

OMB #: 1810-XXXX

Expiration Date:

# 21st CCLC Early Childhood Best Practices Study

## Survey for Center (Site) Coordinators (Grades Preschool-Grade 3)

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Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific 21<sup>st</sup> CCLC grantee or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law.

The following survey is a self-assessment intended to inform the U.S. Department of Education about your 21<sup>st</sup> CCLC afterschool center (site) serving children in preschool through grade 3. We hope to learn more about how centers are structured and the types of early childhood services they deliver.

Since every site or center within a program varies, we need specific information from you, as the site coordinator, about your activities and curriculum, staffing, health and safety, and program challenges. If there is a lead teacher of the early childhood program who can help answer these questions, please feel free to ask his or her assistance. We recognize that some of these questions are also asked by the 21<sup>st</sup> CCLC Profile and Performance Information Collection System (PPICS), but we need the most current data available on your program and appreciate your assistance.

It is extremely important that you answer each item honestly, with a perspective of “what is” rather than “what you wish”. Your answers will best inform us about what early childhood programs are currently doing and will suggest ways that we might improve programs nationwide. Please limit your responses to aspects of your early childhood programs only.

**Last, please note that your 21<sup>st</sup> CCLC grant funding is not, in any way, tied to the answers to these questions.**

Individual responses will be kept private, and the overall findings from the survey will be summarized and shared in aggregate form only with the U.S. Department of Education and with key stakeholders who are interested in the development of 21<sup>st</sup> CCLC programs. Your responses will be safeguarded in a secure environment and only aggregate, summarized data will be posted publicly to prevent identification of any individual participants. Six months after the overall results from the survey are released to the public; your responses will be destroyed in accordance with Federal disposition regulations. Thank you for your participation.

Topics addressed in the survey include:

- I. Overall Description of Program**
  - A. Center Overview
  - B. Communication with Families/Family Involvement
  - C. Behavior Management and Child Abuse Policies and Procedures
  
- II. Curriculum and Academic Support Activities**
  - A. General Policies
  - B. Learning and Social Environment
  - C. Physical Environment
  
- III. Staffing**
  - A. Staff Roles and Qualifications
  - B. Staff Assessment
  - C. Staff Professional Development
  - D. Staff Retention
  
- IV. Health and Safety Policies and Procedures**
  
- V. About You**

## 21<sup>st</sup> Century Community Learning Centers: Early Childhood Services Self-Assessment Survey for Site Coordinators

### I. Overall Description of Program

#### A. Center Overview

1. What is the date this center started to operate?  
\_\_\_\_(mo)/\_\_\_\_(yr)

2. What grade levels are served by your 21<sup>st</sup> CCLC center? *(Select all that apply)*

- |   |                            |                            |                             |
|---|----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> Preschool                                | <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 9  |
| <input type="checkbox"/> Transitional (or readiness) Kindergarten | <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> Kindergarten                             | <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> 11 |
|   | <input type="checkbox"/> 4 | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 |

3. How many children are enrolled in your center?

__ 3 year olds	__ Kindergarten	__ Grade 2
__ 4 year olds	__ Grade 1	__ Grade 3

4. How many total children are enrolled in your entire center?  
\_\_\_\_\_

5. Which of the following services are available to preschool and Kindergarten children at your center? *(Select all that apply)*

- Before-school
- Afterschool
- During Preschool or Preschool center during traditional school hours (anytime between 7:30 AM and 3:30 PM)
- Summer school
- Half-day for children in half-day kindergarten

6. Which of the following services are available children in grades 1-3 at your center? *(Select all that apply)*

- Before-school
- Afterschool
- Summer school

7. a. On average, how many preschool and Kindergarten children show up on a typical day during the school year?  
\_\_\_\_\_ children

b. What is the staff/child ratio for P/K activities?  
\_\_\_\_\_ staff / \_\_\_\_\_ children

c. What is the maximum group size for activities that include P/K children?  
\_\_\_\_\_ children

8. a. On average, how many children in grades 1-3 children show up on a typical day during the school year?  
\_\_\_\_\_ children

b. What is the staff/child ratio for grade 1-3 activities?  
\_\_\_\_\_staff / \_\_\_\_\_children

c. What is the maximum group size for activities that include children in grades 1-3?  
\_\_\_\_\_ children

9. Please describe the placement of children in your center: **(Select all that apply)**

- P and K children are at the same site, but kept separate from older child programs
- P and K children are blended together with older children at the same site
- P and K children are at a site different from older children
- Other: \_\_\_\_\_

10. Are any of the children in your center English Learners (EL)?

- Yes       No

a. If yes, approximately what percentage of children are EL?  
\_\_\_\_\_%

b. How many languages are spoken at your center?  
\_\_\_\_\_

c. What are the primary languages spoken by your children in the home.

