

## Program Info

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# Maine Public Preschool Program Program Information Form

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Please fill out this form for **existing** or **planned** preschool programs

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Thank you for taking the Maine Public Preschool Program information survey!

At the request of the **Education and Cultural Affairs Committee**, the Maine Education Policy Research Institute (MEPRI) is conducting this survey in order to learn more about the costs and capacity for public preschool programs around the state. This survey has been commissioned by a cross-agency workgroup tasked with meeting the regulatory requirements of two laws recently passed by the Maine Legislature. The survey results will be used in discussions about possible expansion of public preschool programs.

The fully describe costs and capacity, the survey covers a range of topics and requests administrative data about expenditures and enrollment. We recommend that you access the PDF file of the survey [here](#) so that you can compile the requested information before entering the survey. The survey itself can be completed in 10-20 minutes depending on whether you currently operate a program. The time needed to gather the data will vary depending on the size and complexity of your program. We recommend completing the survey on a computer rather than a mobile device to maximize readability.

This survey will ask for information on the physical space and capacity, implementation and operational costs for new or existing preschool programs, and expansion plans.

The survey is divided into four sections

- District contact and program information (including plans for expansion)
- SAU operated programs
- Programs operated by partner agencies
- Initial Costs for implementing programs

Please contact Craig Mason, PhD, at [cre@maine.edu](mailto:cre@maine.edu) if you have any questions or problems regarding the survey.

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**Question 1.** Please provide contact information for your School Administrative Unit (fiscal agency):

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Name of SAU

First Name of SAU Administrator

Last Name of SAU Administrator

Phone Number

Email Address

**Question 2.** Does your SAU currently have a preschool program, operate one with a partner agency, or plan to implement one in the future?

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- There is a program run by the SAU
- There is a program run by one or more partner agencies
- There are both programs run by the SAU and one or more partner agencies
- There is NOT a public preschool program currently, but one is being planned
- There is NOT a public preschool program currently, and there are no plans to implement one

**Question 2a.** Why are there no plans to implement a public preschool program in your SAU?

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**Question 3.** Do you intend to add a program or expand your existing program if possible in future years?

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- Yes
- No

**Question 3a.** Why are there no plans to expand your existing program in future years?

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## New Program Costs and Characteristics

**(This question appears if your SAU plans to implement or expand preschool programs)**

**Question 4.** Please provide the following information about your estimated costs for starting up or expanding your program:

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- (a) How many preschool classrooms would you like to add in your district?
- (b) How many total students could be enrolled in these new or added classrooms?
- (c) Please estimate the cost of "Soft" renovations (e.g., painting, new flooring, new lighting, etc.)?
- (d) Please estimate the cost of "Hard" renovations (e.g., moving structural walls, wiring, plumbing, new sinks or toilets, etc.)?
- (e) If this requires leasing new space, what is the cost of leasing this space -- if not included in the above?
- (f) How many of the classrooms reported in (a) will be located in existing space within SAU school buildings?

**Direct Operation by SAU**

**(This section appears if your SAU directly operates preschool classrooms)**

**Preschool Classrooms Operated by Your District**

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**Question 5.** Please indicate the number of preschool classrooms operated by your SAU this year, as well as your best estimate of the number planned or expected next year:

	Total Number of Classrooms Operated by Your SAU	Number of these classrooms in or adjacent to a school building (i.e. shared with other grades)	Number of these classrooms located in an offsite location	Total number of students enrolled in these classrooms	Maximum capacity for student enrollment in these classrooms
Prior Year, 2013-14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current, 2014-15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Planned, 2015-16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Question 6.** How much time do your preschool students spend in the program each week?

