APPENDIX A2.1

CHILD CARE CENTERS

OMB Control No.: 0584-XXXX Expiration Date: XX/XX/XXXX

Child Care Center Survey Instrument

IMPORTANT:

- When completing this questionnaire, please think ONLY of the <u>child care site</u> at the address listed in the cover letter that came with the questionnaire packet.
- Base your answers on your experiences with this site only.
- We may ask some questions for which you don't have the answer. If that's the case, please contact your sponsoring organization, someone else in your organization, or other appropriate person to get the information. Thanks in advance for doing so!

	Your Child Care Site's Initial Participation in CACFP
1.	In what year did your child care site <u>first</u> begin participating in CACFP?
	Don't know
2.	Thinking back on when you <u>first</u> applied to participate in CACFP, how long did it take from the time you first applied until your participation was approved?
	Less than 7 days
	1 week to 4 weeks □ 1 to 2 months □
	Longer than 2 months
	Don't know□
	Consent Backers and an Very Child Cons Site
	General Background on Your Child Care Site
3.	Is the organization that administers your site private not-for-profit, for-profit, or is it a public agency, school or school district? (Check one box)
	Private, not-for-profit
	Don't know □

4.	Is your	child care site licensed?
		Yes $\square \rightarrow$ GO TO QUESTION 5 No
		Don't know□
	4a.	Why does your child care site <u>not</u> have a license? (<i>Check one box</i>)
		We are license exempt
5.	How m	any total children is your child care site licensed to serve?
		Number of children
6.	Which	of the following age groups does your child care site serve? (Check all that apply)
		0-12 months
7.	Do you need?	and/or your staff refer any children in your care to other community services they may
		Yes

	7a.	Which of the following services do you make referrals to? (Check all that apply)
		The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Health programs that provide medical, dental, vision, hearing or speech screening Therapeutic services such as speech therapy, occupational therapy or other services for children with special needs Health insurance
		Don't know□
		Your Child Care Site Schedule
8.	How n	nany <u>days of the week</u> is your child care site <u>usually</u> open? Number of days
9.	Does	your site have split (a.m./p.m.) child care sessions? Yes

9a. <u>Please fill out the table below for your site's morning session only.</u> What hours does your site usually provide care for children each day of the week? If your site does not provide morning session child care on a particular day of the week, please check "My site usually does not provide A.M. child care on that day."

Day of the Week	Start time (AM)	End time (AM/PM)	My site usually does not provide A.M. child care on that day
Monday	_ : AM	_ : AM/PM	
Tuesday	: AM	_ : AM/PM	
Wednesday		: AM/PM	
Thursday	: AM	_ : AM/PM	
Friday	: AM	_ : AM/PM	
Saturday	AM	_ : AM/PM	
Sunday	AM	_ : AM/PM	

9b. Please fill out the table below for your site's **afternoon session** only. What hours does your site usually provide care for children each day of the week? If your site does not provide afternoon session child care on a particular day of the week, please check "My site usually does not provide P.M. child care on that day."

Day of the Week	Start time	End time	My site usually does not provide P.M. child care on that day
Monday	_ : PM	_ : PM	
Tuesday	_ : PM		
Wednesday	_ : PM		
Thursday	_ : PM	: PM	
Friday	_ : PM	 <u> </u> : <u> </u> PM	
Saturday	_ : PM		
Sunday	_ : PM	: PM	

