

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2019 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Stepping Stones Learning Center, Inc. PHONE: 907-835-5160
 ADDRESS: PO Box 1558, Valdez, AK ZIP: 99686
 CONTACT PERSON: Michelle Baker PHONE: 907-835-5160
 CONTACT PERSON E-MAIL: mbaker.steppingstones@gmail.com
 PROGRAM TITLE: Stepping Stones Learning Center
 FUNDING REQUEST FOR 2019: \$ 91,030.00

1. Non-Profit Corporation? Yes ☒ No ☐
 Date of incorporation: 10/01/2017 Federal Tax ID #: 82-3070865

2. Organization's estimated TOTAL 2019 operating budget: \$ 471,030.00

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	NA			
2017	4th quarter only			
2018				
2019				

4. What was previous grant funding used for? Be specific.

The emergency funding awarded in 2017 in the amount of \$34,000 is allocated to vital operating costs in the last quarter. Specifically, \$9,000 was allocated to the lease deposit for our current location. \$500 was allocated to electricity costs. \$2,501 was allocated to Insurance costs. The emergency funding also covered the costs of start-up fees for child care programming in the new location. These fees included the State Fire Marshall and business license totaling \$4,413. The remainder of the funds were allocated to salaries and wages, supporting the monthly \$16,500 payroll liability.

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018_

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Michelle Baker

08-29-2018

EXECUTIVE DIRECTOR (or equivalent)

DATE

Kelly Brown

08-29-2018

PRESIDENT, BOARD OF DIRECTORS (or equivalent)

DATE

(Organization's Most Recent Fiscal Year-End Financial Statement
to include all fund balances on all organization's funds)

(All Funds)

Income Statement

Stepping Stones Learning Center

For the month ended December 31, 2017

	DEC 2017	NOV 2017	OCT 2017
Income			
A/R	93.85	-	-
CCAP	1,296.00	-	-
Child Care Grant	490.00	-	-
City Grant	9,000.00	25,000.00	-
Tuition	10,255.06	11,775.10	-
Total Income	21,134.91	36,775.10	-
Gross Profit	21,134.91	36,775.10	-
Operating Expenses			
Background Check	25.00	-	-
Bank Service Charges	3.00	-	-
Business License & Fees	-	275.00	-
Credit card processing fee	-	171.60	-
Depreciation Expense	117.86	-	-
Dues & Subscriptions	90.88	50.61	-
Grocery / Supplies	135.48	130.61	-
Inspections & Permits	-	299.00	-
Insurance	644.40	2,501.00	-
Lease	-	9,000.00	-
Meals & Entertainment	275.00	96.00	-
Payroll Proc Fee	176.22	-	-
Payroll Tax Expense	3,042.76	3,360.51	-
Postage & Delivery	12.79	32.75	-
Professional Fees	-	327.10	-
Repairs and Maintenance	-	14.98	-
Supplies	1,500.67	409.85	-
Utilities	500.00	-	-
Wages & Salaries	9,343.17	8,035.07	-
Total Operating Expenses	15,867.23	24,704.08	-
Operating Income	5,267.68	12,071.02	-
Other Income / (Expense)			
Other Income	-	300.00	-
Total Other Income / (Expense)	-	300.00	-
Net Income	5,267.68	12,371.02	-

Balance Sheet

Stepping Stones Learning Center As of December 31, 2017

	DEC 31, 2017	DEC 31, 2016	DEC 31, 2015
Assets			
Current Assets			
Cash and Cash Equivalents			
BUSINESS CHECKING ...8870	16,920.82	-	-
Total Cash and Cash Equivalents	16,920.82	-	-
Accounts Receivable	(22.00)	-	-
Total Current Assets	16,898.82	-	-
Fixed Assets			
Accumulated Depreciation Equipment & Furniture	(117.86)	-	-
Equipment Child Care Business Items	6,000.00	-	-
Furniture and Fixtures	1,500.00	-	-
Total Fixed Assets	7,382.14	-	-
Total Assets	24,280.96	-	-
Liabilities and Equity			
Liabilities			
Current Liabilities			
Note Payable	6,000.00	-	-
Total Current Liabilities	6,000.00	-	-
Total Liabilities	6,000.00	-	-
Equity			
Balance	642.26	-	-
Current Year Earnings	17,638.70	-	-
Total Equity	18,280.96	-	-
Total Liabilities and Equity	24,280.96	-	-

(Copy of Three Prior Fiscal Years' Balance Sheets)

