



YWCA Child Care Solutions Annual Update Form for Child Care Centers

1. Basics About Your Child Care Program *–(please print)*

Business Name (if licensed, as it appears on license) _____

Contact Person _____ Title _____

Street Address _____

City _____ ZIP Code _____ County _____ Region _____

Mailing Address *(if different than above)* _____

City _____ ZIP Code _____

Business Phone Number (_____) _____ - _____ Ext. _____ Other Phone Number (_____) _____ - _____

Fax Number *(if applicable)* (_____) _____ - _____

E-mail Address *(if applicable)* _____ @ _____

Business Web Site Address *(if applicable)* _____

Type Of Care – *(check only one)* Which is your primary purpose of your program?

- | | | |
|---|---|---|
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Preschool Center Only | <input type="checkbox"/> School-Age Care Program Only |
| <input type="checkbox"/> Head Start/Early Head Start Only | <input type="checkbox"/> Preschool For All Only | <input type="checkbox"/> Special Needs Care Only |
| <input type="checkbox"/> Before/After School Only | <input type="checkbox"/> Park/Recreation Program Only | |

First Provided Care – Enter date the provider/program began care with current license, if licensed _____

Care Setting

Our program is located in a: *(check only one)*

- Non-Residential
 Faith-Based
 Workplace
 Public School Setting
 College Setting
 Hospital Setting
 Chain Center
 None of the above, *Please Explain:* _____

Our program is: Employee Sponsored
 Employee Restricted
 Center with preschool program

Please name employer _____

Total Center Staff –How many staff are currently employed in your program? Please include those staff in these positions only: Administrative Director, Director/Teacher, Teacher, Assistant Teacher, School-Age Worker, and Assistant School-Age Worker who are permanent, full-time and part-time staff in the child care program. Do not include temporary, substitute or seasonal employees. _____

Computer

Do you have a computer on –site? Yes No If no, skip the next question about Internet Service.
 Does this on-site computer have Internet Service? Yes No

License Information – (check only one)

- Our program is License Exempt
- Our program is licensed by the Department of Children & Family Services (DCFS)

License ID Number: _____ Expiration Date: ____/____/_____

License Type – (check all that apply)

- Day
- Overnight
- Center

Capacity

Day-time Capacity

Total day-time license or exempt capacity _____

Total Desired day-time Capacity _____ (Maximum # of children you plan to care for at any one time.)

Total day-time vacancies you currently have _____ Are these vacancies for any age child? _____

Night-time Capacity

Night Capacity (total overnight capacity listed on license or exempt capacity) _____

Total Desired night-time Capacity (Maximum # of children you plan to care for at any one time.) _____

Total night-time vacancies you currently have _____ Are these vacancies for any age child? _____

Ages of children you are willing to accept: **(enter the number and circle one)**

Age of youngest child: _____ weeks months years Age of oldest child: _____ weeks months years

Funding (check all that apply)

- Our program receives Head Start funding.
- Our program receives Illinois Board Of Education Pre-K funding.
- We are a non-profit organization.

Referral Status (check all that apply)

Referral Status means you are willing to have your name given to parents looking for childcare.

- We want to be part of the referral service (regardless of current openings)
- We do not wish to be part of the referral service.

Transportation

Our program is within walking distance of a school: Yes, specify school: _____ No

We provide regular transportation. If yes, see below. Yes No

- May provide, on family to family basis To/From Home To/From Preschool
- To/From School To/From Activity To/From Other: Explain _____
- We are located near public transportation (Example: bus line, train, etc.)

Program Information

- Montessori Teacher Training Certificate from an organization affiliated with Montessori Accreditation Council (MACTE), American Montessori Society (AMS), or Association Montessori International (AMI).
- We incorporate religious curriculum or practices into our program.
- We have a kindergarten on-site.
- We have a grade school on-site.
- We provide a parent co-op service singly or as part of other services.
- We provide respite care. (Occasional care for children with disabilities.)

