

KY Early Childhood Cost of Quality Study

Child Care Center Questionnaire

The purpose of the following questionnaire is to gather your input on the cost of teaching and support personnel and learn more about your center. This information will be used to estimate the overall cost of providing quality early childhood programs in Kentucky. Please note that provided information will be de-identified and generalized when reporting, meaning that the name of your center will remain private.

Background Information

Child care center name	
Contact name for Cost of Quality Study	

Enrollment, Staffing, and Tuition Information

Please describe your enrollment to the best of your knowledge. The information can be approximate.

	0-12 m.	1-2	2-3	3-4	4-5	5+ years
Number of classrooms						
Number of lead teachers in each classroom						
Number of assistant teachers in each classroom						
Number of aides in each classroom						
Current FTE enrollment in each classroom						
Current FTE attendance in each classroom						
Max number of FTE children you can serve in each classroom						
Number of children who qualify for CACFP						
Number of children who receive CCAP						
Daily / weekly tuition rates						

Compensation Information

	Lead Teachers	Teacher Assistant	Teacher Aide
Number of personnel employed full-time			
Number of personnel employed part-time			
Average annual salary or hourly rate			
If hourly rate, please add the average hours worked per week			

<p>Do you pay teachers for time they spent outside the classroom engaged in planning, coaching or supervision?</p> <ul style="list-style-type: none"> If so, approximately how many hours of time, on average, do you pay for training, staff development, lesson planning or supervision for each employee each month? 	
<p>What other teaching, curriculum, or instructional staff do you have outside of those assigned to specific classrooms? In other words, do you pay anyone – other than the site director – to support teaching and learning in your classrooms?</p> <ul style="list-style-type: none"> What is the name of this staff position? What is the average salary or hourly rate of pay? If hourly rate, average hours worked per week 	
<p>What is the average salary or hourly rate of pay for the center director?</p> <ul style="list-style-type: none"> If hourly rate, how many hours of time, on average do they work per week? 	
<p>In addition to the director, what other administrative staff do you have? (Examples include: assistant director, fiscal manager, bookkeeper, receptionist, secretary, etc.)</p> <ul style="list-style-type: none"> What is the name of this staff position? What is the average salary or hourly rate of pay? If hourly rate, how many hours of time, on average, do they work per week? 	
<p>If any of the above functions (assistant director, fiscal manager, bookkeeper, receptionist, secretary, etc.) handled by paid consultants, how many of them do you have?</p> <ul style="list-style-type: none"> What type of service do they provide (please specify the type of provided service for each consultant)? 	

<ul style="list-style-type: none"> • How many hours of time, on average, do you pay for their services per year? • What is the average salary or hourly rate of pay? 	
<p>Do you contribute to health insurance for employees?</p> <ul style="list-style-type: none"> • How many employees receive a health insurance benefit? • How much do you spend, on average, per employee? 	
<p>Do you contribute to professional development for employees?</p> <ul style="list-style-type: none"> • How many employees receive financial assistance annually? • How much do you spend, on average, per employee? 	
<p>What other personnel are employed to work directly with children and families (e.g., therapeutic staff, nurse, social worker, therapist, etc.)?</p> <ul style="list-style-type: none"> • What is the name of this therapeutic staff position? • What is the average salary or hourly rate of pay? • If hourly rate, how many hours of time, on average, do they work per week? 	

Non-Personnel Cost

How much do you spend total on rent / mortgage per year?	
What is the total cost for utilities per year?	
How much do you spend on building insurance per year?	
What is the cost of facility maintenance / repair / cleaning per year?	
What is the cost of outdoor facility / playground maintenance / repair / cleaning?	
How much do you spend total on food and food preparation per year?	
How much do you spend on kitchen supplies per year?	
How much do you spend on education supplies per year?	
What is your cost for office supplies per year?	
How much do you spend on office equipment per year?	
What is the cost of liability insurance per year?	
How do you spend total on payroll service per year?	

What is your annual processing fee for credit / debit card transactions?	
How much do you spend on the advertising per year?	
What is your postage expense per year?	
What is your total cost for transportation per year?	
How much total do you spend on telephone and internet per year?	
How much do you spend on audit per year?	
What is the total cost of permits / fees per year?	

Additional Financial Considerations

<p>Do you currently have families that have overdue tuition (bad debt)?</p> <ul style="list-style-type: none"> • Can you estimate how many families currently owe you money? • Can you estimate how much, in total, you are owed in back tuition? 	
<p>How much do you invest to achieve a high quality rating?</p> <ul style="list-style-type: none"> • Can you estimate the cost for materials? • Can you estimate how much you spend on additional training for employees? • Is there any other cost associated with receiving a high quality rating? • What is the name of that cost category? • How much do you spend, on average? 	
When reducing the budget costs, what are the first items do you consider to reduce and/or eliminate?	
Child care center status (e.g., for profit or non-profit)	
Additional funding sources (e.g., CACFP food service reimbursement, donation-based support, grants, support from faith-based partner, etc.)	