of the classroom.*
- 0 1 (2) e. Writing experimentation - a variety of writing materials accessible to children that encourage scribbling, drawing, copying, inventive spelling, etc. Children are provided with appropriately sized pencils, crayons, markers, and paper.
- 0 1 (2) f. Reading readiness - file folder games, sequencing puzzles, patterning activities, story sequencing, form boards, shape sequencing, computers with appropriate software, etc.

**Comments:**

1.2C

0 2 ④ c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

2 ④ d. Dress-up clothes for men and women along with accessories which could include but are not limited to hats, ties, purses, jewelry, shoes, briefcases, props for acting out occupations, etc.

or  
If the area is converted into a different type of setting, identify the setting and the furniture and props being used which help to provide the number of experiences necessary for children to be able to engage in meaningful dramatic play.

Setting: \_\_\_\_\_

0 2 4 a. Furniture - \_\_\_\_\_

0 2 4 b. Props - \_\_\_\_\_

0 2 4 c. Dolls - Five soft bodied or washable/vinyl multi-cultural baby dolls (or a minimum of one doll for each child who can choose to play in this area) as well as simple, removable doll clothes and accessories for caretaking, feeding, diapering, sleeping, etc.

0 2 4 d. Dress-up clothes for men and women with accessories which support the dramatic play setting.

**Comments:**

**CREATIVE EXPERIENCES**

At least two (2) different items/experiences for each function are available and accessible. Items for creative expression are available and accessible in the classroom.

0 2 ④ a. Stroking - items/experiences that support the stroking motion.

*One painting activity is available daily and can take place either indoors or outdoors. If the painting activity is offered on a surface other than the easel or is offered outdoors, the easel is set up in the classroom with chalk, markers, etc. instead of paint. If there is not a planned painting activity on a given day, the classroom will have: 1) an easel, which is set up and ready to use, 2) a sufficient number of painting tools, such as large bristle brushes, sponges, feathers, etc. for the number of children doing the activity at one time, 3) a sufficient amount of tempera/finger paint in appropriate containers for the number of children doing the activity at one time.*

0 1 ② b. Smearing - non-toxic shaving cream, paint, paste or glue, finger paint, etc.

0 1 ② c. Molding/squishing - playdough and accessories, non-toxic shaving cream, goop, sponges, finger paint, etc.

0 1 ② d. Tearing/cutting - scissors, magazines, newspaper, wallpaper, tissue paper, etc.

0 1 ② e. Drawing - crayons, markers, chalk, etc.

0 1 ④ f. Crafting - a minimum of five craft/collage items as well as paste/glue, etc. The glue/paste is usable. Children are given the opportunity to use the paste/glue independently and encouraged to do so.

0 1 ② g. Paper - An assortment, with a minimum of at least three (3) types of appropriately sized paper, which could include but is not limited to construction paper, drawing paper, easel paper, newspaper, wallpaper, paper bags, etc. is available and accessible. Remember, the smaller the child, that bigger the paper!

Requests more pipe cleaners

- 0 1 (2) g. Creative expression - easel painting, fence painting, water painting, sidewalk chalk, outdoor art, sand or water play, music, rhythm band instruments, staff and children blowing bubbles, outdoor gardening, etc.
- 0 1 (2) h. Imaginative play - toys, props, dress-up clothes and accessories that invite fantasizing and imaginative play experiences.
- 0 1 (2) i. Outdoor toys include materials/equipment accessible for each function that they may use individually or in groups.
1. Throwing - balls, bean bags, ring toss, etc.
  2. Stacking - blocks boxes, etc.
  3. Riding - tricycles, wagons, appropriately sized riding toys, etc.

Comments:

8 4.  
(8)

**HEALTH**

**The physical environment promotes good health for each child.**

- 0 1 (2) a. The environment is free of noxious odors. When there is soiled clothing, it is placed in a plastic bag and closed securely.
- 0 3 (6) b. Staff and children wash their hands before meals and after toileting. Paper towels are provided for drying hands.