Income Statement

Stepping Stones Learning Center
For the month ended July 31, 2018

	JUL 2018	JUN 2018	MAY 2018	APR 2018	MAR 2018	FEB 2018	JAN 2018	DEC 2017	NOV 2017	OCT 2017
Income										
A/R	-	-	-	-	-	-	-	93.85	-	-
Alyeska Grant	776.24	-	-	-	-	-	-	-	-	-
CCAP	2,852.33	2,405.00	2,405.00	1,699.00	1,699.00	-	1,105.00	1,296.00	-	-
Child Care Grant	725.52	664.00	722.36	608.28	566.87	1,255.75	169.65	490.00	-	-
City Grant	-	9,000.00	-	-	9,000.00	-	-	9,000.00	25,000.00	-
CPR Class	350.00	225.00	-	-	-	440.00	-	-	-	-
Field Trip	4.00	-	25.00	5.00	70.00	173.00	-	-	-	-
Fundraisers	117.00	-	-	-	-	-	-	-	-	-
Imagination Library Grant	-	-	-	559.00	-	-	-	-	-	-
Tuition	22,463.00	17,072.67	10,092.50	15,446.50	16,960.05	17,988.00	11,194.37	10,255.06	11,775.10	-
United Way Grant	-	-	-	10,680.00	-	-	-	-	-	-
Total Income	27,288.09	29,366.67	13,244.86	28,997.78	28,295.92	19,856.75	12,469.02	21,134.91	36,775.10	-
Cost of Goods Sold										
Subcontractors	-	-	40.00	-	-	-	-	-	-	-
Total Cost of Goods Sold	-	-	40.00	-	-	-	-	-	-	-
Gross Profit	27,288.09	29,366.67	13,204.86	28,997.78	28,295.92	19,856.75	12,469.02	21,134.91	36,775.10	-
Operating Expenses										
Background Check	25.00	-	-	-	-	-	50.00	25.00	-	-
Bank Service Charges	7.00	3.00	(2.00)	13.00	3.00	3.00	136.97	3.00	-	-
Business License & Fees	-	-	-	-	-	-	-	-	275.00	-
CPR/1st Aid	191.06	810.64	-	270.66	-	450.51	-	-	-	-

Income Statement

	JUL 2018	JUN 2018	MAY 2018	APR 2018	MAR 2018	FEB 2018	JAN 2018	DEC 2017	NOV 2017	OCT 2017
Credit card processing fee	-	129.94	198.88	234.43	183.14	128.15	-	-	171.60	-
Depreciation Expense	148.04	135.70	135.72	135.72	135.72	135.70	135.72	117.86	-	-
Dues & Subscriptions	84.71	72.71	78.71	148.66	141.67	151.66	300.54	90.88	50.61	-
Grocery / Supplies	332.18	975.48	156.16	336.27	481.80	261.47	162.17	135.48	130.61	-
Inspections & Permits	-	-	1,034.50	1,034.50	1,034.50	-	1,034.50	-	299.00	-
Insurance	-	6.00	1,442.00	846.40	2,743.40	291.40	291.40	644.40	2,501.00	-
Lease	3,150.00	3,150.00	3,150.00	3,300.00	3,150.00	3,220.00	3,000.00	-	9,000.00	-
Meals & Entertainment	-	-	-	-	-	22.72	-	275.00	96.00	-
Office Supplies	-	27.19	30.25	-	21.23	-	-	-	-	-
Payroll Proc Fee	124.19	120.14	122.17	124.20	190.34	174.19	196.60	176.22	-	-
Payroll Tax Expense	3,010.53	2,552.06	2,696.21	2,458.73	4,327.55	3,266.67	3,103.78	3,042.76	3,360.51	-
Postage & Delivery	-	-	37.31	-	-	-	6.70	12.79	32.75	-
Professional Fees	-	-	-	-	-	-	-	-	327.10	-
Repairs and Maintenance	-	307.00	-	-	-	-	-	-	14.98	-
Supplies	202.63	279.55	425.53	2,949.88	422.24	478.39	1,381.35	1,500.67	409.85	-
Utilities	144.33	351.03	658.76	-	1,009.78	479.41	100.00	500.00	-	-
Wages & Salaries	9,515.50	9,200.75	9,481.28	9,867.85	14,978.79	10,620.22	8,685.28	9,343.17	8,035.07	-
Total Operating Expenses	16,935.17	18,121.19	19,645.48	21,720.30	28,823.16	19,683.49	18,585.01	15,867.23	24,704.08	-
Operating Income	10,352.92	11,245.48	(6,440.62)	7,277.48	(527.24)	173.26	(6,115.99)	5,267.68	12,071.02	-
Other Income / (Expense)										
Other Income	-	-	-	-	-	-	-	-	300.00	-
Total Other Income / (Expense)	-	-	-	-	-	-	-	-	300.00	-
Net Income	10,352.92	11,245.48	(6,440.62)	7,277.48	(527.24)	173.26	(6,115.99)	5,267.68	12,371.02	-

3 cont'd

Balance Sheet

Stepping Stones Learning Center

As of July 31, 2018

	JUL 31, 2018	JUN 30, 2018	MAY 31, 2018	APR 30, 2018	MAR 31, 2018	FEB 28, 2018	JAN 31, 2018	DEC 31, 2017	NOV 30, 2017	OCT 31, 2017
Assets										
Current Assets										
Cash and Cash Equivalents										
BUSINESS	22,091.49	20,434.80	10,962.29	11,975.69	9,212.22	7,246.01	8,592.55	16,920.82	13,013.28	642.26
CHECKING ...8870										
Total Cash and Cash Equivalents	22,091.49	20,434.80	10,962.29	11,975.69	9,212.22	7,246.01	8,592.55	16,920.82	13,013.28	642.26
Accounts Receivable	6,145.67	(1,459.33)	(3,018.00)	3,808.00	(705.00)	1,481.50	326.00	(22.00)	-	-
Total Current Assets	28,237.16	18,975.47	7,944.29	15,783.69	8,507.22	8,727.51	8,918.55	16,898.82	13,013.28	642.26
Fixed Assets										
Accumulated Depreciation Equipment & Furniture	(1,080.18)	(932.14)	(796.44)	(660.72)	(525.00)	(389.28)	(253.58)	(117.86)	-	-
Equipment Child Care Business Items	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	-
Furniture and Fixtures	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	1,500.00	-	-
Learning Center Equipment	739.27	-	-	-	-	-	-	-	-	-
Total Fixed Assets	8,659.09	8,067.86	8,203.56	8,339.28	8,475.00	8,610.72	8,746.42	7,382.14	-	-
Total Assets	36,896.25	27,043.33	16,147.85	24,122.97	16,982.22	17,338.23	17,664.97	24,280.96	13,013.28	642.26
Liabilities and Equity										
Liabilities										
Current Liabilities										
Accounts Payable	150.00	150.00	-	1,034.50	671.23	-	-	-	-	-

