

# Center-based Provider Preparation Worksheet



National Survey of  
Early Care & Education

2024

We anticipate that you will be able to readily answer most items in the questionnaire, but there are a few questions that might require some additional information from either records or other individuals at your facility. We have included these questions on this worksheet so that you may prepare the information before you begin the questionnaire.

1. **What age groups of children participate in your program at this site? By age groups, we mean the range of ages you use to group children. Please give approximate ages in months for each age group. Please only report on age groups of children under age 13. How many children are currently enrolled in each age group in your program at the site? How many of these children are currently enrolled full time? How many vacancies do you currently have in this age group?**

Age group in months	No. of children enrolled	No. of children enrolled full time	No. of vacancies
____ Months to ____ Months			
____ Months to ____ Months			
____ Months to ____ Months			
____ Months to ____ Months			

If there are more than four age groups of children that participate in your program, please record this information on a separate piece of paper.

2. **How many children attend at least 5 hours weekly but don't have a regular schedule of attendance?**
- Number of Children
3. **Does your program have a rate that you charge families for full-time care for the following ages:**
- | Age                             | Yes | No |
|---------------------------------|-----|----|
| Infants less than 12 months old |     |    |
| 2 years old                     |     |    |
| 3 years old                     |     |    |
| 4 years old                     |     |    |
4. **How much are you currently charging families for full-time enrollment for the following age groups? Please do not include any subsidies or discounts.**

Age	Rate	Is that per... hour/day/week/etc.?
Infants less than 12 months old	\$	
2 years old	\$	
3 years old	\$	
4 years old	\$	

5. **How many children in your program are paid for only by their families with no subsidies, discounts, or scholarships?**

Number of Children

**For items 6-12, please report on young children in your program. By young children, we mean children age 5 and under, not yet in kindergarten.**

6. **How many of the young children currently enrolled in your program have a physical condition that affects the way your program serves them?**

Number of Children

7. **How many of the young children have an IEP/IFSP? An IEP is an Individualized Education Plan for children with delays or disabilities who receive special education services in school. An IFSP is an Individualized Family Service Plan for children with delays or disabilities and their families who receive early intervention services.**

Number of Children

8. **Again, thinking about all the young children currently enrolled, about how many of them are of Hispanic, Latino or Spanish origin?**

Number of Children

9. **As far as you know, how many of the young children who are not of Hispanic, Latino, or Spanish origin are...**

Category	No. of Children
White	
Black or African-American	
Asian	
Mixed race, another race, or you are not certain	

10. **From January to March of 2023, about how many children age 5 and under, not yet in kindergarten, did your program stop caring for? Please include children whose parents withdrew them from care as well as children you didn't want to care for anymore. Your best estimate is fine.**

Number of Children

11. **From January to March of 2023, about how many new children did your program start taking care of? Please include children age 5 and under, not yet in kindergarten. Your best estimate is fine.**

Number of Children

**12. How many children in your program are funded by dollars from the following government programs?**

Program	No. of Children
State pre-kindergarten	Total ____
Head Start, including Early Head Start	Under 3 years ____
	3-5 years, not in kindergarten ____
Local Government (e.g. Pre-K funding from local school board or other local agency, grants from city or county government)	Total ____
Child Care subsidy programs such as CCDF or TANF (including voucher/certificates, state contracts)	Under 3 years ____
	3-5 years, not in kindergarten ____
Title I	Total ____
Other types of government funded programs	Total ____

**13. How many children are funded by non-government community organizations (e.g. United Way, local charities or religious organizations)?**

Age Group	No. of Children
Under 3 years	
3-5 years, not in kindergarten	
School-age	
<input type="checkbox"/> No children are funded by non-government community organizations	

**14. Thinking about your entire budget for providing early care and education services to children under age 13, which of the categories below best describes your program?**

- <sup>1</sup>  No public dollars received
- <sup>2</sup>  Mostly private dollars with less than 33% public dollars
- <sup>3</sup>  Private dollars are more than 33% and public dollars are more than 33%
- <sup>4</sup>  Mostly public dollars with less than 33% private dollars
- <sup>5</sup>  No private dollars received

**15. Since June of 2022, have you received any funds other than subsidies/vouchers from a state or federal agency that were meant to stabilize child care providers during or after the COVID-19 pandemic? These might include child care stabilization funds, dollars from the American Rescue Plan Act (ARPA), COVID relief dollars paid since June 2022, or other state or federal funds to assist child care providers.**

- <sup>1</sup>  Yes
- <sup>2</sup>  No

**16. In the past year has your program had any staff layoffs or cuts in salaries, benefits, or hours?**

- <sup>1</sup>  Yes
- <sup>2</sup>  No

**17. What is the total number of staff employed at this site in your program who work directly children under 13?**

*Please include full-time and part-time workers, but only those who work in the early care and education activities we are discussing in this survey.*

Number of staff

**18. What is the total number of staff who do not work with children? Include full-time and part-time workers, administrators, support staff, drivers, cooks and anyone else who works on your early child care and education activities for children up to age 13.**

Number of staff

**19. Thinking only about staff who work directly with children age 5 and under, not yet in kindergarten, how many aides or assistant teachers have left the program in the last 12 months?**

Number of aides or assistant teachers

**20. Again, thinking only about staff who work directly with children age 5 and under, not yet in kindergarten, how many teachers or lead teachers have left the program in the last 12 months?**

Number of teachers or lead teachers

**Please tell us about the qualifications of aides and assistant teachers who work directly with children age 5 and under, not yet in kindergarten.**

**21. Of these aides and assistant teachers, how many have a 4-year college degree or higher? Please do not count those who are currently working towards a 4-year degree.**

Number of aides or assistant teachers

**22. Of these aides and assistant teachers, how many have a Child Development Associate (CDA) or a state certificate for early care and education?**

Number of aides or assistant teachers

**Please tell us about the qualifications of teachers or lead teachers who work directly with children age 5 and under, not yet in kindergarten.**

**23. Of these teachers or lead teachers, how many have a 4-year college degree or higher? Please do not count those who are currently working towards a 4-year degree.**

Number of teachers or lead teachers

**24. Of these teachers or lead teachers, how many have a Child Development Associate (CDA) or a state certificate for early care and education?**

Number of teachers or lead teachers