Comments:

16 5.  
(16)

**NUTRITION**

**Mealtime is a pleasant social and learning experience for the preschoolers.**

- 0 1 (2) a. Food and allergy lists are posted in the classroom where they are readily visible and adhered to.
- 0 2 (4) b. Once the meal is served, staff sit with preschoolers and engage in pleasant conversation with them. Children are part of a group and are not sitting alone at mealtime.
- 0 1 (2) c. If the staff eats with the children, the same menu is followed (unless there are special dietary needs). This includes beverages with the exception of water.
- 0 2 (4) d. When children sit down, food is ready to be served.
- 0 2 (4) e. Appropriate feeding practices are in place. Children sit at table for meals and snacks. Food is not served on a bare table, but rather in a sanitary way with an appropriate covering under the food, such as plates, placemats, or paper towels. Tables are washed, napkins are provided, and children have appropriate eating utensils.

Comments:

WESLEY HOUSE FAMILY SERVICES BEST PRACTICES AGREEMENT

Name of Program: Grace Jones Room type: 35 Date of Assessment: 4/14/11  
(infant/toddler, two, preschool, or school age)

ASSESSOR'S COMMENTS, SUGGESTION & PLAN

RESULTS	RECOMMENDATIONS	TIMELINE
<p>CB                      - Wonderful room arrangement especially with well defined center areas. Set up is designed to enable children to independently choose where they will play (use of individual laminated photos on velcro).</p>		
<p>The children all play well together with almost no behavior problems. Spontaneous laughter throughout the day, along with interactive conversations (teacher to child, child to child).</p>		
	<p>Positive encouragement and guidance consistently given by teacher.</p>	
	<p>Julie is an excellent teacher, very professional, caring and well organized.</p>	
	<p>Great Job!</p>	

1.2C



# CHILD CARE PROGRAM ASSESSMENT — SCHOOL AGE

Center <i>Grace Jones</i>	Staff <i>(Ms. Connie)</i>	Reviewed By <i>Charlette Kennerton</i>	DATE <i>4/15/11</i>
------------------------------	------------------------------	---	------------------------

621.  
(62)

## STAFF/CHILD INTERACTION

*Ms. Orianna 10:12, 10:15  
& Ms. Connie 8:15 in all groups*

Staff/child interaction encourages the LANGUAGE DEVELOPMENT of children throughout the day's activities in a warm, nurturing, and positive environment.

- 0 2 (4) a. Staff express respect for and affection toward children by smiling and speaking to children at their eye level throughout the day. Loud, harsh voices are not used.
- 0 2 (4) b. Staff encourage children to talk by being obviously available to them and encouraging them to share experiences, ideas, and feelings. Staff responds with appropriate short responses, such as "Tell me more" or reflecting what the child said back to him and using eye contact. *get down on child's level, bend over to talk w/child*
- 0 2 (4) c. Staff converse frequently with children, asking open-ended questions spontaneously of individual children continuously and throughout all parts of the daily routine regarding the activity the child has chosen and speaking individually to children (as opposed to the whole group most of the time).
- 0 2 (4) d. One-to-one staff/child interaction occurs during the course of the program. Staff listen and respond individually to children using eye contact and individual responses, indicating that staff paid attention to what the child has said.

Comments:

Staff encourages the COGNITIVE AND PHYSICAL DEVELOPMENT of children throughout the day's activities in a warm, nurturing, and positive environment.

- 0 2 (4) a. Children are encouraged by staff to solve problems, initiate activities, explore, experiment, question, and learn by doing. Staff avoids doing things for the children that they can do on their own after some trial and error. Adults can attempt to aid the problem solving process without taking over by asking questions and making suggestions.
- 0 2 (4) b. Staff encourage children to be increasingly responsible for the management of their environment. Children are responsible for the equipment they use and they maintain it in good working order. *Do you think that was a good choice? What should we do?*

Comments:

Staff encourages the SOCIAL AND EMOTIONAL DEVELOPMENT of children throughout the day's activities in a warm, nurturing, and loving environment.

- 0 2 (4) a. Staff assist children to be comfortable, relaxed, happy, and involved in play and other activities.

Comments:

*Counting up, using math recognition into conversations*

1.2C

Staff use positive techniques in GUIDING THE CHILDREN'S BEHAVIOR throughout the day  
Points are given if there is no evidence to the contrary.

