

Onboarding and Mentorship Program



Goal:

The goal of this project is to improve the quality and sustainability of child care in La Crosse by providing financial stipends to child care professionals who mentor new and/or seasoned child care professionals (family providers and directors/administrators). This program will increase provider retention by sharing the skills and knowledge of existing child care professionals by building positive relationships through a relationship-based approach.

Onboarding and Mentorship Options:

This program will serve up to 10 child care providers (mentees)

- Family Child Care Track
 - Includes both Certified Family and Licensed Family
- Director/Administrator Track

Eligibility Requirements:

Mentor Requirements:

- Currently operate a family child care program or have operated a family child care program within the past 3 years OR work as a Director/Administrator in a regulated child care program or have worked as a Director/Administrator in a regulated child care program within the past 3 years (priority will be given to those within the City of La Crosse)
- Have been or were in regulated child care for at least 5 years
- Are/were in good standing with DCF
- Agree to the written guidelines in the Mentorship Roles and Responsibilities (*document attached*)

Mentee Requirements:

- Are operating/working or will be operating/working in a regulated child care program located within the City of La Crosse
 - Must be actively employed or in the hiring, pre-licensing, or certification process to be eligible
- Agree to the written guidelines in the Mentorship Roles and Responsibilities (*document attached*)

Mentorship Stipend:

Each eligible mentor will receive \$200/month per mentee as a stipend at the completion of the mentorship program for a total of up to \$1,000 for the duration of the 5 month program.

Mentors may take on 1-4 mentees depending on their willingness and availability.

Program Requirements:

- Mentors must attend the Mentor Orientation Meeting hosted by the Child Care Development Coordinator
- Mentees must complete the self-assessment prior to beginning the process (*document attached*)
- Mentors and Mentees must utilize the Mentoring Topic Checklist (*document attached*) and the mentee self-assessment to guide the mentorship process
- Mentors and Mentees must work together to create goals and areas of interest to guide the mentorship process (*document attached*). This document must be completed within the first month of beginning the mentorship program.
- Mentors and Mentees must have a minimum of 2 meetings a month (can be face-to-face or virtual) and must record the dates of the meetings on the Meeting and Communication Record (*document attached*)
- Mentors and Mentees must communicate and meet with The Child Care Development Coordinator together to check-in, update, and provide any feedback at least 1 time per quarter (Jan. – March) and (April – May). This can be done face-to-face or virtual.

- The Child Care Development Coordinator will meet separately with both the Mentor and the Mentee after the first 3 months and at the end of the program. This can be done face-to-face or virtual.

Program Details:

Budget:

Program Total: \$15,000.00

- \$10,000 for mentor monthly stipends
 - Roughly \$1,000 per mentor
- \$5,000 to purchase resources and programs for mentees to own
 - \$500 grant to each mentee, items will be purchased by The Parenting Place

**Amounts are subject to change dependent on the number of mentors and mentees in the program*

The Parenting Place will have a resource library available to both mentors and mentees to utilize during the project. Funds will be set aside to purchase additional resources or personal resources for the mentee to keep for their child care program if needed.

Estimated Timeline:

- Market program: November 1, 2023
- Mentor Applications: November 1, 2023 – November 30, 2023
- Mentee Applications: November 1, 2023 – November 30, 2023
- Mentor Orientation Meeting: December 2023
- Mentorship Program Begins: January 1, 2024
- Mentorship Program Ends: May 31, 2024