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- 30 hours or more (the equivalent of 5 full school days)
- More than 16 and less than 30 hours
- 14-16 hours (the equivalent of 5 half days)
- Less than 14 hours
- It's more complicated than that. (please describe below)

**Question 7.** Please indicate the total number of Full-Time Equivalent (FTE) classroom teachers and paraprofessionals who were employed directly in the preschool program, during the 2013-14 school year. *To compute FTE personnel, a full-time teacher is counted as 1.0 and a half-time teacher would be counted as 0.5.*

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Total number of teachers (in FTEs)

Total number of classroom aides/paraprofessionals (in FTEs)

**Question 8.** What were the total expenditures on these classroom personnel in 2013-14?

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Salary: \$

Benefits: \$

**Question 9.** Please indicate whether your SAU provided transportation and/or meals for preschool students in 2013-2014, and if so, the associated cost.

	Did your SAU provide this for preschool students in 2013-2014?		If yes, what was the cost to your SAU for providing this service in 2013-2014? (Minus any payments by families or federal funding)  Net Cost
	Yes	No	
Transportation	●	●	<input type="text"/>
Meals	●	●	<input type="text"/>

**Question 10.** Please estimate and describe the nature of any additional costs of operating your preschool program that have not already been asked in the previous questions.

Costs not already reported for 2013-14

Description of these additional operating expenses

**Partner Agency**

**(This section appears if a partner agency operates preschool classrooms for your district)**

**Preschool Classrooms Operated by Partner Agencies**

**Question 11.** Please indicate the number of preschool classrooms operated by a partner agency this year, as well as your best estimate of the number planned or expected for next year:

	Total Number of Classrooms Operated by a Partner Agency	Number of these classrooms located in or adjacent to an existing school	Number of these classrooms located in an offsite location	Total number of students enrolled in these classrooms	Maximum capacity for student enrollment in these classrooms
Prior Year, 2013-14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current, 2014-15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Planned, 2015-16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Question 12.** How much time do your preschool students spend in the program each week?

- 30 hours or more (the equivalent of 5 full school days)
- More than 16 and less than 30 hours
- 14-16 hours (the equivalent of 5 half days)
- Less than 14 hours
- It's more complicated than that. (please describe below)

**Question 13.** What were the total payments for preschool programs to partner agencies in 2013-14?

**Question 14.** Did your partner agency provide the following for preschool students in 2013-14?

	Yes	No
Transportation	●	●
Meals	●	●

**Question 15.** For programs administered by a partner agency and located in an SAU owned building, which choice best describes your financial arrangement for facilities and maintenance costs (such as janitorial services, bathroom supplies, and minor maintenance repairs)?

- The agency provided facilities and maintenance services; their costs were billed to us and are reflected in the total above (payment to partner agency).
- The district provided facilities and maintenance services; costs are not included in the payment to partner agency. The cost of these services to the district was:
- It is more complicated than that, please describe:

**Initial Expenses**

**(This section appears if there are any preschool classrooms in your SAU)**

**Initial and One-Time Operating Expenditures**

**Question 16.** If, in the past five years your SAU has needed to acquire, build, lease, renovate, or adapt classrooms for use in a public preschool program, please complete the following table indicating the number of public preschool classrooms affected and the associated costs. *(Please include all work to meet necessary to meet minimum requirements such as appropriate bathrooms, accessibility, addition of water sources, playground modifications, etc.)*

	Number of Classrooms Affected	\$ Cost
No Renovation Needed	<input type="text"/>	<input type="text"/>
Renovation	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>
Purchase	<input type="text"/>	<input type="text"/>
Lease (annual cost)	<input type="text"/>	<input type="text"/>

**Question 17.** Please briefly describe the renovations indicated above.

**Question 18.** Please describe any additional one-time startup costs not listed in the previous questions.

Amount

Explanation

### Teacher Contact Information

**Question 19.** We will be sending a follow-up survey directly to your preschool teachers in order to gather information directly related to their individual preschool classroom sessions, such as hours, curriculum, and classroom practices, and/or schedule. Given that this needs to be collected for each preschool classroom session that your SAU offers, it is most efficient to gather this information directly from the preschool teaching staff.

Therefore, please provide the following contact information for preschool teachers in your program, including those that work for partner agencies.

	First Name	Last Name	Email
Teacher #1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #6	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #7	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #9	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher #10	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Question 19a.** If your program has more than 10 teachers, please list all of the teachers you could not fit in the above table in the space provided below. Be sure to include email addresses.