



# **FILLING OUT THE OPENING REPORT**

**For Early Childhood Programs**

**Pacific Union Conference**

**Early Childhood Education and Care Division**

# ECEC POLICY #5610

Each ECEC program is responsible for completing and submitting the Annual Opening Report to their local conference office liaison by September 15.

The conference liaison forwards the report to the Pacific Union Conference Office of Education Early Childhood Education and Care Division.

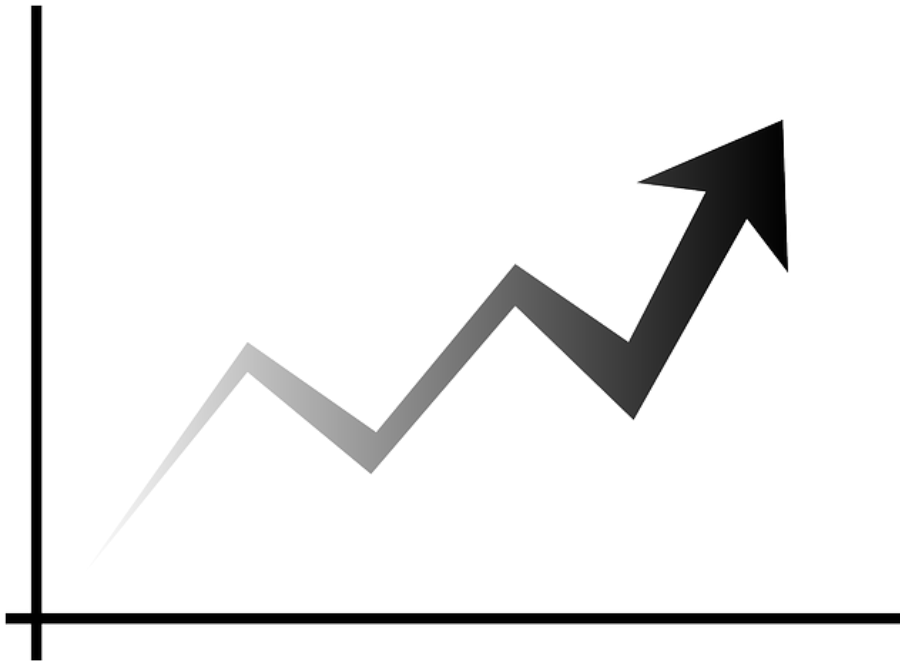
The Opening Report is supplied by the PUC ECEC Division at:

<http://paucearlychildhood.adventistfaith.org/opening-and-closing-reports>.



# WHAT PURPOSE DOES THE DATA SERVE?

1. To track the progress/growth of the ECEC's from year to year
2. To visualize trends, which show what support is needed for ECEC's.



# FILLABLE FORM AVAILABLE ON-LINE

Use the **current** fillable Word form posted on the PUC ECEC website.

OPENING REPORT Fiscal Year -

The director of the ECEC program shall submit an annual Opening Report and Program Staff Worksheet:

- which includes data for each age group served by the program as well as data for each staff member
- to the **local conference office of education**
- the local conference ECEC liaison will forward a copy to the Pacific Union Conference ECEC
- by the September 15 or check with your local conference liaison

Pacific Union Conference				Local Conference:					
<b>PROGRAM INFORMATION</b>									
<input type="checkbox"/> Church-based Program				<input type="checkbox"/> School-based Program					
1. Name of Program:									
2. Address:									
Street Address									
City				State		Zip			
3. Telephone:				Fax:		E-mail:			
4. Name of Director:									
5. Type of Program* (check all that apply)									
<input type="checkbox"/> Infant		<input type="checkbox"/> Toddler		<input type="checkbox"/> A.M. Pre-School Only		<input type="checkbox"/> Pre-Kindergarten			
<input type="checkbox"/> Pre-School and Child Care		<input type="checkbox"/> Before & After School Care		<input type="checkbox"/> School-age Summer Program					
6. Size of Program*		Licensed Capacity	#	Part-time Clients	#	Full-time Clients	#	Full-time Equiv	#
<b>OPENING REPORT</b>									
7. Enrollment Total*:				Date:		6 wks – 12 mos:		12 – 24 mos:	
24 – 36 mos:		36 – 48 mos:		48 – 60 mos:		60 mos – school age:		Special:	
8. Religious Affiliation*									
How many children have at least one parent/guardian Adventist member?									
Religious affiliation unknown									
How many ECEC students are now attending Adventist kindergarten?									