- 0 3 (6) a. Redirection - An example of redirection is guiding the children to new activities when they are fighting over a toy or directing them to another play activity when they are engaged in socially unacceptable behavior.
- 0 3 (6) b. Positive encouragement, rather than criticism, of children's appropriate behavior - Techniques can be verbal or non-verbal such as facial expressions, nodding, positive language. Children are encouraged to model appropriate behavior.
- 0 3 (6) c. Planning ahead to help prevent potential problems - Staff evaluate the environment and the daily schedule. They position themselves strategically for optimum supervision.
- 0 3 (6) d. Logical consequences - Children are made aware of their own actions.

*Time out is used only when other management methods such as redirection, positive encouragement, prevention, and logical consequences have been attempted. It is used only to help a child regain control of his own behavior. If necessary, it is used only for an appropriate period of time.*

- 0 3 (6) e. Staff encourage children to develop skills for resolving conflicts in a positive way by describing the situation to encourage the children's evaluation of the problem rather than impose the solution. Children are encouraged to talk about their feelings and discuss possible solutions in a positive manner without being made to feel that their feelings are inappropriate.
- 0 2 (4) + f. *Why do you think I did this ~~~~~?*  
Clear, consistent rules are explained to children and understood by adults. Program rules are developed in conjunction with the children and discussed with them to make sure they understand.

Comments: Encouraged children (older ones) to read directions for Clay design recipe

02 2.  
(22)

### DEVELOPMENTAL PROGRAM

The DAILY ROUTINE encourages play, exploration, and learning.

- 0 1 (2) a. The routines of the program reflect a schedule that is planned to promote a balance of activities in these dimensions:
 

(1) Outdoor	(3) Individual	(5) Large group	(7) Active	(9) Staff initiated
(2) Indoor	(4) Small group	(6) Quiet	(8) Child initiated	

*Quiet and active activities need to be offered as a choice. Small groups can gather spontaneously during free choice time or teacher initiated small groups can be planned on schedule.*

- 0 1 (2) + b. Children are provided an opportunity to complete school assignments if needed. An appropriate space and adequate period of time are provided for children who wish to complete school assignments. This is a choice.

- 0 1 (2) c. Staff conduct smooth transitions between activities. Children are given advance notice so they can be prepared for change. Waiting is minimized.

- 0 (2) d. There is a scheduled free-choice time at least once a day for after school programs, twice a day for summer/holiday programs. The routine allows for free choice time for approximately 45 minutes for an after school program. Approximately one hour in the morning and afternoon is offered for full-day.

*2 - 1/2 hour a time splits indoor/outdoor options some structured  
Children discussed & asked for input during  
Schedule set up to accommodate children's requests*

1.20

0 1 2

- e. Staff follow the routine the majority of the day and make changes as indicated by the children's needs or interests. Staff follow the children's lead, taking advantage of those "teachable moments."

Comments:

LESSON PLANS reflect developmentally appropriate learning activities which are based on the children's interests and abilities.

0 1 2

- a. The weekly lesson plan is current, visible, being followed, and accessible for use. Plans for the last six weeks are different, accessible and dated in ink. Staff follow the children's lead, taking advantage of those "teachable moments".

0 1 2

- b. The lesson plan is an expression of what will happen during the entire program and is not the same as the schedule. Evidence of planned activities is observed.

0 1 2

- c. Staff allow the children to help plan the activities. Involvement can be evidenced by student councils, needs assessments, interview, etc.

0 1 2

- d. The learning environment has been prepared to incorporate the opportunities listed on the lesson plan. *2-1/2 Structured based on child interests/choices*  
*Revised schedule*

0 1 2

- e. Plans indicate that the children have new opportunities in the following: table games, arts and crafts, dramatics, construction, creative language, special interests, exploring, music, etc. *At least one new activity is presented each week in at least three areas.*

0 1 2

- f. Plans indicate that children are given opportunities to participate in food preparation experiences at least once a week as long as local health restrictions allow. This needs to be documented on the lesson plan. *Very good*

Comments:

56  
3.  
(56)

**PHYSICAL ENVIRONMENT**

The ENVIRONMENT promotes the interaction of children with materials, other children, and adults.

0 1 2

- a. There is a minimum of three (3) age-appropriate play experiences per child for each group and/or play area of sufficient variety and durability. Each day the environment will provide a variety of experiences from the categories listed. It is expected that all eight categories will be included weekly in the planned program.

0 1 2

- b. Children are allowed to select those activities they wish to participate in.