3 Cont'd

Balance Sheet

	JUL 31, 2018	JUN 30, 2018	MAY 31, 2018	APR 30, 2018	MAR 31, 2018	FEB 28, 2018	JAN 31, 2018	DEC 31, 2017	NOV 30, 2017	OCT 31, 2017
Note Payable	2,500.00	3,000.00	3,500.00	4,000.00	4,500.00	5,000.00	5,500.00	6,000.00	-	-
Total Current Liabilities	2,650.00	3,150.00	3,500.00	5,034.50	5,171.23	5,000.00	5,500.00	6,000.00	-	-
Total Liabilities	2,650.00	3,150.00	3,500.00	5,034.50	5,171.23	5,000.00	5,500.00	6,000.00	-	-
Equity										
Balance	642.26	642.26	642.26	642.26	642.26	642.26	642.26	642.26	642.26	642.26
Current Year Earnings	15,965.29	5,612.37	(5,633.11)	807.51	(6,469.97)	(5,942.73)	(6,115.99)	17,638.70	12,371.02	-
Retained Earnings	17,638.70	17,638.70	17,638.70	17,638.70	17,638.70	17,638.70	17,638.70	-	-	-
Total Equity	34,246.25	23,893.33	12,647.85	19,088.47	11,810.99	12,338.23	12,164.97	18,280.96	13,013.28	642.26
Total Liabilities and Equity	36,896.25	27,043.33	16,147.85	24,122.97	16,982.22	17,338.23	17,664.97	24,280.96	13,013.28	642.26

(Organization's Current Operating Budget)
(All Funds)

Overall Budget

Budget Summary Stepping Stones Learning Center January 2018 to December 2018

Account	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Income												
Enrollment Down	-	-	1,884	-	-	-	-	-	-	-	-	-
Payment	7,553	11,477	15,962	15,013	14,665	14,665	14,665	22,000	22,000	22,000	22,000	22,000
Tuition	6,391	329	-	-	-	-	-	-	-	-	-	-
A/R	1,296	1,463	1,699	1,699	1,699	1,699	1,699	2,852	2,852	2,852	2,852	2,852
CCAP	385	567	566	500	500	500	500	650	650	650	650	650
Child Care Grant	-	-	9,000	-	-	9,000	-	-	9,000	-	-	9,000
City Grant	-	450	-	395	-	-	-	-	-	-	-	-
CPR Class	-	150	10	-	140	140	140	-	-	-	-	-
Field Trip	-	-	-	559	-	-	-	-	-	-	-	-
Imagination Library Grant	-	-	-	-	-	-	-	-	-	-	-	-
OCS Payment	-	-	-	-	-	-	-	1,396	700	700	700	700
Refund	-	94	-	-	-	-	-	-	-	-	-	-
United Way Grant	-	-	-	10,680	-	-	-	-	-	-	-	-
Total Income	15,625	14,530	29,121	28,846	17,004	26,004	17,004	26,898	35,202	26,202	26,202	35,202
Less Cost of Sales												
Subcontractors	500	650	650	650	650	650	650	-	-	-	-	-
Total Cost of Sales	500	650	650	650	650	650	650	-	-	-	-	-
Gross Profit	15,125	13,880	28,471	28,196	16,354	25,354	16,354	26,898	35,202	26,202	26,202	35,202

Overall Budget

Account	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Other Income												
Bank Credit	-	-	1,399	-	-	-	-	-	-	-	-	-
Reimbursement	-	-	252	-	-	-	-	-	-	-	-	-
Total Other Income	-	-	1,651	-	-	-	-	-	-	-	-	-
Less Operating Expenses												
Amazon	150	11	174	200	200	200	200	200	200	200	200	200
Arctic Response Svcs	1,500	-	-	-	-	-	-	-	-	-	-	-
Background Check	50	-	-	-	-	-	-	75	25	-	-	-
Bank Service Charges	137	3	200	200	200	200	200	-	-	-	-	-
Credit card processing fee	128	128	183	130	130	130	130	-	-	-	-	-
Dues & Subscriptions	301	151	135	135	75	75	75	85	85	85	85	85
Food Cache	-	-	387	300	-	-	-	-	-	-	-	-
General Expense	20	-	-	-	-	-	-	-	-	-	-	-
Grocery / Supplies	162	261	94	50	50	50	50	700	700	700	700	700
Inspections & Permits	1,035	-	1,035	1,035	1,035	-	-	-	-	-	-	-
Insurance	291	291	2,743	846	291	1,541	1,541	-	-	-	2,791	-
Lease	3,060	3,150	3,000	3,000	3,000	3,000	3,000	3,650	3,650	3,650	3,650	3,650
Meals & Entertainment	-	23	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	-	21	16	-	-	-	50	50	50	50	50
Payroll Proc Fee	197	174	190	200	200	200	200	150	150	150	150	150
Payroll Tax Expense	3,104	1,708	5,726	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Reimbursable Expense	-	-	252	-	-	-	-	-	-	-	-	-
Supplies	1,361	478	45	200	200	200	200	200	200	200	200	200
USPS	7	-	-	-	-	-	-	-	-	-	-	-
Utilities	100	256	1,009	456	456	456	456	200	200	200	200	200