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Spanish or Spanish Creole        | <input type="checkbox"/> Russian             | <input type="checkbox"/> Vietnamese                           | <input type="checkbox"/> Native North American Language    |
| <input type="checkbox"/> French (including Patois, Cajun) | <input type="checkbox"/> Polish              | <input type="checkbox"/> Tagalog                              | <input type="checkbox"/> African Language                  |
| <input type="checkbox"/> French Creole                    | <input type="checkbox"/> Other Indo-European | <input type="checkbox"/> Other Asian /Pacific Island Language | <input type="checkbox"/> American Sign Language            |
| <input type="checkbox"/> Italian                          | <input type="checkbox"/> Chinese             | <input type="checkbox"/> Arabic                               | <input type="checkbox"/> Other unspecified language: _____ |
|   | <input type="checkbox"/> Korean              | <input type="checkbox"/> Hebrew                               |  |
|   | <input type="checkbox"/> German              |   |  |

11. Do you serve children with disabilities and developmental delays (i.e. learning deficits, physical challenges, behavioral problems) during the school year?

- Yes       No

a. If yes, approximately what percentage of children have disabilities or developmental delays?  
\_\_\_\_\_%

b. Please specify the types of disabilities or developmental delays children served have (if known) served (if any): \_\_\_\_\_

c. Describe any special supports, services or accommodations you provide to P/K children with disabilities or developmental delays: \_\_\_\_\_

12. During the school year, what percentage of the children attend...

- a. All days? \_\_\_\_\_%
- b. Most (90%)? \_\_\_\_\_%
- c. Half the time? \_\_\_\_\_%
- d. Less than half? \_\_\_\_\_%
- e. Sporadically, irregularly? \_\_\_\_\_%

13. What policies regarding attendance does your center have for children? **(Select one)**

- a. Attendance is not required; children can drop in and out.
- b. We require children to attend at least 1 day per week.
- c. We require children to attend 2-3 days per week.
- d. We require children to attend every day we offer services.
- e. Other (specify): \_\_\_\_\_

14. If you are using attendance data from your center, how do you use it? **(Select all that apply)**

- a. We keep the attendance data on file for the grant director or evaluator to use.
- b. We track individual child attendance to ensure that they come regularly.
- c. We use data on attendance to adjust center offerings.
- d. We do not use attendance data
- e. Other (specify): \_\_\_\_\_

15. Some centers have sought accreditation or licenses from early childhood organizations. Please tell us if you have received accreditation from any of these organizations: **(Select any that may apply)**

- a. National Association for the Education of Young Children (NAEYC)
- b. Pathways: National Early Education and Care Accreditation
- c. Council On Accreditation Afterschool Certification
- d. Licensed by the state or other organization
- e. Other: \_\_\_\_\_
- f. Not accredited

**B. Communication with Families/Family Involvement**

16. How important are the following strategies to increase family involvement in your center?

	Not Important	Somewhat Important	Important	Very Important
a. Family members are welcome to visit any time throughout the day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Orientation sessions for new families are offered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Staff members encourage families to get involved in center events (e.g. volunteering in the center or at home, field trips, events, celebrations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Family input is considered in decisions about 21 <sup>st</sup> CCLC programming.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C. Behavior Management and Child Abuse Policies and Procedures**

17. How important are the following policies and procedures?

	Not Important	Somewhat Important	Important	Very Important
a. Staff members are trained in behavior management guidelines for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Staff members receive written behavior management policies based on developmentally appropriate expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Staff is trained to refrain from the use of harsh or severe physical, emotional, or verbal behavior management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- d. In lieu of "time out", staff uses non-punitive, respectful, supportive methods of behavior redirection.
- e. Staff members receive training in child abuse detection, prevention, and reporting.

## II. Curriculum\* and Academic Support Activities

### A. General Policies

18. Please respond to the following:

	No or Never	Sometimes	Often	Yes or always
a. The center provides literacy instruction for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. The center provides numeracy instruction for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. The center provides direct social- skills training for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. The center promotes social-emotional development, including positive social relationships, for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. The center provides recreational activities for children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. The center provides hands-on activities in educational development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Please respond to the following:

	No or Never	Sometimes	Often	Yes or always
a. Center has defined curricula for P/K children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. If so, what type of curricula? ( <b>Check all that apply.</b> )				
<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy/Math <input type="checkbox"/> Arts <input type="checkbox"/> Social-emotional <input type="checkbox"/> Science <input type="checkbox"/> Montessori <input type="checkbox"/> Creative Curriculum <input type="checkbox"/> High/Scope <input type="checkbox"/> Other, please specify: _____				
c. Center has defined curricula for children in grades 1-3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. If so, what type of curricula? ( <b>Check all that apply.</b> )				
<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy/Math <input type="checkbox"/> Arts <input type="checkbox"/> Social-emotional <input type="checkbox"/> Science <input type="checkbox"/> Montessori <input type="checkbox"/> Technology <input type="checkbox"/> Other, please specify: _____				

