

Survey Preparation Checklist

Preparing in advance can help you complete the survey more quickly and accurately. Gather the information below for the child care site identified in your survey invitation. Complete a separate survey for each licensed site. You may save your progress and return later. After submitting the survey for one site, you may email yourself a PDF of your responses to use as a reference when completing surveys for additional licensed sites.

Helpful records: Your most recent profit-and-loss statement, Schedule C or other tax return, QuickBooks reports, payroll and benefit records, facility bills, and other bookkeeping records.

Contact Information

- ☐ Name and title of the person completing the survey
- ☐ Phone number and email address for the survey contact

Private-Pay Rates

- ☐ The site's most common rate basis: hourly, daily, weekly, or monthly
- ☐ Most commonly charged part-time and full-time private-pay rates, if offered, for:
 - ☐ Infants (6 weeks through 12 months)
 - ☐ Toddlers (13 through 36 months)
 - ☐ Preschoolers (37 months or older but not enrolled in school)
 - ☐ School-aged children (enrolled in kindergarten or higher)
- ☐ If part-time rates are offered, the maximum number of hours that qualifies for the part-time rate

Enrollment and Capacity

- ☐ For each age group:
 - ☐ Desired capacity
 - ☐ Current enrollment
 - ☐ Average daily attendance
- ☐ Number of classrooms serving infants, toddlers, preschoolers, school-aged children, and mixed-age groups (centers only)
- ☐ Whether the site tracks enrollment of children with special needs and, if so, the approximate percentage of enrollment
- ☐ Types of support for children with special needs that increase costs, such as additional or specialized staff, adaptive equipment or technology, and specialized supplies

Child Care Subsidy Programs

- ☐ Whether the site enrolls, or is willing to enroll, children using CCAP and TANF/ASPIRE Child Care Subsidy Program assistance
- ☐ Whether the site limits enrollment through either program and the approximate maximum share of total enrollment allowed
- ☐ If the site does not participate, the two primary reasons for not participating in each program

Program Operations

- ☐ Days of the week the site provides child care
- ☐ Earliest arrival and latest departure times for each operating day
- ☐ Months of the year the site provides child care

Staffing and Benefit Costs — Last Year

- ☐ Whether the site employed staff last year
- ☐ Total annual wages and salaries paid across all paid roles (family child care programs should exclude the home provider/owner)
- ☐ Annual employer costs for staff benefits, entering zero when not offered:
 - ☐ Health insurance
 - ☐ Retirement
 - ☐ Paid time off
 - ☐ Tuition reimbursement
 - ☐ Other staff benefits

Other Program Costs — Last Year

- ☐ Classroom costs, including materials, curriculum, equipment, food, and cleaning supplies
- ☐ Monthly rent or mortgage; if donated or discounted, an estimate of full market rent, if known
- ☐ Utilities and insurance
- ☐ Maintenance, including cleaning, yard care, pest control, and repairs
- ☐ Administrative support or services, including accounting and web-based services
- ☐ Accreditation fees
- ☐ Marketing expenses
- ☐ Estimated value of donated goods or services, if applicable:
 - ☐ Donated staff time
 - ☐ Donated materials or equipment
 - ☐ Donated or discounted facilities
 - ☐ Food subsidies
 - ☐ Grants or other external supports
- ☐ Any additional costs not captured above

Revenue — Most Recent Fiscal Year

- ☐ Total revenue (Schedule C, Line 1, if applicable)
- ☐ Total net revenue or loss (Schedule C, Line 31, if applicable)
- ☐ Primary revenue sources, such as:
 - ☐ Private pay and child care subsidies
 - ☐ State or federal programs and grants
 - ☐ Head Start or Early Head Start
 - ☐ Public preschool or early intervention/special education funding
 - ☐ Foundation or local grants and fundraising
 - ☐ CACFP reimbursement
 - ☐ Registration, late, or other fees

Multiple programs at one location: If programs share staff or facility expenses, be prepared to report only the portion reasonably attributable to the licensed site identified in the survey invitation.