

Educare National Evaluation – School Information Form **Tips from Oklahoma City on using Child Plus to complete the form**

This survey asks about the classrooms and children in your Educare building. (Some Educare LEPs collect data at other schools or sites that are NOT in the Educare building — do not consider or count these when completing this school information form.)

Please provide responses that reflect capacity and enrollment in your Educare building on **October 15** and **April 15** (and at other times as capacity or enrollment change, if desired).

Date: ____/____/____

Educare School: _____

A. Overall Capacity and Enrollment **This info can be found in the C+ Set up>Agency Configuration>Program Info per grant.**

- 1a. What is the maximum number of children¹ who could be enrolled in your Educare building if all classrooms were open? _____
- b. How many of this maximum number are slots for infants/toddlers/twos (ages birth-3)? _____
 - c. How many of this maximum number are slots for preschoolers (ages 3-5)? _____
2. What is the maximum number of children who could be enrolled as of this date given the current classrooms that are open? _____ (The response could be the same as #1a.)
- 3a. As of this date, how many children are enrolled in all classrooms in the Educare building? _____ **This info can be found by filtering the participant list by site.**
- b. How many of those children currently enrolled are infants/toddlers (ages birth-3)? _____
 - c. How many of those children currently enrolled are preschoolers (ages 3-5)? _____ **This info can be found by filtering the participant list by IT or PK classrooms.**

¹ This number does not have to be a school's licensed capacity, it should be whatever the school considers to be the total number of children they would enroll if fully funded.

B. Children and Families

In the Educare National Evaluation database, there is a designation of “Educare” and “non-Educare” for children (and staff). At some schools, only children who meet certain eligibility criteria (e.g., low income, in foster care, experiencing homelessness, etc.) are designated as “Educare” children. Other children who attend the school but who are not income- or otherwise eligible are designated as “non-Educare.” At other schools, all children attending the Educare school are considered to be Educare children.

1. Are any children at your Educare school designated as “non-Educare” for the purpose of the Educare National Evaluation? ☐ Yes ☐ No
2. If yes - In the space below, please let us know how you consider eligibility as determined by income or other criteria in designating the children enrolled at your Educare schools as “Educare” or “non-Educare” children.

For your Educare school’s current enrollment, please provide the following (by “Educare” and “non-Educare,” if you use the non-Educare designation):	Educare	Non-Educare (if any; use your definition provided in B2.)
3. # children (total)		
4. # families		
5. # children with an identified disability (IFSP/IEP)		
6. # children whose parents have consented for them to be in the Educare National Evaluation		
7. # families with children consented to be in the Educare National Evaluation		
Comments: This info can be found by filtering the participant list by participant groups if your agency uses that feature except #4. For #4, pull report 9731 page 1, export the data to excel, remove duplicates and retrieve the number of families.		

C. Classrooms

1. If all classrooms in your Educare building were open, how many total classrooms (infants through preschool) would you operate? _____

Please provide the # of:	Infant/toddler/twos (ages birth-3) ²	Preschool (ages 3-5) ³
2. Classrooms open now		
3. Classrooms serving Educare children only		
4. Classrooms serving a mix of Educare and non-Educare ⁴ children		
5. Classrooms serving non-Educare ⁴ children only		
6. Classrooms currently fully staffed ⁵		
Comments: For #6, I got this info from a spreadsheet I created. It is a position control sheet used to track staff so I got this info from that spreadsheet and the employee that keeps that spreadsheet up-to-date not Child Plus per se.		

D. Staffing Vacancies

Please provide the number of vacancies or openings for each type of position. If there are no vacancies, please record a 0. It is possible that not all positions are included in all Educare schools. If this is the case, please mark Not Applicable. **This info could be pulled in Child Plus by going to Management>Personnel>Change who appears in the list and sort by position.**

Position	Total positions	Vacancies /openings	Notes
1. Lead teacher/Co-Teacher - Infant/toddler/twos			
2. Lead teacher/Co-teacher - Preschool			

² Early Head Start for those schools receiving Head Start funding

³ Head Start Preschool for those schools receiving Head Start funding or the two years prior to kindergarten eligibility

⁴ If you use the non-Educare designation and based on the definition that was provided in B2.

⁵ Should be equal to or less than your response for C2. Fully staffed means no short- or long-term substitutes. If school policy allows for exceptions to standard minimum qualifications – such as staff members working toward required credentials, participating in apprenticeship programs, etc. – then include these staff when considering which classrooms are fully staffed.

Position	Total positions	Vacancies /openings	Notes
3. Teacher assistant/Associate teacher – Infant/toddler/twos			
4. Teacher assistant/Associate teacher – Preschool			
5. Teacher aide assigned to an infant/toddler/twos classroom			
6. Teacher aide assigned to a preschool classroom			
7. Floater, Classroom Aide/Paraprofessional working across multiple classrooms			
8. Mentor Teacher/Coach			
9. Family Engagement Supervisor			
10. Family Engagement Staff			
11. School leader/director			
12. Executive leader(s)			
13. Other			