**\*INSTRUCTIONS**

5. Check those that most closely describe the services of your program.
6. Breakdown of enrollment by contractual agreement. (See census worksheet)
7. Include all enrolled clients: full-time and part-time.
8. Provide a breakdown of religious affiliation based on whether or not the child has at least one Adventist parent or guardian, or none.



# TWO-PAGE FORM

The Opening Report comes in two parts.

- Part one asks for specific information about the **ECEC Program**.
- Part two refers to the **staff**.

PROGRAM STAFF WORKSHEET																	
Pacific Union Conference										Local Conference:							
Name of Program:																	
Staff Information												Total Number of Staff				ADDITIONAL DATA	
NAME OF EMPLOYEE*	TITLE	MALE	FEMALE	PART TIME	FULL TIME	SDA CHURCH MEMBERSHIP	SDA ECEC PAR**	SDA ELEM CRED	STATE CDC PERMIT	STATE ELEM CERT	LESS THAN 6 ECE-SU***	6-12 ECE-SU	12 OR MORE ECE-SU	AA W/12+ ECE-SU	BA W/12+ ECE-SU		MA W/12+ ECE-SU
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

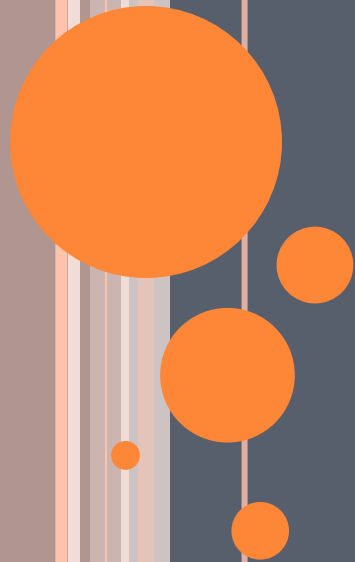
\*EMPLOYEE INCLUDES ALL PERSONNEL, SUCH AS PROGRAM ADMINISTRATORS, TEACHERS, SUPPORT STAFF, STUDENT TEACHERS AND VOLUNTEERS. \*\*PROFESSIONAL ACHIEVEMENT RECOGNITION CERTIFICATION. \*\*\*SU = SEMESTER UNITS





# COMMON QUESTIONS

About the Opening Report and Staff Worksheet



# SCHOOL-BASED OR CHURCH-BASED?

How do you know if you are a school-based or church-based ECEC?

- A school-based ECEC is on or near a school campus and is **sponsored** by the school.
- A church-based ECEC is on or near a church facility and is **sponsored** by the church.

Pacific Union Conference	Local Conference:
<b>PROGRAM INFORMATION</b>	
<input type="checkbox"/> Church-based Program	<input type="checkbox"/> School-based Program



# PART-TIME OR FULL-TIME CLIENTS?

How do you determine if the children are part-time or full-time ?

- **Part-time Clients:** scheduled to only attend part of the day or only a few days a week, such as M-W-F or T-T-H.
- **Full-time Clients:** scheduled to attend full days Monday through Friday.
- Place the total number of clients in the appropriate boxes.

6. Size of Program*	Licensed Capacity	#	<b>Part-time Clients</b>	#	<b>Full-time Clients</b>	#	Full-time Equiv.	#
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# HOW IS FULL-TIME EQUIVALENT CALCULATED?