### B. Learning and Social Environment

20. Please respond to the following: How often are the following experiences provided to P/K children?

	Less than once per month	Once per month or more	About once per week	Daily or almost daily
a. Learning letters of the alphabet or new words	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Reading stories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Acting out stories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*Bredekamp and Rosegrant (1992) define *curriculum* as "an organized framework that delineates the content that children are to learn, the processes through which children achieve the identified curricular goals, what teachers do to help children achieve these goals, and the context in which teaching and learning occur"

	Less than once per month	Once per month or more	About once per week	Daily or almost daily
d. Naming colors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Counting or number concepts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Playing with geometric forms or puzzles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Participating in educational enrichment activities such as hands-on projects or self-selected reading time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Cooking, helping with food preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Participating in dramatic play such as dressing up or make believe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Block building or other construction work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Providing time for recreation, snacks, talking with friends	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Engaging in gross motor activities, such as running, dancing, or tumbling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Individualized or small group learning activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Trips to the local library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Other field trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Computer time, television, videos, DVDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q. Engaging in fine motor activities, such as drawing or painting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Performing arts such as theater, singing or playing instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Providing health, hygiene, or nutrition instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Providing scientific or nature exploration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u. Other (please specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Please respond to the following: How often are the following experiences provided to children in grades 1-3?

	Less than once per month	Once per month or more	About once per week	Daily or almost daily
a. Learning new words	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Reading stories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Acting out stories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Naming colors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Counting or number concepts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Playing with geometric forms or puzzles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Participating in educational enrichment activities such as hands-on projects or self-selected reading time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Cooking, helping with food preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Participating in dramatic play such as dressing up or make believe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Block building or other construction work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Providing time for recreation, snacks, talking with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Less than once per month	Once per month or more	About once per week	Daily or almost daily
friends				
l. Engaging in gross motor activities, such as running, dancing, or tumbling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Individualized or small group learning activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. Trips to the local library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. Other field trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p. Computer time, television, videos, DVDs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q. Engaging in fine motor activities, such as drawing or painting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r. Performing arts such as theater, singing or playing instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s. Providing health, hygiene, or nutrition instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t. Providing scientific or nature exploration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u. Other (please specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C. Physical Environment**

In the following set of questions, please consider whether your center provides space, furnishings, and materials which are developmentally appropriate for young children. Indicate the extent to which you agree with each of the following statements about your schools' environment.

22. This center's indoor space:

	Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
a. Has adequate storage space for equipment, materials, and personal possessions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Allows children to remove and return materials independently with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Provides space for staff to work or meet away from children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. This center's outdoor space:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
a. Provides children with regular opportunities to play outdoors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Provides a variety of outdoor equipment and games for both active and quiet play.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**III. Staffing**

**A. Staff Roles and Qualifications**

The following questions pertain to staff in your center.

24. How many total paid full-time or part-time staff members work with children?



25. How many of the following types of staff are included in your center?
- a. Certified teachers: \_\_\_\_\_
  - b. School or Education professionals providing in-kind\* services (e.g. principal, school nurse, counselor, dieticians, special education teachers): \_\_\_\_\_
  - c. Paraprofessionals or Teaching Assistants: \_\_\_\_\_
  - d. Community volunteers: \_\_\_\_\_
  - e. College students: \_\_\_\_\_
  - f. College student interns: \_\_\_\_\_
  - g. High-school students: \_\_\_\_\_
  - h. Elementary-school students: \_\_\_\_\_
  - i. Middle-school students: \_\_\_\_\_
  - j. Clerical staff: \_\_\_\_\_
  - k. Bus drivers or custodians: \_\_\_\_\_

(\* In-kind services are those unpaid services provided to the afterschool center by traditional school-day staff.)

26. How many of your paid staff have the following as their highest educational credential? Please note that ‘ECE’ stands for Early Childhood Education.