4 Cont'd

Overall Budget

Account	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Wages & Salaries	8,685	10,620	14,980	12,000	10,620	10,620	10,620	16,000	10,620	10,620	10,620	10,620
When I Work	35	36	36	36	36	36	36	-	-	-	-	-
Total Operating Expenses	20,323	17,290	30,210	21,804	19,493	19,708	19,708	24,310	18,880	18,855	21,646	18,855
Total Expenses	20,323	17,290	30,210	21,804	19,493	19,708	19,708	24,310	18,880	18,855	21,646	18,855
Net Profit	(5,198)	(3,410)	(88)	6,392	(3,139)	5,646	(3,354)	2,588	16,322	7,347	4,556	16,347

(Copy of Proposed 2019 Budget)

(All Funds)

2019
Stepping Stones Learning Center
January 2019 to December 2019

Account	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Total
Income													
Enrollment Down Payment (133)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Service (4300)	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$30,877.00	\$353,424.00
Tuition (001)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AR (103)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alaska Grant (140)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$24,000.00
CCAP (115)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
Child Care Grant (114)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
City Grant (110)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CPR Class (CPR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Eagles (152)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Field Trip (Field Trip)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fundraisers (174)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Imagination Library Grant (150)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OCS Payment (153)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United Way Grant (151)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$384,024.00
Gross Profit	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$33,377.00	\$384,024.00
Other Income													
Other Income (4715)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Operating Expenses													
Advertising (6000)	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$504.00
Background Check (117)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$900.00
Bad Debt (6900)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Bank Service Charges (6040)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Business License & Fees (6140)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CPR/First Aid (121)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit card processing fee (CCA)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Dues & Subscriptions (6155)	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$7,500.00
Grocery / Supplies (101)	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$7,500.00
Inspections & Permits (120)	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$792.00	\$9,504.00
Insurance (6320)	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$37,800.00
Lease (119)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals & Entertainment (6200)	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$1,791.00	\$21,492.00
Miscellaneous (7050)	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$1,217.00	\$14,604.00
Office Supplies (131)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Payroll Proc Fee (107)	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$2,917.00	\$35,004.00
Payroll Tax Expense (6720)	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$1,800.00
Postage & Delivery (116)	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$4,125.00	\$49,500.00
Professional Fees (6330)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs and Maintenance (Repal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontractors (6300)	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00	\$7,500.00
Supplies (108)	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$5,400.00
Travel Expense (165)	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$278,004.00
Utilities (111)	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$23,167.00	\$278,004.00
Wages & Salaries (6690)	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$471,030.00
Total Operating Expenses	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$471,030.00
Less Depreciation													
Depreciation Expense (6800)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$39,211.00	\$471,030.00
Net Profit	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-5,834.00	\$-7,544.00

PROGRAM INFORMATION

ORGANIZATION NAME: Stepping Stones Learning Center, Inc.

Program Title: Stepping Stones Child Care, Preschool Programs and Out of School Time Enrichment

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

Stepping Stones Learning Center is a childcare and learning facility dedicated to the physical, social, emotional, cognitive and personal development of children. The mission is simple: Promoting learning through play. Stepping Stones respectfully requests funding to build capacity for self-sustaining services in the Valdez community.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

As the only licensed Child Care Center in Valdez, it is imperative that Stepping Stones is poised to serve all families in need for the economic and social well being of our shared community. A lack of quality early childhood learning opportunities are proven to correlate with poor health and economic outcomes as an adult, specifically the main health challenges Valdez is facing according to the 2017 CHIP assessment: mental health, substance abuse, chronic disease, and poor lifestyle choices. Studies show that every \$1 invested in early education yields a \$6-12 return later in life, depending on program quality.

3. Is this program year-round, seasonal, or a one-time event? Year-round
Schedule: Beginning date: _____ Ending date: _____

4. Estimated number of people to be served by this program? 200
Provide formula for estimate:

Average family size of 4, serving 50 families per year=200

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

Youth and families of all economic & social means.

6. Is membership in your organization required for participation: Yes _____ No ☒ _____
7. Fee to participant: Member \$ _____ Non-Member \$ _____
8. Number of paid program staff: Full-time ⁶ _____ Part-time ¹ _____ Temporary ⁰ _____

ORGANIZATION NAME: Stepping Stones Learning Center, Inc.

Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2016	_____
	Actual 2017	_____
	Anticipated 2018	6
	Estimated 2019	6

Source of volunteers (parents, members, professionals, others):

Stepping Stones Board Members represent various stakeholder groups from the community at large

Types of services provided by volunteers:

Board oversight

10. Where will you operate this program? What facilities?

Stepping Stones currently operates at its facility located on Tatitlek Ave in Valdez.