Comments: *See items noted on schedule document*

The INDOOR LEARNING ENVIRONMENT provides developmentally appropriate materials and equipment which are accessible to the children.

2 4

- a. Table games - Monopoly, Bingo, Chutes and Ladders, puzzles, card games, etc. Allow children to select favorite games in order to insure their usage. Games are age-appropriate, have all the required pieces, and reflect the children's interests.

1,2C

- 0 2 (4) b. Arts and Crafts - Planned activities which may include jewelry making, easel painting, clay, painting, weaving, etc. Children also have the opportunity to select and use arts and craft materials in their own creative way.
- 0 2 (4) c. Dramatics - Opportunities with puppets, props, dress-up clothes, etc. where children can recreate different experiences by creating plays, shows, and pretend play.
- 0 2 (4) d. Construction - Legos, bristle blocks, lincoln logs, erector sets, unit blocks, styrofoam and toothpicks, puzzles, etc. Choices need to be age-appropriate. There is a sufficient quantity and variety of the items.
- 0 2 (4) e. Creative Language - Books, paper with writing utensils, typewriters, magazines, opportunities for children to express their feelings, thoughts and ideas through play, drama, rap, and other organized productions. It is important that children have the opportunity to talk to each other and to staff.
- 0 2 (4) f. Special Interests - Stamp collecting, kite making, sewing, designing, baton twirling, gymnastics, etc. Allow the children to develop a particular interest or hobby that they would not otherwise be able to develop. beads
- 0 2 (4) g. Exploring - Microscopes with slides, magnifying glasses with objects to examine, computers with appropriate software, batteries, simple experiments, etc. Resources provided will encourage the development of the children's natural curiosity to observe and predict the outcome of an experiment or special project.
- 0 2 4 <sup>accessibility</sup> h. Music - Tape recorders, tapes, record players, records, headsets, musical instruments which can be purchased or made, scarves, streamers, jump ropes, etc. Allow the children to develop an appreciation and enjoyment of all kinds of music.

Comments: Music box, tapes & audio available but not used

The OUTDOOR ENVIRONMENT provides enough usable space and developmentally appropriate equipment and materials for the children using it.

- 0 1 (2) a. There is a minimum of two surfaces, which could include soil, grass, sand, a hard surface, etc.
- 0 1 (2) b. The outdoor play area provides opportunity for both group and individual play.

*The equipment and materials for these activities are accessible outside, age-appropriate and in good working order.*

- 0 1 (2) c. Outdoor recreation experiences provide for at least two (2) choices per child.
- 0 1 (2) d. Throwing - balls, frisbees, ring toss, horseshoes, etc. foam building blocks
- 0 1 (2) e. Jumping - hoola hoops, jump ropes, basketball, hopscotch, etc.
- 0 1 (2) f. Hitting - bats, tennis racquets, badminton, ping-pong, etc.
- 0 1 (2) g. Hanging - a suspended bar which could be part of a multi-function unit, monkey bars, etc.
- 0 1 (2) h. Climbing - multi-function units, ropes with knots, etc.

bubbles

1.20

- 0 1 (2) i. Balancing - balance beam, curb, board, painted lines, etc.
- 0 1 (2) j. Swinging/sliding - swings, slide, cardboard or tray on a hill, hammock, etc.

Comments:

ATTACHMENT P

Page 32 of 39

4  
 (8) 4. **HEALTH**

The physical environment promotes good health for each child.

- 0 3 (6) a. Staff and children wash their hands before meals and after toileting.
- 0 1 (2) b. The environment is free of noxious odors.

Comments:

5  
 (8) 5. **NUTRITION**

Mealtime is a pleasant social and learning experience for the children.