- |  |  |
|--|--|
| a. PhD/ EdD in ECE: _____                | i. Associate’s degree in ECE: _____                              |
| b. PhD/EdD _____                         | j. Associate’s degree (other) _____                              |
| c. Master’s degree in ECE: _____         | k. Valid Child Development Associate (CDA) credential _____      |
| d. Bachelor’s degree in ECE: _____       | l. Valid School Age credential _____                             |
| e. Master’s degree in Elem. Ed.: _____   | m. 90-hour Child Care Certification offered in some states _____ |
| f. Master’s degree (other): _____        | n. High School Diploma or GED: _____                             |
| g. Bachelor’s degree in Elem. Ed.: _____ | o. Less than high school: _____                                  |
| h. Bachelor’s degree (other) _____       |  |

**B. Staff Assessment**

27. How often does your center do each of the following?

	Rarely or Never	Once per year	2-3 times per year	4 or more times per year
a. Assess the competence of new or existing employees.	○	○	○	○
b. Conduct formal classroom observations.	○	○	○	○
c. Prepare/provide written classroom evaluations	○	○	○	○
d. Evaluation of leadership team members by supervisor or governing body.	○	○	○	○

**C. Staff Professional Development**

28. Does your 21<sup>st</sup> CCLC program require paid staff to attend professional development training each year?

- Yes     No

If Yes, how many hours of training per year does your program require? \_\_\_\_\_(hours)

29. Indicate the extent to which you agree or disagree with the following statements about staff development opportunities in your center (select one answer for each item).

	No	Yes	Don't Know
a. We have a written mission statement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. We provide written orientation materials for new staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Staff is very active in planning professional development activities in this center.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. This center offers incentives for staff to improve their behavior management and instructional techniques.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. How often does this center:

	4 or more times/year	2-3 times per year	Once per year	Rarely or Never
a. Provide on-site professional development training for staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Offer staff opportunities for off-site professional development training during their work day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Offer staff opportunities for off-site professional development training outside their work day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Provide other training opportunities (please specify)_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Provide on-line training opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. Who typically orients new staff? (**Select all that apply**)

- Director/supervisor
- Other staff
- No orientation

32. How often do the center staff meet to discuss center-related issues (without children) for at least 30 minutes?

- Never
- Once per year
- Every 2-3 months or once per semester
- Monthly
- Twice per month
- Weekly

**D. Staff Retention**

33. Please list the number of paid staff, aside from you, who have worked with the 21<sup>st</sup> Century-funded center (at least 5 hours per week) for the following durations. (Write a number on **each line**)

- |   | <b># of staff</b> |
|---|-------------------|
| a. Up to 1 school semester                  | _____             |
| b. More than 1 school semester up to 1 year | _____             |
| c. More than 1 year up to 2 years           | _____             |
| d. More than 2 years up to 5 years          | _____             |
| e. More than 5 years                        | _____             |

34. How many staff who work at least 5 hours per week have left the 21<sup>st</sup> Century-funded center in less than one semester?

\_\_\_\_\_ staff

35. What are the primary reasons staff leave the center? (**Select all that apply**)

- a. We have not had staff leave our center.
- b. Low pay
- c. Lack of benefits
- d. Inability to offer a full-time position
- e. Completion/graduation from a program (e.g., Americorps) or from school
- f. Terminated or not rehired
- g. Other (specify: ) \_\_\_\_\_
- h. Don't know

**IV. Health and Safety Policies and Procedures**

36. Please respond to the following:

	No, Never	Sometimes	Often	Yes, Always
a. Space is organized so that staff can see and hear children at all times.	○	○	○	○
b. Space accommodates enrolled children and staff with disabilities.	○	○	○	○
c. The facility operates with 2 or more staff people on the premises at all times.	○	○	○	○
d. Staff members are trained in the center's written policies and procedures to promote wellness and safeguard the health of children and staff.	○	○	○	○
e. During operating hours, at least one staff has current certification in pediatric first aid and CPR.	○	○	○	○
f. A written plan for emergency evacuation is posted in visible locations (e.g. floor plan and procedures).	○	○	○	○
g. The center has a written, up-to-date policies and procedures to prepare for and respond to medical and dental emergencies for children and staff.	○	○	○	○
h. The center accommodates children's dietary restrictions, medical or cultural.	○	○	○	○
i. The center prevents children with food allergies from coming into contact with allergen(s).	○	○	○	○

## V. **About You**

37. Are you....

- Male       Female

38. How many years experience do you have in your current position?

\_\_\_\_\_ years

39. How many years experience have you had in an administrative role (overall)?

\_\_\_\_\_ years

40. How many years experience have you had in an administrative role in early childhood?

\_\_\_\_\_ years

41. What is the highest level of education you have completed? (**Select one**)

- High school diploma  
 Associate's degree  
 Bachelor's degree  
 Additional coursework beyond the Bachelor's degree, but not a graduate degree  
 Master's degree  
 Education specialist or professional diploma based on at least 1 year of coursework past a Master's degree level  
 Doctorate  
 Other \_\_\_\_\_

42. Are you a certified teacher?

- Yes       No

43. Are you a full-time or part-time employee?

- Full-time employee       Part-time employee

44. If you are a part-time employee, what is your average number of hours you work each week?

\_\_\_\_\_

45. Are you a certified school administrator?

- Yes       No