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% Stepping Stones needs to prioritize operating costs for service continuity. At 75%, the organization will lack the funds to invest in development capacity building for financial sustainability

50% At 50%, the organization will not be able to upgrade vital equipment and may experience a reduction in pay for personnel, risking turn-over and service quality

25% At 25%, the organization is at risk of not operating.

0% _____

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

Stepping Stones is licensed by the State of Alaska and monitored for compliance with the ADA and other federal and state regulations

ORGANIZATION NAME: Stepping Stones Learning Center
Program Information (continued)

13. Any other comments you would like to make about your program?

We all benefit when children have access to the early building blocks of success. In one classic study spanning decades of research, children who were provided quality early learning opportunities had higher earnings, were more likely to have graduated from high school and have a job, and were less likely to become chronic lawbreakers by age 40 than those who did not attend such programs (Schweinhart, L.J. et al, Lifetime effects: The High/Scope Perry Preschool study through age 40, 2005).

"Early childhood development drives success in school and life. A critical time to shape productivity is from birth to age five, when the brain develops rapidly to build the foundation of cognitive and character skills necessary for success in school, health, career and life. Early childhood education fosters cognitive skills along with attentiveness, motivation, self-control and sociability—the character skills that turn knowledge into know-how and people into productive citizens" (James Hackman, Invest in Early Childhood Development: Reduce Deficits, Strengthen the Economy).

Unfortunately, most parents work in jobs that often do not offer sufficient paid time off and income and productivity suffer when they don't have access to reliable childrearing or out of school time resources, which creates a stressful environment for children. The 2015 report, The Economics of Early Childhood Investments, emphasized comprehensive childcare options are critical to a parents' ability to work. Stepping Stones services promote a stable, reliable workforce by providing working parents desperately-needed options for high-quality childcare and out of school time programming that gives their children the best chances for success later in life.

Children in the United States spend a relatively small proportion of their waking hours in school – approximately 1,000 hours per year or about one fifth of their waking hours. Stepping Stones Learning Center's programs strive to meet the critical need for research-informed, out-of-school time opportunities in our community. The value of out of school programming is well documented. Regular participation in high-quality after school programs is linked to reductions in behavior problems among disadvantaged students (The Promising Afterschool Programs Study, University of California, 2007) and improved school attendance, grades, and test scores (Durlak, Weissberg, & Pachan, A Meta-Analysis of Afterschool Programs that Seek to Promote Personal and Social Skills in Children and Adolescents, 2010) while potentially lessening drug use by nearly 50% (Heckman, Investing in our Young People, 2006).

ORGANIZATION NAME: Stepping Stones Learning Center

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
PERSONAL SERVICES:	<u>\$ 313,000</u>	
Salaries/wages		<u>\$ 278,000</u>
Employee benefits		<u>\$</u>
Other: Tax liability		<u>\$ 35,000</u>
CONTRACTUAL SERVICES:	<u>\$ 52,500</u>	
Reproduction/copying		<u>\$</u>
Equipment rental		<u>\$ 1800</u>
Data processing		<u>\$</u>
Dues/subscriptions		<u>\$ 1200</u>
Contractual services		<u>\$ 17,000</u>
Professional fees & services		<u>\$ 32,500</u>
Other: _____		<u>\$</u>
OTHER SERVICES:	<u>\$ 7175</u>	
Volunteer services		<u>\$</u>
Communications/postage		<u>\$ 150</u>
Printing		<u>\$ 1125</u>
Advertising/promotion		<u>\$ 500</u>
Electricity		<u>\$ 2700</u>
Heating		<u>\$</u>
Travel/transportation		<u>\$</u>
Other: Phone/Internet		<u>\$ 2700</u>
COMMODITIES:	<u>\$ 31,355</u>	
Clothing		<u>\$</u>
Office supplies		<u>\$ 13,480</u>
Building maintenance		<u>\$ 0</u>
Operating supplies		<u>\$ 15,000</u>
Parts & supplies - equipment		<u>\$ 2,875</u>
OTHER CHARGES/EXPENSES:	<u>\$ 67,000</u>	
Insurance		<u>\$ 9,500</u>
Contingencies		<u>\$ 0</u>
Training		<u>\$ 19,500</u>
Rent		<u>\$ 36000</u>
Capital equipment		<u>\$</u>
Office equipment		<u>\$ 2000</u>
Other expenses: _____		<u>\$</u>
TOTAL COST FOR OPERATION OF THIS PROGRAM:	<u>\$ 471,030</u>	

ORGANIZATION NAME: Stepping Stones Learning Center

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of 01/01/2019 to 12/31/2019

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ _____	_____	_____
Gifts and Contributions	\$ _____	_____	_____
Membership Dues	\$ _____	_____	_____
Fees & charges to participants	\$ 380,000	81	_____
Private sector grants (specify source and date of award)	\$ _____	_____	N
_____	\$ _____	_____	N
_____	\$ _____	_____	N
Fundraisers (specify major fundraising events/programs)	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Subtotal of Financial Support for this program:	<u>\$ 380,000</u>	<u>-</u>	
Supplemental Funding Requested from City of Valdez:	<u>\$ 91,030</u>	<u>19</u>	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	<u>\$ 471,030</u>	100%	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: Stepping Stones Learning Center, Inc

SCOPE OF SERVICES

Timeline OUTCOMES for 2019 (What do you plan to accomplish in 2019 - be specific)

Response on following page

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

Stepping Stones Learning Center

Scope of Services

Overview: Our communities' future depends upon all children having the opportunity to grow up and reach their full potential. Although Stepping Stones is only recently established with a new location, the learning center has already hit capacity. Families in the Valdez community should not have to wait for quality, licensed child care. To achieve the vision of the city, "to create a place where our grandchildren would be proud to call home," it is a shared responsibility to provide children with the resources and supports they need to build strong minds and bodies. Therefore, Stepping Stones respectfully requests funding to build the capacity of the organization for financial sustainability.