GO TO QUESTION 11

Day of the	ne Start time (AM/PM)		time I/PM)	My site usu does not provide ch care on th day
Monday	_ : AM/PM		AM/PM	
Tuesday	_ : AM/PM		_ AM/PM	
Wednesd	ay _ : AM/PM		_ AM/PM	
Thursday	_ : AM/PM	:_	_ AM/PM	
Friday	_ : AM/PM	:_	_ AM/PM	
Saturday	: AM/PM		_ AM/PM	
Sunday For all of C	_ : AM/PM alendar Year <u>2014,</u> how	many <u>weeks</u> was your ch	AM/PM	eduled to be or
For all of C	AM/PM alendar Year <u>2014,</u> how umber of weeks	many <u>weeks</u> was your ch	ild care site <u>sche</u>	_
For all of C Nu	AM/PM alendar Year 2014, how umber of weeks Enrollme	many <u>weeks</u> was your ch	ild care site <u>sche</u>	eduled to be op
For all of C Nu In total, ho sessions, p	AM/PM alendar Year 2014, how umber of weeks Enrollme w many children are curre blease combine the enroll	many <u>weeks</u> was your ch	ild care site <u>sche</u>	eduled to be op
For all of C Nu In total, ho sessions, p	AM/PM alendar Year 2014, how umber of weeks Enrollme	many <u>weeks</u> was your ch	ild care site <u>sche</u>	eduled to be op
For all of C Nu In total, hor sessions, p	AM/PM alendar Year 2014, how umber of weeks Enrollme w many children are curre clease combine the enroll umber of children	many <u>weeks</u> was your ch	ild care site <u>sche</u> ite d care site? If yo	eduled to be op
For all of C Nu In total, hor sessions, p	AM/PM alendar Year 2014, how umber of weeks Enrollme w many children are curre please combine the enroll umber of children w many children are enroll	many <u>weeks</u> was your change of the sent at Your Child Care Sent at Your Child Care Sently enrolled at your child ment from all_sessions.	ild care site <u>sche</u> ite d care site? If yo	eduled to be op
For all of C Nu In total, hor sessions, p Nu 12a. Ho	AM/PM alendar Year 2014, how umber of weeks Enrollme w many children are curre please combine the enroll umber of children w many children are enroll Number of children are enroll	many weeks was your change of the second of	ild care site sche	eduled to be op

12c.	How many children are enrolled for <u>one or more weekend days</u> ? If applicable, include children counted in Q12a and Q12b, above.
	Child care site does not operate on weekends $\square \rightarrow$ GO TO QUESTION 13
	Number of children

	Average Daily Attendance at Your Child Care Site
In ans four w	swering the following set of questions, please think about <u>actual child attendance</u> during the <u>past</u> reeks.
13.	During the past four weeks, on a typical <u>weekday</u> how many enrolled children <u>attended</u> your child care site?
	Number of children _
14.	During the past four weeks, on a typical <u>weekend day</u> how many enrolled children <u>attended</u> your child care site?
	Child care site does not operate on weekends \square \rightarrow GO TO QUESTION 15
	Number of children
15.	Think about a typical <u>week</u> during the past four weeks. How many enrolled children <u>attended</u> your child care site for <u>5 or more days</u> ?
	Number of children _
16.	Think about a typical <u>week</u> during the past four weeks. How many enrolled children <u>attended</u> your child care site for <u>less than 5 days</u> ?
	Number of children _
	Meal Service and Menus at Your Child Care Site
Pleas	e answer the questions in this section about only the meals and menus <u>at your child care site</u> .
17.	Which of the following meals does your <u>child care site</u> serve <u>on weekdays</u> ? (Check all that apply)
	Breakfast

Evening snack......

18.	Which of the following meals does your child care site serve on weekends? (Check all that apply)
	Child care site does not operate on weekends $\ \square$
	Breakfast
19.	Please provide the <u>total number</u> of each <u>type</u> of meal and snack that were claimed for your child care site f <u>or CACFP in October 2014</u> .
	Breakfast _ _ _
	Morning snack _ _
	Lunch
	Afternoon snack _ _ _
	Supper
	Evening snack _ _ _
20.	Please provide the <u>total number</u> of each <u>type</u> of meal and snack that your child care site <u>served to</u> the children in October 2014, but were <u>not claimed for CACFP</u> .
	Breakfast _ _
	Morning snack _ _
	Lunch
	Afternoon snack _ _ _
	Supper
	Evening snack
21.	Does your child care site have any infants who receive breast milk while in your care? (Check one box)
	We do not have any infants enrolled at our child care site□
	Yes□ No□