- 0 1 (2) a. Food and allergy charts are posted in a conspicuous place. *no allergies - signs posted*
- 3 (5) b. Appropriate feeding practices are in place. *After schoolers sit at tables for snacks. Proper utensils are provided. Food is not served on a bare table, but rather in a sanitary way with an appropriate covering under the food such as plates, placemats, or paper towels. Tables are washed and napkins*

Comments:



1.20

MINISTRIES' COMMENTS/FEEDBACK AND BEST PRACTICES

Director/Owner's Signature/Date

General Comments related to this agreement;

Director/Owner:

*Dirio Col* 4/15/11

Assessor:

*[Signature]* 4/15/11

Assessor's Signature/Date

FOLLOW UP

Date of follow up

Assessor

Deficient items:

1.20

ASSESSMENT OUTCOME

GENERIC			
Components:	Point Value	Initial Visit	Follow-up Visit
Program Management	20	<u>20</u>	_____
Parent Involvement	14	<u>14</u>	_____
Physical Environment	18	<u>18</u>	_____
Subtotal:	52	<u>52</u>	_____
		<u>100 %</u>	_____ %

TWO YEAR OLD			
Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	110	<u>110</u>	_____
Developmental Program	44	<u>44</u>	_____
Physical Environment	104	<u>104</u>	_____
Health	8	<u>8</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	282	<u>282</u>	_____
		<u>100 %</u>	_____ %

INFANT			
Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	84	<u>84</u>	_____
Developmental Program	16	<u>16</u>	_____
Physical Environment	55	<u>55</u>	_____
Health	18	<u>18</u>	_____
Nutrition	14	<u>14</u>	_____
Subtotal:	187	<u>187</u>	_____
		<u>100 %</u>	_____ %

PRESCHOOL			
Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	136	<u>136</u>	_____
Developmental Program	52	<u>52</u>	_____
Physical Environment	116	<u>116</u>	_____
Health	8	<u>8</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	328	<u>328</u>	_____
		<u>100 %</u>	_____ %

TODDLER			
Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	96	<u>96</u>	_____
Developmental Program	36	<u>36</u>	_____
Physical Environment	82	<u>82</u>	_____
Health	22	<u>21</u>	_____
Nutrition	16	<u>16</u>	_____
Subtotal:	252	<u>251</u>	_____
		<u>99 %</u>	_____ %

SCHOOL-AGE			
Components:	Point Value	Initial Visit	Follow-up Visit
Interaction	62	<u>62</u>	_____
Developmental Program	22	<u>22</u>	_____
Physical Environment	56	<u>56</u>	_____
Health	8	<u>8</u>	_____
Nutrition	8	<u>8</u>	_____
Subtotal:	156	<u>156</u>	_____
		<u>100 %</u>	_____ %

Components:	Point Value	Initial Visit	%	Follow-up Visit	%
Generic	52	<u>52</u>	<u>100 %</u>	_____	_____
Infant	187	<u>187</u>	<u>100 %</u>	_____	_____
Toddler	252	<u>251</u>	<u>99 %</u>	_____	_____
Two Year Old	282	<u>282</u>	<u>100 %</u>	_____	_____
Preschool	328	<u>328</u>	<u>100 %</u>	_____	_____
School-Age	156	<u>156</u>	<u>100 %</u>	_____	_____
Total:	<u>1257</u>	<u>1256</u>	<u>99.9 %</u>	_____	_____

\_\_\_\_\_ the center director, acknowledge the receipt of the Child Care Program Assessment.

\_\_\_\_\_ 4/15/11  
Date Signed

\_\_\_\_\_ 4/15/11  
Provider's Signature



1.2A

**Child Care Facility Information**

Name: Grace Jones Community Center & Daycare Inc ID Number: C16MO0048  
Address: 230 41st Street Gulf Marathon, FL 33050 Capacity: 73  
Owner: Grace Jones Community Center Inc Director: Iris C. Coe

**Inspection Information**

Type: Abbreviated Date: 12/28/2011 Arrival/Departure: 01:16 PM to 03:15 PM  
Staff Present: 12 Children Present: 42

ATTACHMENT P

**INSPECTION CHECKLIST**

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**GENERAL REQUIREMENTS (65C-22.001)**

- 1. License Displayed/Citation Posted/Advertising 402.3125, 402.318 . . . . . Compliance
- 2. Licensed Capacity 402.305(6), 65C-22.001(2) & 65C-22.002(3)(f) & (g), F.A.C. . . . . Compliance
- 3. Minimum Age Requirements 402.305(2)(c) & 65C-22.001(3) . . . . . Compliance
- 4. Ratio Sufficient 65C-22.001(4)(a)(b) & 402.305(4)(a)(b) . . . . . Compliance

Ratios	Age Group	Observation	Notes
2:12	5+ Years (1:25)		
1:6	4 Years (1:20)		
1:6	3 Years (1:15)		
1:7	2 Years (1:11)		
3:6	0-12 Months (1:4)		
2:5	1 Year (1:6)		