Stepping Stones found itself reliant on the funding provided by the City in 2017-2018. The unbalance of the census of full time versus part time children caused Stepping Stones to operate at a loss for much of 2018. However, the past few months have demonstrated that the trend has shifted, pushing Stepping Stones into the black. Please also note that Stepping Stones has not complete a full fiscal year and contracting for an audit for the 3 months of 2017 at \$9,000 minimum is cost prohibitive.

Stepping Stones plans to invest in development of staff and the organization during calendar year 2019, strengthening the sustainability of growth and community presence. The organization anticipates a return on this investment in 2020, reducing reliance on city funding to continue operating at the current capacity.

Stepping Stones respectfully requests **\$91,030** to support this investment in new initiatives, as well as continue to support the cost of rent. The organization has budgeted **\$19,500** in professional development to develop qualified staff and build the Valdez education workforce. Stepping Stones will also bear the cost of contractual services including a corporate audit, book keeping, and tax services which are new costs amounting to **\$30,000**. To build the financial sustainability of the organization, Stepping Stones plans to invest **\$19,000** in fundraising, through events and grant writing. These efforts are expected to develop funding diversity and attract new stakeholder support by 2020. Finally, Stepping Stones will allocate Valdez's support for the cost of rent at **\$36,000**. With the City's support for these costs, Stepping Stones will not only remain solvent in 2019, but also develop financially to sustain itself in subsequent years. Stepping Stones anticipates an increased payroll liability as well as office supplies upgrades. The **remaining anticipated expenses** for calendar year 2019 are based on 2018's operating expenses.

Sustainability: An Investment in our Community's Future

Stepping Stones recognizes that Valdez lacks a stable, self-sustaining early education and out of school time resource for children and youth. The organization seeks the City's support to invest in capacity building initiatives, so the organization can position itself for diversified revenue, and provide a solid foundation for children and a reliable resource for parents in the workforce. Stepping Stones intends to implement a comprehensive development strategy for sustainability.

Financial Capacity Building

Stepping Stones has attracted some community support in the past year through partnerships with the Valdez Dance Studio, Connecting Ties, Imagination Library, and other community members. However, Stepping Stones recognizes the need for improved community investment, both financially and through volunteer work. Investing in development is a strategy to ensure the ongoing fiscal health of this organization. In 2019, Stepping Stones will contract for operations and development services including a book keeper, grant writer and a major fundraising event to build the capacity of Stepping Stones to earn contributed, diversified revenue, which will be realized in 2020. This investment should position the organization to not only sustain a healthy bottom line, but also prepare the organization for growth to increase the service population and provide quality programming for more children and families in Valdez.

Distinguishing Stepping Stones Learning Center

"Historically, there have been two separate and at times conflicting traditions in the United States that can be encapsulated in the terms *"child care"* and *"preschool."* But, care and education cannot be thought of as separate entities in dealing with young children. Adequate care involves providing quality cognitive stimulation, rich language environments, and the facilitation of social, emotional, and motor development. Likewise, adequate education for young children can occur only in the context of good physical care and of warm affective relationships. Indeed, research suggests that secure attachment improves social and intellectual competence and the ability to exploit learning opportunities. Neither loving children nor teaching them is, in and of itself, sufficient for optimal development; thinking and feeling work in tandem." (Early Childhood Development and Learning: New Knowledge for Policy. National Research Council (US) Division of Behavioral and Social Sciences and Education. Washington (DC): National Academies Press (US); 2001.)

It is this notion that Stepping Stones aims to educate the Valdez community. Knowledge is power, however, most parents are unaware of what experts agree is quality and may not recognize the value of quality child centers to their children's future.

"Poll findings suggest a major gap between parents' and research experts' assessments of the quality of child care in the U.S. Studies by experts on the state of U.S. child care suggest a majority of child care is not high quality. The findings of this poll show that most parents share the opposite view. Parents rate the quality of their own child's care highly, and many further believe their child care offers a range of activities to promote their child's development. The poll findings also suggest parents seek quality when choosing a particular provider, and thus believe they find it. These findings amplify concerns that parents may overestimate what experts consider to be the quality of their child's care." (Child Care and Health in America. Harvard School of Public Health. Robert Wood Johnson Foundation. Oct. 2016)

Valdez parents should have the opportunity to choose both quality child care and education. Stepping Stones Learning Center aims to be recognized as a desirable service for enhancing the lives and capacity of children in Valdez through both quality care and quality education. Stepping Stones interested in attracting and retaining high caliber staff to provide best-in-practice services. Therefore, the

organization intends to invest in the education of its staff, supporting certification of existing staff who can take a leadership role when the census increases. The expected cost in investing in the education and continuing education of our staff is approximately **\$19,500**. Child care is typically one of the lowest paying professional fields, which in turn has a direct impact on the quality of care administered. Lowpaying day care centers and preschools often have a revolving door of staff. A high-employee turnover rate means inconsistency in the classrooms. To retain these staff, Stepping Stones intends to offer competitive compensation and benefits packages compared to industry standards. Stepping Stones is in the human service industry. The quality of our service is directly correlated to the quality of our staff who deliver it.

