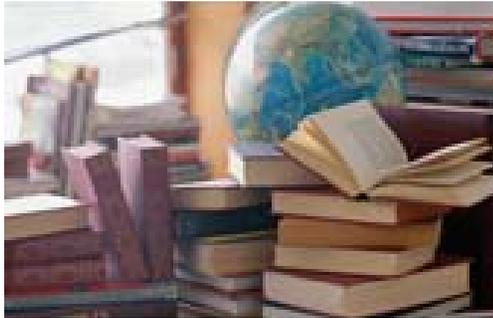


Appendix III: Early Childhood Community Provider Survey



III.A Understanding the ECCP Survey and What to Include

III.B Accessing the ECCP Survey

III.C Creating ECCP Center Records



III.D Creating ECCP Classroom Records



Understanding the ECCP Survey and What to Include

The Early Childhood Community Provider (ECCP) Survey is a new LRFP reporting requirement. The survey must be completed by each Early Childhood Program Aid (ECPA) district.

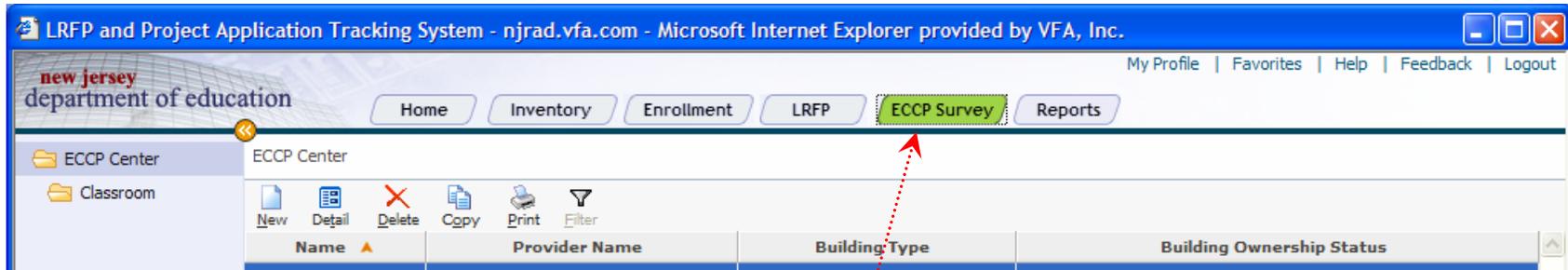
Each community provider operated preschool center, that is not owned by the district, and its classrooms that house district students, must be surveyed as part of the LRFP. The survey requirements include documentation concerning:

- Class size
- Number of classrooms
- Classroom square footage
- Classroom floor location
- Natural lighting
- Ceiling height
- Child-height sink
- Bubblers or water fountain
- Child-height toilet

The survey should only include facilities operated by community providers that are NOT owned by the district and for which no state facilities funding has been received or is being requested as part of the LRFP. ECCP centers are not considered part of a district's Inventory and a district cannot create or submit projects for an ECCP center.

If you plan to seek facilities funding for the ECCP Center in the LRFP, the center should be created as an Asset in the Inventory section of the website and a comprehensive room inventory, similar to that required for district-owned instructional buildings, should be completed.

Accessing the ECCP Survey



Early childhood community provider facilities survey data is accessed by clicking on the ECCP Survey Tab from the Main Menu.

The ECCP tab will only appear on the Main Menu for ECPA districts.

Creating Early Childhood Community Provider Center Records

Complete the steps described below to create a new ECCP Center Record.

Step 1 – “Click” on the ECCP Survey Tab in the Main Menu located at the top of the screen.

Step 2 – “Click” on the New Icon . A blank ECCP Center Record will open.

Step 3 – Complete the fields in the ECCP Record Detail View. Fields noted with a red asterisk (*) are required.

Center Name: Enter the name of the ECCP Center.

Address: Enter the address of the ECCP Center.

Provider Name: Enter the provider name.

Building Ownership Status: Note whether the center is provider owned or provider leased. (*If the center is owned by the district, it should be included in the Inventory section.*)

Surveyor: Enter the name of the person who collected the survey data.