Program Environment (check all that apply)

- We have pets. Indoor Outdoor (do not include fish aquariums)
- We maintain a smoke-free environment (no smoking allowed at any time).
- We have a fenced yard (Outdoor play area used for child care is completely fenced in).
- Our program is wheelchair accessible.
- Our program has an indoor/outdoor pool.
- Our program is located on waterfront property.

Safety

- Provider has valid CPR (Cardiac Pulmonary Resuscitation) certification.
- Provider has valid certification in First Aid Training.
- Provider/program has an on-site nurse.

Special Needs

Enter the number of children with Special Needs currently enrolled in your program _____

(a child with special needs/disabilities is a child who has been diagnosed by a professional and is receiving special services from a public school, community agency, or regular care by a physician for a medical condition)

- Provider/staff have experience w/caring for a child w/special emotional needs and/or behaviors i.e. ADD, ADHD, etc.
- Provider/staff have experience with caring for a child with physical needs such as Spinal Bifida, Cerebral Palsy, etc.
- Provider/staff have experience in caring for a child with developmental delays.
- Provider/staff can sign fluently to communicate on a daily basis.
- Provider/staff have experience or training in caring for a child who has asthma and uses a nebulizer or inhaler or has life threatening allergies.
- Provider/staff have experience or training in working with a child with visual/hearing impairments.
- Provider/staff have experience or training in working with children who have sensory disabilities (tactile deficiency, over-stimulation due to environment).
- Provider/staff have experience or training for a condition, which requires medical procedure to be performed by the provider such as tube feedings, diabetes, monitor or seizures.
- Provider/staff have experience or training of a child diagnosed with autism.
- Provider/staff have experience or training in caring for a child(ren) who are gifted.
- Provider/staff have experience or training in caring for premature infant(s).
- Provider/staff have experience caring for children who use an apnea monitor.
- Provider/staff have experience caring for a child with other types of special needs. Please specify: _____

Meals

- We are a member of the USDA food program. We provide breakfast. We provide AM snacks.
- We provide lunch. We provide PM snacks. We provide dinner.
- Parents are asked to furnish child's own meals/snacks.
- We accommodate special diet such as health, religious and/or cultural.

Child Care Assistance Program (CCAP) (check all that apply)

- We will consider accepting IL Department of Human Services certificate payment (known as Child Care Assistance Program), administered by the CCR&R subsidy unit, to serve children eligible for subsidized care.

- Our program has an annual IL DHS contract to serve a specified number of children eligible for DHS subsidized care.
- We will consider accepting IL DCFS Vouchers for foster children, protective services, or special needs children.
- We offer scholarships to parents to help cover the cost of care.
- We charge tuition on a sliding fee scale based on family income.
- We are an employer-sponsored program, which offers some form of financial assistance to employees of a designated employer.
- We give a discount for additional children in one family.

Program Policies (check all that apply)

- Our rates may be given out to parents.
- We charge when a child is absent due to illness.
- We charge when a child is absent due to vacation or a holiday.
- We ask families to sign written contracts.
- We have written policies for families.
- Exempt to License – Office Use Section
- We provide contracts, policies or other business materials in languages other than English

Which languages? _____

Languages(check all that apply)

Mark below the fluent languages of your staff used to communicate with the children and parents.

- English
- Spanish
- Native American (Ojibwe, Lakota, etc.) Please specify: _____
- Asian language Please Specify: _____
- African language. Please specify: _____
- European language. Please specify: _____
- Other: Please Specify: _____

Accreditation/Credential/Affiliations

Our program is accredited by:

- NAEYC National Association for the Education of Young Children
- NAA National After School Association
- NAC National Accreditation Commission
- NECPA National Early Childhood Program Accreditation
- Other Accreditation, specify _____
- IDC Director has earned his/her Illinois Directors Credential
- Head Start partnership
- Other Partnership (with another entity not Head Start or Preschool For All) Please list: _____
- Great START
- We are a member of IL AEYC.
- We are a member of NAEYC.
- We are a member of a local center directors association.