22.	What	are the sources of the menus used at your child care site? (Check all that apply)
		Our own staff
NOT	E:	
If yo	u only	checked one box in Q22, go to Q23. Otherwise, go to Q22a.
	22a.	What is the <u>primary source</u> of the menus used at your child care site? (Check one box)
		Our own staff
23.	bank, serve'	l, some, or none of the <u>meals</u> you serve prepared by another organization (e.g., a food commercial food service vendor, or CACFP sponsor) and provided to your site as "ready to? (By "ready to serve" we mean you can serve the meal as it was prepared for you with ninimal work such as heating it up or cutting it into portion sizes.)
		All meals are provided to us by another organization "ready to serve"□ Some meals are provided to us "ready to serve" and some meals are prepared on site□ No meals are provided to us "ready to serve;" all meals are prepared at our site□ → GO TO QUESTION 24
	23a.	Where are most of the meals you serve prepared? (Check one box)
		At a central kitchen of my organization or my CACFP sponsor

		a catering permit \square
		At a food bank or emergency kitchen \square
		At a homeless shelter \square
		At another community site □
		Other
		(Please specify)
		· · · · · · · · · · · · · · · · · · ·
		Languages Spoken at Your Child Care Site
24.	Do an	y children currently enrolled at your child care site speak a language other than English?
		Yes
		No ☐ } GO TO QUESTION 25
		Don't know
	0.4	
	24a.	Does your site have at least one person on staff who can speak the same language that these children speak?
		Yes
		No □
	24b.	What languages do you and your staff speak when talking with the children at your child care site? (Check all that apply)
		English □
		Spanish
		Chinese
		French/Haitian Creole
		Tagalog
		Vietnamese
		Korean
		German
		Russian
		Miao/Hmong
		Arabic _
		Japanese \square
		Other language 🗆
		(Please specify)
	24c.	What is the <u>main language</u> you and your staff speak when talking with the children at your child care site? (<i>Check one box</i>)
		English \square
		English
		Spanish
		Chinese
		French/Haitian Creole
		Tagalog
		Vietnamese \square

Korean L
German
Russian
Miao/Hmong □
Arabic
Japanese
Other language
(Please specify)

	Children with Special Dietary Needs					
25.	Do any	children enrolled at your child care site have special dietary needs?				
		Yes				
	25a.	What policies does your child care site have to accommodate these children's dietary needs? (Check all that apply)				
		We require them to bring in a note from their medical provider documenting their special dietary needs				
		Staffing at Your Child Care Site				
3						
<u>individ</u>		er sections of this survey, please answer the questions in this section <u>only for your</u> <u>care site</u> . This is the site located <u>at the address on the cover letter that came with aire</u> .				
26.		nany employees, including you, work at your <u>child care site</u> ? (Please count part-time and e staff equally.)				
		Total number of employees				
27.		s the <u>usual number of children per adult</u> at this site at 10:00 a.m. on <u>weekdays</u> , for groups 5 year olds?				
		Number of children per adult				
28.		number of children per adult different during <u>weekends or evenings</u> that your child care site peration?				
		This child care site is not open weekends or evenings				

		evenings					
	28a.	What is the <u>usual number of children per adult</u> for groups of 3 to 5 year olds served during <u>weekends or evenings at this site</u> ?					
		Number of children per adult					
29. How many employees (counting part-time and full-time staff equally) at your child care on any of the following <u>food service</u> tasks: menu planning, food purchasing, food stora preparation, and/or food safety?							
		Number of employees _					
		None $\square \rightarrow$ GO TO QUESTION 30					
	29a.	Among all of the employees that work on any of these food service tasks, how many have received training in food service <u>as part of the mandatory annual CACFP training?</u>					
		Number of employees					
	29b.	How many of these employees have received <u>additional training</u> in food service that was not part of the mandatory annual CACFP training?					
		Number of employees					
		Internet Use at Your Child Care Site					
30.	Does y	our child care site have on-site access to the Internet?					
		Yes					
31.	Does y both fo	our child care site usually submit CACFP meal claim forms on paper, electronically, or in rmats?					
		Submit only paper claims $\square \to \text{GO TO QUESTION 32}$ Submit only electronic claims \square Submit both paper and electronic claims \square					
	31a.	Who developed the system your child care site uses to <u>electronically</u> submit CACFP claims? (<i>Check one box</i>).					
		Private source					