Comments: Enter any comments if desired.

Construction Year: Enter the year (xxxx) that the building was constructed.

Building Type: Select the building’s type, as originally designed, from a pull down list of options.

ECC Building Utilization: Note whether the ECCP Center occupies the entire building or only a portion.

Other Functions in Building: Note any other building uses, such as retail, office, etc.

Number of ECC Occupied Floors: Enter the number of floors occupied by the ECCP Center, including the basement if applicable.

Outdoor Play Area and **Kitchen/Food Prep Area:** Select yes or no to indicate if the center provides these amenities.

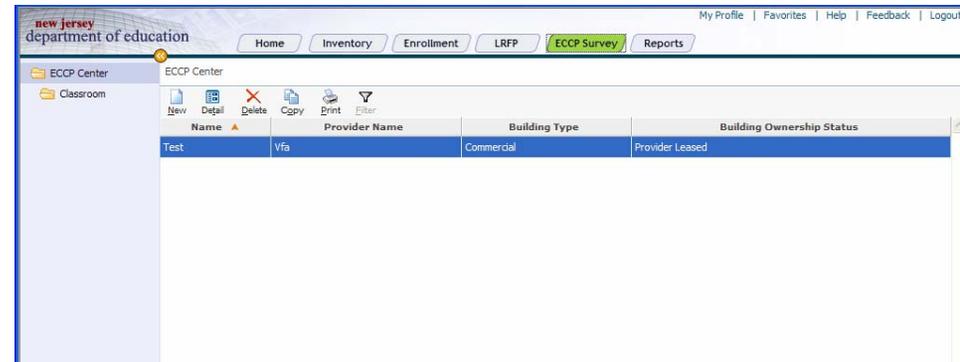
Total District ECC Students: Enter the total number of district students accommodated in the center.

Licensed Center Capacity: Enter the total number of students the center can accommodate, including non-ECPA students.

Student Ages Served in Center: Enter age range of all students in the center, regardless of whether an ECPA student.

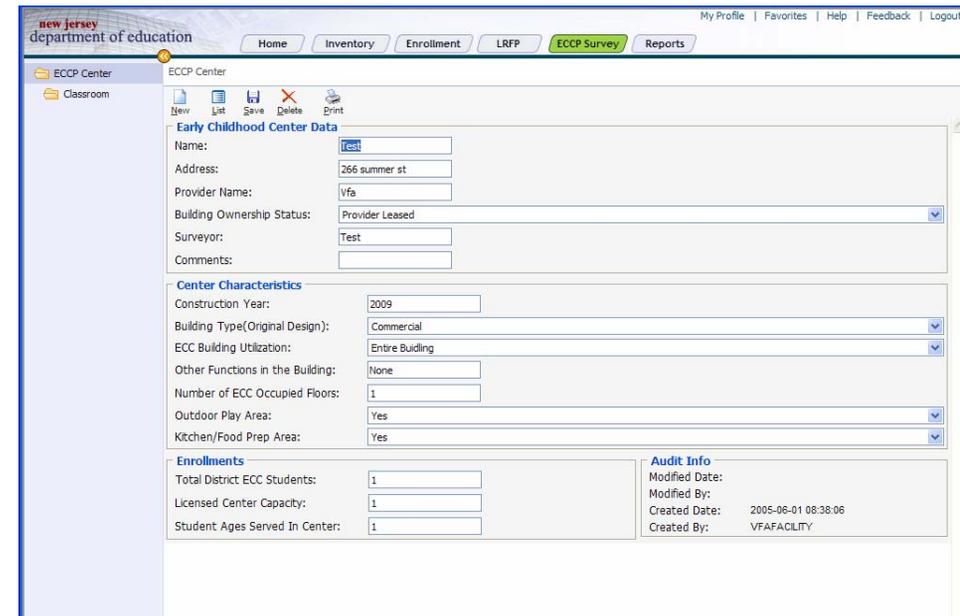
Step 4 - Save the ECCP Center Record by “clicking” on the Save Icon .