The census is used to maximize the program's capacity. Knowing the date of birth (DOB) of each student will aid in projecting future openings, helping enrollment to remain stable throughout the year. Tracking the full-time and part-time enrollment of each student will assist in maintaining full classrooms on a daily and weekly basis. Filling the entire row, enter a "0" to indicate a child is not contracted to be in attendance. Enter a "1" to indicate a child is contracted to be in attendance. The final column is necessary for determining the full-time equivalent (FTE) enrollment of each classroom. The FTE information directly impacts the program's operating budget allowing the director to quickly determine the financial stability of each individual classroom and thus the program as a whole. To calculate, enter the sum total of each row. These row totals are then summed and divided by ten to determine the FTE total.

Classroom Name \_\_\_\_\_

CHILD'S NAME & DOB	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		FTE
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	
1 Example											
2 M. Smith 01-01-12	0	0	1	1	1	1	1	1	0	0	6
3 M. Jones 02-01-11	1	1	1	0	1	0	1	0	1	0	6
4 M. Hatfield 10-30-12	1	1	0	0	1	1	0	0	1	1	6
5 M. McCoy 12-12-11	1	1	1	1	1	1	1	1	1	1	10
6											
7											
8											
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30											
31											
32											
33											
CLASSROOM TOTALS	3	3	3	3	4	4	3	2	3	2	2.80

**Full-Time Equivalent (FTE)**  
 Sum total of each row  
 6  
 6  
 6  
 6  
 $\pm 10$   
 Sum total of FTE column 28  
 Divide by ten  $28/10 = 2.8$   
 In this scenario there are four children enrolled in this classroom, but only a full-time equivalent of 2.8 children.

Daily classroom enrollment

**Full-Time Equivalent (FTE)**  
 1. Sum total of each row  
 2. Sum total of FTE column  
 3. Divide by ten

The Census Sheet, which is available on the PUC ECEC website, will help you determine **FTE**.

(Not required, but a tool to help understand FTE.)



# HOW TO FILL OUT THE CENSUS SHEET

- Enter the child's name and date of birth.
- Fill the entire row with "0" or "1". "0" indicates the child is not contracted to be in attendance. "1" indicates the child is contracted to be in attendance.
- Add the numbers in the row and place the total in the **FTE** column.

CHILD'S NAME & DOB		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		<b>FTE</b>
		A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	
1	Example											
2	M. Smith 01-01-12	0	0	1	1	1	1	1	1	0	0	6
3	M. Jones 02-01-11	1	1	1	0	1	0	1	0	1	0	6
4	M. Hatfield 10-30-12	1	1	0	0	1	1	0	0	1	1	6
5	M. McCoy 12-12-11	1	1	1	1	1	1	1	1	1	1	10



# THE FULL-TIME EQUIVALENT EQUATION

- Add the FTE column and divide by 10 (total number of parts in a week.)

This is the FTE of children.

- Formula for this example:

$$6 + 6 + 6 + 10 = 28 \div 10 = 2.80 \text{ FTE}$$

CHILD'S NAME & DOB		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		FTE
		A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	
1	Example											
2	M. Smith 01-01-12	0	0	1	1	1	1	1	1	0	0	6
3	M. Jones 02-01-11	1	1	1	0	1	0	1	0	1	0	6
4	M. Hatfield 10-30-12	1	1	0	0	1	1	0	0	1	1	6
5	M. McCoy 12-12-11	1	1	1	1	1	1	1	1	1	1	10

- The FTE number is then put on the Opening Report in the Full-time Equiv box.

6. Size of Program*	Licensed Capacity	#	Part-time Clients	#	Full-time Clients	#	Full-time Equiv.	# 2.80
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# PROGRAM STAFF WORKSHEET

Page 2 (and 3, if needed) is the Staff Worksheet. ECEC staff can change frequently, so it is important to include this part with the Opening (and Closing) Reports. Please remember to complete all sections:

- Staff member's **name**
- Male/female
- Part-time/full-time
- **SDA** church membership
- **Highest** education/degree held



# COMPLETED OPENING REPORT

Hurray! You did it.

Thank you for providing complete information on the ECEC Program and staff. You are an integral part of helping us track data for the ECEC's in the Pacific Union Conference.