To continue to provide a top-notch environment for children and youth, our team needs to have the quality education. Continuing to employ the highest quality teachers and program practices is vital to the wellbeing of our community.

***Any "surplus" that we have recorded for this current fiscal year is solely being set aside for the purpose of saving for a future possible expansion based on location.

***Our current operating budget is evidenced in our financials. I am including our budget for August 1, 2018 – Dec. 31, 2018.



EMPLOYER'S NOTICE OF INSURANCE

TO THE EMPLOYEES OF THE UNDERSIGNED:

Your employer is insured by:

ALASKA NATIONAL INSURANCE COMPANY

Insurer

7001 JEWEL LAKE ROAD

Street and Number

ANCHORAGE

ALASKA

99502-2825

City

State

Zip Code

For the period from 11/16/17 Through 11/16/18 at 12:01 A.M. standard time at employer's address shown on policy

ALASKA NATIONAL INSURANCE COMPANY

Adjusting Company

7001 JEWEL LAKE ROAD

Street and Number

ANCHORAGE

ALASKA

99502-2825

907-266-9227

City

State

Zip Code

Telephone

This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act.

Stepping Stones Learning Center

Employer

By

Title

Witness

Witness

Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose.

If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below:

ANCHORAGE
3301 Eagle Street, #304
Anchorage, AK 99503
(907) 269-4980

FAIRBANKS
675 Seventh Avenue
Station K
Fairbanks, AK 99701-4586
(907) 451-2889

JUNEAU
P.O. Box 115512
1111 W. 8th Street, Room 305
Juneau, Alaska 99811-5512
(907) 465-2790

NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.

Additional Notices may be obtained from:

Alaska National Insurance Company
7001 Jewel Lake Road
Anchorage, Alaska 99502-2825
(907) 248-2642

WORKERS COMPENSATION & EMPLOYERS LIABILITY INSURANCE POLICY
17K WW 75191
Item 1 Insured:

 Stepping Stones Learning Center
 P.O. Box 1558
 Valdez, AK 99686-1558

Producer:

 Conrad-Houston Insurance
 507 W. Northern Lights
 Anchorage, AK 99503

Federal Employer Tax Identification No.: 823070865

Risk Identification No.: 540102740

Other workplaces not shown above: See
 WC 99 06 02, Other Workplaces Endorsement

Form of business organization:
 Non-profit corporation

Item 2 Policy period: From 11/16/17 to 11/16/18 at 12:01 A.M. standard time at your mailing address shown above

Item 3 A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation law of the state(s) listed here: Alaska

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

Bodily injury by accident	\$ 100,000 each accident
Bodily injury by disease	\$ 500,000 policy limit
Bodily injury by disease	\$ 100,000 each employee

C. Other states insurance: Part Three of the policy applies to the states, if any, listed here: Refer to Residual Market Limited Other States Insurance Endorsement, WC 00 03 26A

D. Endorsements and schedules: See WC 99 06 22, Table of Contents

Item 4 Premium: The premium for this policy shall be determined by our rules, classifications, rates and rating plans. All information required below is subject to verification and change by audit.

Classifications	Code	Estimated Annual Remuneration	Rate Per \$100	Estimated Annual Premium
Alaska - State Act				
Child Care Center- All Employees Including Clerical, Salespersons & Drivers	8869	225,000	3.030	6,818
Experience Modification (.95)	9898			[341]
Assigned Risk Plan Surcharge (1.25)	0077			869
Terrorism	9740	225,000	.020	45
Alaska Insurance Guaranty Association Surcharge (.0200)	0986			148
Minimum Premium \$455	Deposit Premium	\$7,539	Estimated Annual Premium	\$7,539

Premium audit frequency: Annual

 Countersigned by Scott Lincoln (Authorized Representative)

WC 00 00 01A (07 11)

Insured Copy

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Workers Compensation Information Page

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Form Title	Form Number	Endorsement Number
<u>Insurance Policy</u>		
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Other Workplaces Endorsement	WC 99 06 02 (03 95)	1
Workers Compensation and Employers Liability Insurance Policy	WC 00 00 00C (01 15)	
Sole Proprietors, Partners, Officers and Others Coverage Endorsement	WC 00 03 10 (04 84)	2
Residual Market Limited Other States Insurance Endorsement	WC 00 03 26A (02 97)	3
Alaska Limit of Liability Endorsement (AWCARP)	WC 54 03 01 (04 95)	4
Alaska Notice of Installment Option Endorsement	WC 54 06 01A (01 13)	5
Notification of Change in Ownership Endorsement	WC 00 04 14 (07 90)	6
Premium Due Date Endorsement	WC 00 04 19 (01 01)	7
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement	WC 00 04 22B (01 15)	8
Experience Rating Modification Factor Revision Endorsement	WC 00 04 25 (01 17)	9
Alaska Assigned Risk Premium Surcharge Endorsement	WC 54 04 01 (09 92)	10
Alaska Residual Market Safe Workplace Incentive Premium Credit Endorsement	WC 54 04 03 (01 99)	11
Alaska Cancellation and Nonrenewal Endorsement	WC 54 06 02 (04 95)	12
<u>Additional Information and Notices</u>		
Employer Information	ANIC 168 (09 14)	
Rule 82 Coverage Limitation Notice A - Part Two, Employers Liability Insurance	PN WC 179 (04 05)	
Alaska Policyholder Notice - Access to Manual Information	Form 54-2 (03 13)	
Premium Installment Notice	PN 218 (07 12)	
Consumer Privacy Statement	PN 184 (07 01)	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Brittany Oden	PHONE (A/C, No, Ext): (907)276-7667	FAX (A/C, No): (907)258-3105
Conrad-Houston Insurance	E-MAIL ADDRESS: brittanyo@chialaska.com		
507 W. Northern Lights Blvd.			
Anchorage AK 99503	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Markel		28932
	INSURER B: Alaska National Insurance Company		38733
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CCP2003904100	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Abuse/Molestation \$ 100,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS						\$
	NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			17KWW75191	11/16/2017	11/16/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A				E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROOF OF INSURANCE