- 5. Supervision 65C-22.001(5)(a)-(d), 65C-22.001(6)(f), 65C-22.002(4)(c)2. & 65C-22.007 (2) . . . . . Compliance
- 6. Driver's License, Physician Certification & First Aid/CPR Training 65C-22.001(6)(a), 65C-22.002(6)(a) Not Monitored
- 7. Vehicle Insurance and Inspection 65C-22.001(6)(b)(c) & 402.305(10) . . . . . Not Monitored
- 8. Seat Belts/Child Restraints 65C-22.001(6)(d)(e) . . . . . Not Monitored
- 9. Transportation 65C-22.001(6)(f),(g) . . . . . Not Monitored
- 10. Planned Activities 65C-22.001(7)(a) . . . . . Not Monitored
- 11. Field Trip Permission 65C-22.001(7)(b), & 65C-22.001(6) . . . . . Not Monitored
- 12. Child Discipline 65C-22.001(8)(a)(b), & 402.305(12) . . . . . Not Monitored
- 13. Discipline Policy 65C-22.001(8)(c) . . . . . Not Monitored

**PHYSICAL ENVIRONMENT (65C-22.002)**

- 14. Facility Environment 65C-22.002(1)(a)(b)(c) . . . . . Compliance
- 15. Toxic Substances and Hazardous Materials 65C-22.002(1)(d)(f)(g) & (i) . . . . . Compliance
- 16. Supplies Labeled/Stored 65C-22.002(1)(f) . . . . . Compliance



**Child Care Facility Information**

Name: Grace Jones Community Center & Daycare Inc

Address: 230 41st Street Gulf Marathon, FL 33050

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**INSPECTION CHECKLIST (Continued)**

- 17. Lighting 65C-22.002(2)(a)(b) & (c) . . . . . Compliance
- 18. Temperature and Ventilation 65C-22.002(2)(d) & (e) . . . . . Compliance
- 19. Indoor Floor Space 402.305(6), 65C-22.002(3)(a)-(e) & (g), & 65C-22.007(3)(a) . . . . . Compliance
- 20. Outdoor Area/Square Footage 65C-22.002(4)(a)(b) & 402.305(6) . . . . . Compliance
- 21. Outdoor Play Area 65C-22.002(4)(c) & (h) . . . . . Compliance  
Comment(s)  
 Keep gate ways clear of all toys and outside equipment.
- 22. Fencing 65C-22.002(4)(d)(e) . . . . . Compliance
- 23. Individual Bedding 65C-22.002(5)(a)(c), 65C-22.002(8)(c) & 65C-22.008(3)(g) . . . . . Compliance
- 24. Bedding and Linens 65C-22.002(8)(c) . . . . . Compliance
- 25. Nap/Sleep Space Requirements 65C-22.002(5)(b) . . . . . Compliance
- 26. Exit Area Clear 65C-22.002(5)(b)2 . . . . . Compliance
- 27. Crib Requirements 65C-22.002(5)(c)(d) . . . . . Compliance  
 Remember - Please be advised that new federal crib regulations mandate that by December 28, 2012 all child care providers must only use cribs that are compliant with the new federal safety standards. Additional information may be obtained at the Consumer Product Safety Commission website: [www.cpsc.gov/info/cribs](http://www.cpsc.gov/info/cribs)
- 28. Toilets and Basins 65C-22.002(6)(a)(b)1(c) & (g) . . . . . Compliance
- 29. Potty Chairs 65C-22.002(6)(b)2 . . . . . Not Monitored
- 30. Bath Facilities and Supervision 65C-22.002(6)(d)(e) . . . . . Not Monitored
- 31. Bathroom Supplies and Equipment 65C-22.002(6)(f) . . . . . Compliance
- 32. Operable Phone 65C-22.002(7)(b) . . . . . Compliance
- 33. Fire Drills & Emergency Preparedness 65C-22.002(7) & 65C-22.006(5)(e) . . . . . Not Monitored
- 34. Window Screens 65C-22.002(8)(a)1 . . . . . Not Monitored
- 35. Proper Hand Washing 65C-22.002(8)(a)2, 4 & (b)1 . . . . . Compliance
- 36. Drinking Water Available 65C-22.002(8)(a)3 . . . . . Not Monitored  
Comment(s)  
 Sanitize water fountains daily.
- 37. Sanitary Diapering 65C-22.002(8)(b)1-8 . . . . . Compliance
- 38. Diaper Disposal 65C-22.002(8)(b)8 . . . . . Not Monitored



