



FILLING OUT THE CLOSING REPORT

For Early Childhood Programs

Pacific Union Conference

Early Childhood Education Division

ECE POLICY #5610

Each ECE program is responsible for completing and submitting the Annual Closing Report to their local conference office education associate by no later than June 30.

The conference education associate forwards the report to the Pacific Union Conference Office of Early Childhood Education.

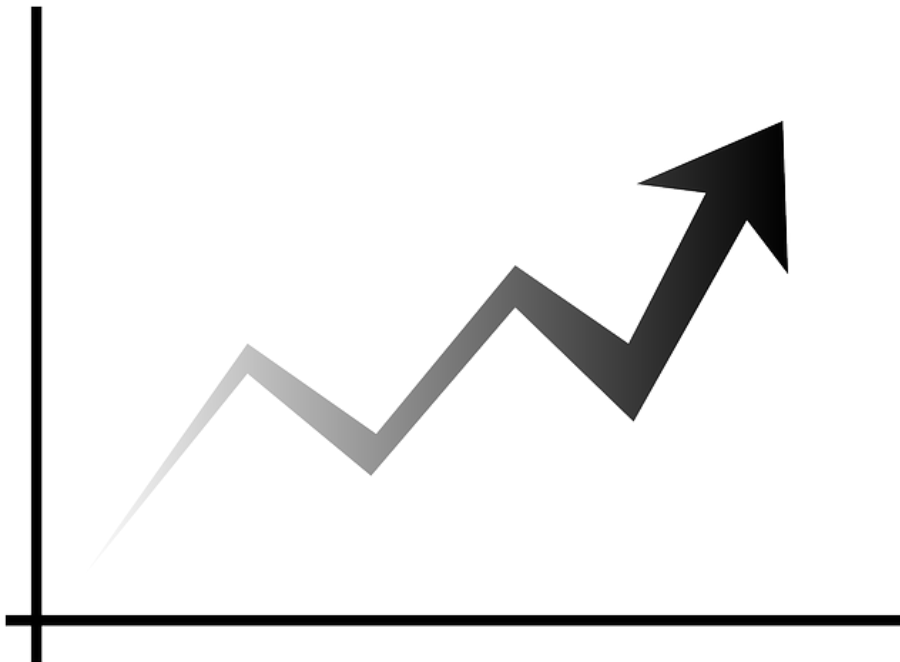
The Opening Report is supplied by the PUC ECE Division at:

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



WHAT PURPOSE DOES THE DATA SERVE?

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



FILLABLE FORM AVAILABLE ON-LINE

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

CLOSING REPORT Fiscal Year -

The director of the ECE program shall submit an annual Closing 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 ECE liaison will forward a copy to the Pacific Union Conference ECE
- by the end of the fiscal year or check with your local conference liaison

Pacific Union Conference <input type="text"/>		Local Conference: <input type="text"/>
Name of Program: <input type="text"/>		
CLOSING DATA		NUMBER
1. Closing cumulative enrollment for the fiscal year (include all students who registered throughout the entire fiscal year, regardless of their attendance.)		<input type="text"/>
2. Attendance at the close of the fiscal year (The actual attendance on June 30 th or last day of school.)		<input type="text"/>
3. Projected summer enrollment		<input type="text"/>
4. Number graduating from Pre-K		<input type="text"/>
5. Students planning to attend Adventist Kindergarten program in the fall		<input type="text"/>
		Adventist
		Non-Adventist
GENERAL INFORMATION		NUMBER
1. Licensed Capacity		<input type="text"/>
2. Number of Parent Education meetings/information shared		<input type="text"/>
3. Type of Parent programs offered		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
4. Total days closed* from July 1, 20 <input type="text"/>		<input type="text"/>
to June 30, 20 <input type="text"/>		<input type="text"/>

Completed by Date

*Number of weekdays the program was not in operation and for which tuition was not charged, was lost or not generated.



TWO-PAGE FORM

The Opening Report comes in two parts.

- Part one asks for specific information about the **ECE 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
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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"/>	

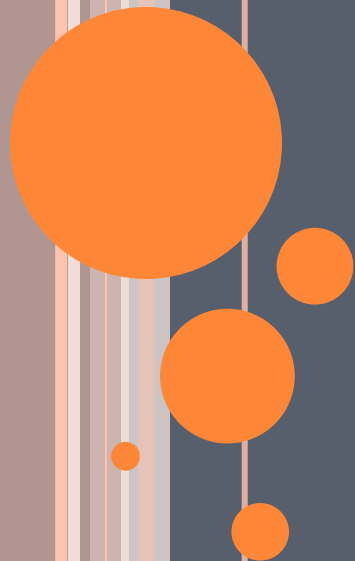
*EMPLOYEE INCLUDES ALL PERSONNEL, SUCH AS PROGRAM ADMINISTRATORS, TEACHERS, SUPPORT STAFF, STUDENT TEACHERS AND VOLUNTEERS. **PROFESSIONAL ACHIEVEMENT RECOGNITION CERTIFICATION. ***SU = SEMESTER UNITS





COMMON QUESTIONS

About the Closing Report and Staff Worksheet



HOW MANY SDA VS. NON-SDA?

- #5 Students planning to attend an Adventist Kindergarten
- Be sure to specify how many students are **SDA** and how many are **Non-SDA**.

- 4. Number graduating from Pre-K
- 5. Students planning to attend Adventist Kindergarten program in the fall

Adventist
Non-Adventist



PROGRAM STAFF WORKSHEET

Page 2 (and 3, if needed) is the Staff Worksheet. ECE staff can change frequently, so it is important to include this part with 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 CLOSING REPORT

Hurray! You did it.

Thank you for providing complete information on the ECE Closing Report and the Staff Worksheet. You are an integral part of helping us track data for the ECE's in the Pacific Union Conference.