Hours of Operation – Enter in Provider Shift One:

(Providers may be open for operation a maximum of 18 hours per day)

Number of shifts you are open: _____ *(For each shift, please fill in the table below indicating a.m. and/or p.m.)*

SHIFT #1			SHIFT #2			SHIFT #3		
Days	Start Time	End Time	Days	Start Time	End Time	Days	Start Time	End Time
Monday	A P	A P	Monday	A P	A P	Monday	A P	A P
Tuesday	A P	A P	Tuesday	A P	A P	Tuesday	A P	A P
Wednesday	A P	A P	Wednesday	A P	A P	Wednesday	A P	A P
Thursday	A P	A P	Thursday	A P	A P	Thursday	A P	A P
Friday	A P	A P	Friday	A P	A P	Friday	A P	A P
Saturday	A P	A P	Saturday	A P	A P	Saturday	A P	A P
Sunday	A P	A P	Sunday	A P	A P	Sunday	A P	A P

A=AM P=PM

Additional Comments Regarding Schedules:

Our hours of operation are flexible to one hour earlier than normal hours and/or 1 hour after normal closing.

Schedules Accepted

We are open: *(check all that apply)* Full-time (more than 35 hours/week) Part-time (34 hours or less/week) Both

We are open: *(check only one)* Full Year School Year Only Summer Only

We accept the following schedule(s): *(check all that apply)*

- Drop-in *(used infrequently)*
- Before School
- 24-hour
- Rotating *(varying schedules, example: Monday/Wednesday one week, Tuesday/Thursday next week)*
- Temporary/emergency *(short-term, back-up care, space permitting)*
- After School
- Holidays/Vacation *(open holidays and/or during school breaks)*

Wages and Benefits (Optional) *(Please fill in the table for applicable positions. Do not include the names of staff)*

The wage and benefits information you provide will be combined with information submitted by others who work in child care in Illinois that support the efforts to improve wages and access to benefits for the child care profession. Your confidentiality will be protected, and the information on wages and benefits will not be released in any way that identifies your staff or program.

* For salaried employees, please calculate an hourly wage. If the employee receives an annual salary, please calculate the hourly wage by dividing the annual salary by the # of hours worked per week and the # of weeks worked per year.

Staff Title	Highest Hourly Wage Offered*	Lowest Hourly Wage Offered*	Benefits (check all that are offered)
Aide or School-age Worker	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships

Assistant Teacher	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships
Teacher	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships
Assistant Director	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships
Director	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships
Other (please specify)	\$ _____	\$ _____	<input type="checkbox"/> Sick Pay <input type="checkbox"/> Vacation pay <input type="checkbox"/> Holiday pay <input type="checkbox"/> Partial Medical Ins. <input type="checkbox"/> Full Medical <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement <input type="checkbox"/> Discounted child care <input type="checkbox"/> Disability Ins. <input type="checkbox"/> Training /education scholarships

Ethnicity (Optional)

We are committed to creating and promoting a culturally responsive childcare system. The information collected below is important in helping us track the entry and participation of people of different cultures and ethnic groups in the child care field. It will also help us provide funding, training, and outreach to childcare providers of all cultural backgrounds. This information will not be provided to parents seeking childcare referrals.

I do not wish to answer this question.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Native Hawaiian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Samoan | <input type="checkbox"/> Guamanian or Chamorro |
| <input type="checkbox"/> Other Asian, please specify: _____ | | | |
| <input type="checkbox"/> Other Pacific Islander, please specify: _____ | | | |
| <input type="checkbox"/> Other, please specify: _____ | | | |

Number of persons on staff who speak a language other than English at home: _____

Staff #1:

What Languages: _____

How well does this person speak English?

- Very Well Well Not Well Does not speak English

Staff #2:

What Languages: _____

How well does this person speak English?