CACFP Sponsoring organization.	
Don't know	

31b. What is the name of the system your child care site uses for submitting CACFP electronically?						
		Minute Menu				
		Don't know				
		How Child Care is Funded for Your Site				
32.	or loca	any children enrolled at your child care site have <u>some or all</u> of their care paid for by <u>state</u> <u>I child care subsidies</u> (e.g. in the form of vouchers for the child, or grants or contracts with ogram)? Number of children				
33.	How many children enrolled in your child care site have <u>some or all</u> of their care paid for <u>by their families</u> , including those who pay co-payments?					
		Number of children				
		None \square \rightarrow GO TO QUESTION 34				
	33a.	What is the highest rate your program currently charges a family to enroll one <u>infant (less than one year old)</u> full-time?				
		\$ _, . per→Houl				
		½ day				
	33b.	What is the highest rate your program currently charges a family to enroll one $\underline{\text{child}}$ (age 1 year or older) full-time?				
		\$ _ _ , _ _ _ _ per → Hould → H				
		Week □				

MonthL	
Year [٦
Other [٦
(Please specify)	

	33C.	Does your child care site offer any child care discounts to families that pay for their care?						
	Yes □ No □ → GO TO QUESTION 34							
	33d. On what basis does your child care site offer these discounts?							
		Family income						
34.	Do you	charge families for meals, separately from your basic child care fee?						
	Yes							
Training and Assistance Provided by Your Sponsoring Organization								
o your	child ca	we are interested in the training and other assistance that your CACFP sponsor provided re site <u>during the past 12 months</u> , as well as on what CACFP-related topics it would be ve more training or assistance.						
35.		g the past 12 months, did you and/or staff receive any training from your P sponsor on CACFP issues?						
		Yes \square No \square \rightarrow GO TO QUESTION 36						
	35a.	<u>During the past 12 months</u> , what was <u>the most common format</u> that your CACFP sponsor used to provide this training? <i>(Check one box)</i>						
		Web-based In-person group classes or workshops One-on-one Other (Please specify)						

		received training from your <u>CACFP sponsor</u> ? (Check all that apply)
		CACFP meal requirements
	35c.	How satisfied are you with the training your child care site received from your CACFP sponsor?
		Very satisfied
36.	<u>During</u> sponso	the past 12 months, have you received any technical assistance from your CACFP r?
		Yes□ No□ GO TO QUESTION 37
	36a.	On what topics did you receive technical assistance from your CACFP sponsor? <i>(Check all that apply)</i>
		Menu planning/sample menus □ Food vendor contracts □

35b. During the past 12 months, on what topics have you and/or your staff

Staff training	
Budgeting	
Computer support	
Other	
(Please specify)	

	36b.	How satisfied are you with the technical assistance available from your CACFP sponsor?
		Very satisfied
37.		ere any food, nutrition, or CACFP-related topics on which you would like to be more training or assistance?
		Yes □ No □ → GO TO QUESTION 38
	37a.	On what topics would you like to receive more training or assistance from your CACFP sponsor? <i>(Check all that apply)</i>
		CACFP meal requirements

		Training Provided by Your Site to Your Staff				
		questions, we're interested in CACFP-related training that your <u>site</u> may have provided to g the past 12 months (not training provided by your CACFP sponsor).				
38.		the past 12 months, did your site provide any training to your staff on CACFP issues, such all patterns, nutrition, and eligibility for CACFP?				
	Yes					
	38a.	<u>During the past 12 months</u> , how many training sessions were provided by your site to your staff on CACFP issues?				
		Number of training sessions on CACFP issues				
		CACFP Monitoring Visits				
		-				
39.	•	g the past 12 months, how many times did your CACFP sponsor conduct a oring visit at your child care site?				
		Times during last 12 months $ $ $ $ $ $ $ $ $ $ $ $ $ $ IF = 0, GO TO QUESTION 45				
40.	How r	many of these monitoring visits were announced before the visit?				
		Number of monitoring visits announced before the visit				
		Don't know				
41.		the past 12 months, approximately how many minutes, on average, did a CACFP ring visit last?				
		Minutes per visit _				
42.		g the past 12 months, which of the following enrollment-related topics were ved during a CACFP monitoring visit at your site? (Check all that apply)				
		Child care license is current □				

Health and safety guidelines are followed ☐ A current enrollment record exists for each