List View – ECCP Center Record



Name	Provider Name	Building Type	Building Ownership Status
Test	Vfa	Commercial	Provider Leased

Detail View – ECCP Center Record



Early Childhood Center Data

Name:

Address:

Provider Name:

Building Ownership Status:

Surveyor:

Comments:

Center Characteristics

Construction Year:

Building Type(Original Design):

ECC Building Utilization:

Other Functions in the Building:

Number of ECC Occupied Floors:

Outdoor Play Area:

Kitchen/Food Prep Area:

Enrollments

Total District ECC Students:

Licensed Center Capacity:

Student Ages Served In Center:

Audit Info

Modified Date:

Created Date:

Created By:

Creating ECCP Classroom Records

After the ECCP Center is created, you must create Classroom Records for all rooms in the center that serve district students. Only classrooms should be recorded.

Step 1 – In the ECCP Center List View, click on the ECCP Center for which you want to create the classroom(s).

Step 2 – On the left navigation menu, click on Classroom. The list of classrooms in the ECCP Center displays. (Nothing will display in the list until you create at least one classroom.)

Step 3 – “Click” on the New Icon . A blank ECCP Classroom Record will open.

Step 4 – Complete the fields in the ECCP Classroom Detail View. Fields noted with a red asterisk (*) are required.

Name: Enter a name for the classroom. It is recommended that the name include a room number if available.

No. of Similar Rooms: Enter the number of rooms in the ECCP Center that have the same room name, square footage, class size, and characteristics. (You can quickly create one classroom record for each similar room by using the copy feature.)

Students per Room: Enter the number of students that are assigned to the room.

Room Floor Location: Select the floor in which the classroom is located.

Natural Lighting: Select yes or no if the room has natural lighting.

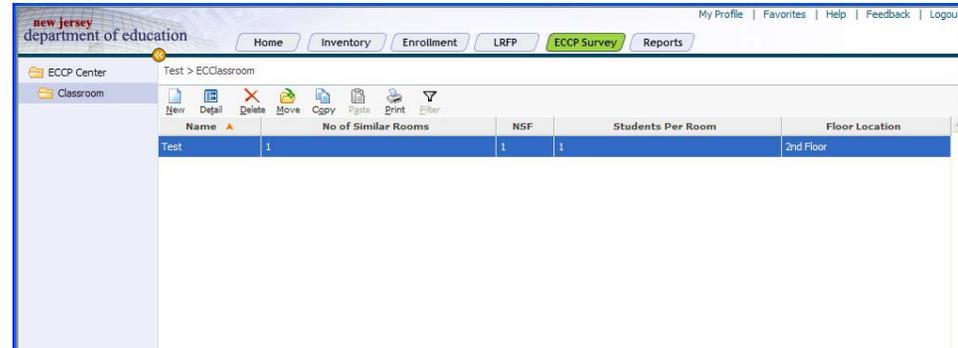
Ceiling Height min. 9'-6”: Select yes or no if the ceiling height is minimally 9'-6”.

Child Height Sink in Classroom, Water Fountain or Bubbler in Classroom, Mechanical Ventilation or Operable Windows, Direct Access to Child-Height Toilets, and Nearby Access to Child-Height Toilets: Select yes or no if the classroom has the referenced amenity.

Step 4 - Save the ECCP Classroom Record by “clicking” on the Save Icon .

NOTE: The Copy/Paste feature allows centers (and their classrooms) to be copied. This may save time if separate ECCP Centers are similar. You can also copy and paste classrooms. Don't forget to edit the record fields if different!

List View – ECCP Classroom Record



Detail View – ECCP Classroom Record

Classroom Characteristics

Name:

No of similar rooms:

NSF per room:

Students per room:

Room floor location:

Natural lighting:

Ceiling height 9'-6" min:

Child height sink in classroom:

Water fountain or bubbler in classroom:

Mech. vent. or operable windows:

Direct access to child-height toilets:

Nearby access to child-height toilets:

Audit Info

Modified Date:

Modified By:

Created Date: 2005-06-01 08:38:27

Created By: VFAFACILITY