- Very Well
 Well
 Not Well
 Does not speak English

****The final portion of this update involves a MARKET RATE SURVEY. This is a survey that is conducted every two years to survey the “price” of child care in the local market. To do this, we need to collect information regarding a provider’s rates and current enrollment. The market rate survey is used to determine equitable payment rates for subsidized child care. Provider participation is vitally important to the child care provider community. Setting fair subsidy payment rates depends on obtaining current rates from a large percentage of both center and family home providers from all regions of Illinois. Individual rate information we collect is not shared with parents. Please complete the RATE and CAPACITY sections so that we can accurately represent our region’s “price” of child care.**

Rates

I do not wish to disclose rate information.

If you provide childcare during weekdays (Monday-Friday) please list the **three** most common full-time and/or part-time rates you charge to parents for each age group you serve in the box below. (See example rates)

Example Types of Rates:

- Weekly Full-time (WFT) Weekly Part-time (WPT) Daily Full-time (DFT) Daily Part-time (DPT)
 Hourly Full-time (HFT) Hourly Part-time (HPT) Monthly Full-time (MFT)
 Monthly Part-time (MPT) Other Full-time (OFT) Other Part-time (OPT) Please explain “other” rates:

WEEKDAY RATES

Age Group	Example Rate	Rate #1	Rate #2	Rate #3
Type of Rate	HFT			
Infant	\$2.50			
Toddler (ages 15 months to 2 years)	\$2.25			
2 Year Olds	\$2.25			
3-4 Year Olds	\$2.00			
5 Year Olds & Kindergarten	\$2.00			
School-Age <i>Before and After Rates Only</i>	\$2.00			
School-Age Care <i>Summer Care Only</i>	\$2.00			

Other Fees

- We charge a registration/application fee Yes Specify amount \$ _____ No
 We charge a deposit Yes Specify amount \$ _____ No
 We charge a meal/snack fee Yes Specify amount \$ _____ No
 We charge for materials/supplies Yes Specify amount \$ _____ No
 We charge for field trips Varies _____ No
 We charge for transportation Yes Specify amount \$ _____ No
 We charge when a child is absent due to illness, holidays, vacation, etc. Varies _____ No

Capacity and Vacancies (Please enter appropriate number of children where applicable for each shift that you are open)

Age Group	*Desired Capacity	**License Capacity	Full-time Vacancy	Part-time Vacancy	Earliest Vacancy Date
Infant					
Toddler (ages 15 months to 2 years)					
2 Year Olds					
3-4 Year Olds					
5 Year Olds & Kindergarten					
School-Age <i>Before and After Only</i>					
School-Age Care <i>Summer Care Only</i>					

* Desired capacity is the number of children in each age group you prefer to have.

** Total day-time capacity stated by licensure or if license-exempt number of children allowable to be legal.

Your Privacy Rights and Data Release Agreement:

The purpose of collecting this information is to:

- 1) Provide referrals to parents who are looking for child care. Only providers who have indicated their participation in # 2 of this survey will be included. This may be through mail, phone or other means;
- 2) Provide training and technical assistance to meet your program needs;
- 3) Report and gather statistics on child care supply and demand. This data influences planning, policy development, funding levels. Statistical information, which does not include provider names, may be shared with the Department of Human Services, Department of Children & Family Services, communities, foundations and others;
- 4) Provide mailing labels to approved organizations or agencies offering professional development or funding opportunities to child care providers (such as conferences, grants, Great START, etc.) We do not provide mailing labels for solicitation purposes.
- 5) By completing this survey your program may be eligible for funding to expand or improve your program.

Note: You are not required to provide this information, but without it, we will not be able to fully meet the duties outlined above. This notice covers all changes you make in your file (by phone, in person, or written form) until your file is deleted from the database.

I authorize the information in this form to be used as outlined above and all information is true to the best of my knowledge.

Print Name _____ Title _____

Signature _____ Date: _____

We can accept this completed form by mail, fax, or email:

By Fax: 815-484-9456 (Please attention the fax to the Annual Updates Department)

By Mail: Attention: Annual Updates

YWCA Child Care Solutions

4990 East State Street

Rockford, IL 61108

By Email: mhernandez@ywcachildcaresolutions.org or merrilie@ywcachildcaresolutions.org