CERTIFICATE HOLDER	CANCELLATION
Stepping Stone Learning Center, Inc. PO Box 1558 Valdez AK 99686	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)
12/1/17

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS CHI of Alaska Inc 507 W Northern Lights Blvd. Anchorage, AK 99503		PHONE (A/C, No, Ext):	COMPANY NAME AND ADDRESS Markel Insurance Company	NAIC NO: 38970
FAX (A/C, No):	E-MAIL ADDRESS:		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:	SUB CODE:		POLICY TYPE	
AGENCY CUSTOMER ID #:			LOAN NUMBER	POLICY NUMBER CCP20039041-00
NAMED INSURED AND ADDRESS Stepping Stones Learning Center, Inc. DBA: Stepping Stones Learning Center PO Box 1558 Valdez, AK 99686			EFFECTIVE DATE 12/1/17	EXPIRATION DATE 12/1/18
ADDITIONAL NAMED INSURED(S)			CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION (Use REMARKS on page 2, if more space is required) ☐ BUILDING OR ☐ BUSINESS PERSONAL PROPERTY

LOCATION/DESCRIPTION Loc 1: 212 Tatitlek Avenue, Valdez, AK 99686
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	SPECIAL	
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 10,000						DED: \$2,500
	YES	NO	N/A			
<input type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	•			If YES, LIMIT: \$175,000	Actual Loss Sustained; # of months:	
BLANKET COVERAGE		•		If YES, indicate value(s) reported on property identified above: \$		
TERRORISM COVERAGE	•			Attach Disclosure Notice / DEC		
IS THERE A TERRORISM-SPECIFIC EXCLUSION?		•				
IS DOMESTIC TERRORISM EXCLUDED?		•				
LIMITED FUNGUS COVERAGE				If YES, LIMIT: \$15,000	DED: \$2,500	
FUNGUS EXCLUSION (If "YES", specify organization's form used)		•				
REPLACEMENT COST	•					
AGREED VALUE		•				
COINSURANCE	•			If YES, 80%		
EQUIPMENT BREAKDOWN (If Applicable)	•			If YES, LIMIT: \$165,000	DED: \$2,500	
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg		•				
- Demolition Costs		•		If YES, LIMIT:	DED:	
- Incr. Cost of Construction		•		If YES, LIMIT:	DED:	
EARTH MOVEMENT (If Applicable)		•		If YES, LIMIT:	DED:	
FLOOD (If Applicable)		•		If YES, LIMIT:	DED:	
WIND / HAIL (If Subject to Different Provisions)		•		If YES, LIMIT:	DED:	
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS						

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

MORTGAGEE	CONTRACT OF SALE	LENDER SERVICING AGENT NAME AND ADDRESS
LENDERS LOSS PAYABLE		
NAME AND ADDRESS Evidence of Coverage Only		AUTHORIZED REPRESENTATIVE



MARKEL INSURANCE COMPANY

COMMERCIAL LINES POLICY DECLARATIONS

POLICY NUMBER: CCP20039041-00

PREVIOUS POLICY NUMBER: NEW

COMPANY NAME Markel Insurance Company	PRODUCER NAME CHI of Alaska Inc 507 W Northern Lights Blvd. Anchorage, AK 99503	57432
NAMED INSURED: Stepping Stones Learning Center, Inc. DBA: Stepping Stones Learning Center		
MAILING ADDRESS: PO Box 1558 Valdez, AK 99686		
POLICY PERIOD: FROM <u>12/01/2017</u> TO <u>12/01/2018</u> AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.		

BUSINESS DESCRIPTION	Child Care Center
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IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.	
	PREMIUM
COMMERCIAL GENERAL LIABILITY COVERAGE PART	\$2,312.00
COMMERCIAL PROPERTY COVERAGE PART	\$360.00
TERRORISM - CERTIFIED ACTS (GENERAL LIABILITY)	\$100.00
TERRORISM - CERTIFIED ACTS (PROPERTY)	\$100.00
TOTAL:	\$2,872.00

POLICY NUMBER: CCP20039041-00

FORMS APPLICABLE TO ALL COVERAGE PARTS (SHOW NUMBERS):	
See Schedule of Forms and Endorsements.	
Countersigned 12/04/17	By: <i>Bruce A. Key</i>
(Date)	(Authorized Representative)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.