43.	child□ The number of children in attendance is less than or equal to the licensed capacity□ Food allergies are documented□ Other□ (Please specify) During the past 12 months, which of the following claiming and menu-related
	topics were reviewed during a CACFP monitoring visit? (Check all that apply)
	Existence and accuracy of daily attendance records
44.	<u>During the past 12 months</u> , which of the following <u>meal-related topics</u> were observed and/or reviewed during a CACFP monitoring visit? (Check all that apply)
	Observed meal meets CACFP meal pattern requirements

Your Satisfaction with CACFP

45. Please rate your level of satisfaction with your CACFP sponsoring organization on the following factors: (Circle one number for each factor)

				Neither Satisfied				
		Very <u>Satisfie</u>	<u>Satisfie</u>	nor <u>Dissatisfie</u>	<u>Dissatisfie</u>	Very <u>Dissatisfie</u>	Don't <u>Kno</u>	Not <u>Applicabl</u>
Fac	<u>ctor</u>	<u>d</u>	<u>d</u>	<u>d</u>	<u>d</u>	<u>d</u>	W	<u>e</u>
a.	Availability someone to help when needed		2	3	4	5	-8	-9
b.	Turnaround time for payment of my claims		2	3	4	5	-8	-9
C.	Review of my child care site	1	2	3	4	5	-8	-9
d.	CACFP sponsor's use of technology	1	2	3	4	5	-8	-9
e.	Support of my child care site's use of technology for the CACFP	1	2	3	4	5	-8	-9
46.	How satis	sfied are you w	ith the CAC	FP meal reim	bursement le	vels?		
	S N E	ery satisfied Satisfied Veither satisf Dissatisfied Very dissatisf	ied nor di	ssatisfied				
		on't know			🗆			

	Your Perceptions of the CACEP
47.	How does the money from CACFP reimbursements change the way your child care site provides services? (Check all that apply)
	We can care for more children□
	We can serve more snacks or meals to
	children we serve □ We can serve higher quality meals □
	We can improve the non-food related parts of our
	program □ We can lower the fees we charge for our
	program
	Other □ (Please specify)
	(Flease specify)
48.	The following is a list of possible benefits of the CACFP. Please rank the three benefits you consider to be most important, with "1" being the most important, "2 being the second most important, and "3" being the third most important. (Rank 3)
	<u>Rank</u>
	CACFP provides nutritious meals to children
	CACFP teaches me and my staff to plan and prepare nutritious meals
	CACFP feeds children who would otherwise have limited access to nutritious food
	CACFP helps children develop healthy eating habits
	CACFP keeps down the cost of child care
	CACFP helps parents learn the importance of healthy eating
	CACFP helps child care programs stay in

49. Overall, how would you rate your child care site's level of burden to meet CACFP requirements? Think of burden as the amount of time and effort put into meeting the requirements.

business.....|___|

CACFP is an important part of the social safety net for children and families......

Very low burden E	
Low burden	7
Neither high nor low	
High burden [
Verv high burden D	

50.	Did you ever consider leaving CACFP?				
		Yes			
	50a.	What are the two main reasons you considered leaving CACFP? (Check 2 boxes)			
		Paperwork burden too high			
		Suggestions for Improving CACFP			
51.	Do you have any suggestions for improving the program support and oversight provided by your CACFP sponsoring organization? Yes				
		No $\square \rightarrow$ GO TO QUESTION 52			
	51a.	Which of the following suggestions do you have for improving the program support and oversight provided by your CACFP sponsoring organization? (Check all that apply)			
		Offer better feedback during monitoring visits Provide more timely feedback on results of monitoring visits			
		Provide clearer information about follow-up actions I need to take after a monitoring visit Provide clearer information about what constitutes a serious deficiency			

Focus monitoring visits on teaching not just	
enforcement	
Make monitoring visits less invasive □	
Other	
(Please specify)	

52.	Based on your experience, do you think any other areas of the CACFP no be improved?				
		Yes□ No□ → Thank you!			
	52a.	What suggestions do you have for improving CACFP?			
Thank envelo	-	completing the questionnaire. Please return it in the enclosed postage-paid			
		CACFP Sponsor and Provider Study			

1600 Research Blvd. Rm. ____ Rockville, MD 20850