**Child Care Facility Information**

Name: Grace Jones Community Center & Daycare Inc

Address: 230 41st Street Gulf Marathon, FL 33050

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**INSPECTION CHECKLIST (Continued)**

- 39. Indoor Equipment 65C-22.002(9)(a) . . . . . Compliance
- 40. Outdoor Equipment 65C-22.002(9)(b) . . . . . Not Monitored

**TRAINING (65C 22.003)**

- 41. Training Requirements 402.305(2)(d), & (3) . . . . . Compliance
- 42. 10-Hour In-Service 65C-22.003(5)(a)-(d) . . . . . Compliance
- 43. Credentialed Staff 65C-22.003(7) & 65C-22.003(8) . . . . . Compliance

**HEALTH REQUIREMENTS (65C-22.004)**

- 44. Communicable Disease Control 65C-22.004(1) . . . . . Compliance
- 45. First Aid Requirements 65C-22.004(2)(a)-(c) . . . . . Compliance
- 46. CPR Requirements 65C-22.004(2)(a)(b) . . . . . Compliance
- 47. Emergency Telephone Numbers 65C-22.004(2)(d)1 . . . . . Compliance
- 48. Accident/ Incident Notification and Documentation 65C-22.004(2)(d)2-3 . . . . . Compliance
- Medication 65C-22.004(3) . . . . . Not Monitored

**FOOD AND NUTRITION (65C-22.005)**

- 50. Meals and Snacks 65C-22.005(1)(a)-(d) . . . . . Not Monitored
- 51. Meal and Snack Menus 65C-22.005(1)(d) . . . . . Not Monitored
- 52. Food Service 65C-22.005(3)(a) . . . . . Not Monitored
- 53. Bottles Sanitary and Labeled 65C-22.005(3)(c)-(e) . . . . . Not Monitored
- 54. Sufficient Seating 65C-22.005(3)(f) . . . . . Not Monitored
- 55. Single Service Items 65C-22.005(3)(b) . . . . . Not Monitored

**RECORD KEEPING (65C-22.006)**

- 56. Records 402.3054(2), 65C-22.006(1)(a)(c) . . . . . Compliance
- 57. Children's Health/Immunization Records 65C-22.006(2)(a)-(c),(3)(c)3 & 402.305(9) . . . . . Compliance
- 58. Enrollment Information on File/Current 65C-22.006(3) . . . . . Compliance  
Comment(s)  
Reviewed 24 children files.
- 59. Personnel Records 402.3055(1)(b), 65C-22.006(4)(a), & 65C-22.006(4)(b) . . . . . Compliance



**Child Care Facility Information**

Name: Grace Jones Community Center & Daycare Inc

Address: 230 41st Street Gulf Marathon, FL 33050

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**INSPECTION CHECKLIST (Continued)**

Comment(s)

Reviewed 2 personnel file and 6 background screening due dates.

- 60. Background Screening Documents 402.3054(3), 435.04(1), & 435.05(1)(a)(c), & 65C-22.006(4) . . . Compliance
- 61. Daily Attendance 65C-22.001(10) & 65C-22.006(5) . . . Compliance
- 62. Emergency Plan/Posted 65C-22.002(7)(d) . . . Compliance

**ENFORCEMENT (65C-22.001)**

- 63. Access/Child Abuse or Neglect/Misrepresentation 402.319 & 65C-22.001(9),(11) . . . Not Monitored

Received by: Iris Coe

Date: 12/28/2011

Inspected by: Lisa Barry-Toth

There are many websites and/or sources of information that offer accurate and timely statistics on poverty rates. Several of these sites, including Florida Kids Count, U.S. Census, and SAIPE show that the childhood poverty rate for the State of Florida hovers at 20%. In other words, nearly 700,000 children in the State of Florida live in poverty. In Monroe County, most sources suggest we have about a 13.3% childhood poverty rate. That means that one out of every seven children in Monroe County experiences hunger throughout the year.