

State of Maine

Office of Child & Family Services
2021 Child Care Market Rate Survey

Child Care Facility/ Small Facility Survey



Introduction to the 2021 Child Care Market Rate Survey

Welcome to the 2021 Child Care Market Rate Survey for Child Care Facilities and Small Facilities. Every three years, the Office of Child & Family Services (OCFS) administers the Child Care Market Rate Survey to all licensed child care providers across the State. For this cycle, OCFS has partnered with Burns & Associates, Inc. (B&A), a national consulting firm, to assist with the administration of the survey. The purpose of the survey is twofold:

1. To ensure the Child Care Subsidy Program (CCSP) reimbursement rates reflect current private pay market rates
2. To measure the extent to which all children attending a child care program in the State have equal access to high-quality care

Importantly, CCSP reimbursement rates are tied to the results of the market rate survey, taking into account differences in charges based on provider type, region, and age of children served by each site. **Organizations that operate multiple sites should complete one survey per site.** In addition to market rates the survey is also designed to collect cost-based information (such as the total salaries paid to teachers and teachers assistants, facility costs, administrative support costs, and other provider costs) to determine the extent to which rates reflect the cost of delivering quality services.

Your participation in the survey is critical in ensuring CCSP reimbursement rates remain current, and we sincerely appreciate your time and commitment in completing the survey. To demonstrate our appreciation, providers completing the survey within the following timeframes will be entered in a drawing for the following:

- Providers submitting the survey by **October 27, 2020** will be entered in a drawing to receive a \$500 Visa gift card
- Providers submitting the survey by **November 3, 2020** will be entered in a drawing to receive a \$200 Visa gift card
- Providers submitting the survey by **November 17, 2020** will be entered in a drawing to receive a \$100 Visa gift card
- Providers submitting the survey by **October 20, 2020** will be entered in a drawing to receive a \$100 Visa gift card

Drawings will take place the first business day after the dates described above. The winner of each drawing will be contacted by B&A staff to determine where to send the gift card.

COVID-19 Considerations

The COVID-19 pandemic has had a significant impact on provider operations and families seeking child care. While it is uncertain when child care operations will return to ‘normal,’ it is important that information gathered through the survey are not influenced by the impacts of the pandemic. Question 4 provides space for providers to communicate the ways in which COVID-19 has impacted their program, although this information will not be taken into account when determining market rates. For all other questions, the survey requests information to be reported

based on your last full fiscal year ending on or before March 31, 2020. When reporting private pay rates and information about capacity and enrollment, report the information as of the last day of your fiscal year. For example, if the site operates on the calendar fiscal year, report information covering January 1, 2019 to December 31, 2019. If the site operates on the State fiscal year, report information covering July 1, 2018 to June 30, 2019. Similarly, cost-based information should reflect only the costs incurred in your last full fiscal year which ended on or before March 31, 2020.

Assistance with the Survey

Portions of the survey may be complicated. If you have a question about the survey or need any additional assistance, you may email OCFSChildCareMRS@healthmanagement.com or use either of the following contacts for support:

- **Steven Abele:** (602) 466-9840
- **Derek Barber:** (602) 241-8523

Saving and Submitting the Survey

As you are completing the survey, we advise that you periodically save the survey to a location that you can easily access in case you need time to gather additional information and wish to close and later return to your survey. Additionally, it is important to read each question and any accompanying instructions carefully. Providers should attempt to complete all relevant questions. If a question does not apply to the site, or accurate information cannot be reported, providers may skip the question. Partially-completed surveys are still accepted.

When you have completed your survey, please email it as an attachment to OCFSChildCareMRS@healthmanagement.com. We are requesting all completed surveys to be submitted by **December 24, 2020**.

Contact Information and Provider Profile

Report all information in this survey for a fiscal year ending no later than March 31, 2020.

1. Name of provider	
2. State issued license or identification number	
3. Using the listing to the right, specify which, if any, of these impacts the site has experienced as a result of the COVID-19 pandemic. Select all that apply.	<p>Reduced enrollment / revenue</p> <p>Increased expenses (e.g., additional cleaning, paying higher wages to staff)</p> <p>Staff layoffs, furloughs, cuts to pay/ hours</p> <p>Staff departures</p> <p>Temporary closure</p> <p>Other reasons (<i>please describe in text box</i>):</p>
4. Contact name of individual responsible for completing survey	
5. Title of contact	
6. Phone number for contact	
7. Email address for contact	
8. Street address of site where child care services are provided	

9. City		
10. Zip code		
11. Last day of fiscal year for which information is being reported (<u>enter "M/D/YYYY" format</u>) <i>Note: report information for a fiscal year ending on or before 3/31/2020.</i>		
12. How many years has the site been in operation (if less than six months, report 0)		
13. As of the last day of the reported fiscal year, did the site have a waiting list for child care services? <i>If 'No,' proceed to question 15.</i>	Yes No	
14. If the site had a waiting list for child care services as of the last day of the fiscal year, report the number of children for each age group on the waiting list.	Infants (6 weeks to 13 months)	
	Toddlers (13 months to 37 months)	
	Preschoolers (37 months to enrolled in kindergarten)	
	School-aged (enrolled in school)	

Private-Pay Rates

15. Report how many hours of care constitute part-time and full-time care per day, week, and/or month for the site.

Note: use the site's definition for part-time and full-time care for private-pay families, rather than the definition for the Child Care Subsidy Program.

Part-Time Care (max. hours <i>per day</i>):		Full-Time Care (min. hours <i>per day</i>):	
Part-Time Care (max. hours <i>per week</i>):		Full-Time Care (min. hours <i>per week</i>):	
Part-Time Care (max. hours <i>per month</i>):		Full-Time Care (min. hours <i>per month</i>):	

15a. If the site charges *daily* tuition, provide the daily rate for full-time and part-time care for private paying families.

Age Group	Infants (6 weeks to 13 months)	Toddlers (13 months to 37 months)	Preschoolers (37 months to enrolled in kindergarten)	School-Aged (enrolled in school)
Daily part-time rate				
Daily full-time rate				

15b. If the site charges *weekly* tuition, provide the weekly rate for full-time and part-time care for private paying families.

Age Group	Infants (6 weeks to 13 months)	Toddlers (13 months to 37 months)	Preschoolers (37 months to enrolled in kindergarten)	School-Aged (enrolled in school)
Daily part-time rate				
Daily full-time rate				

15c. If the site charges *monthly* tuition, provide the monthly rate for full-time and part-time care for private paying families.

Age Group	Infants (6 weeks to 13 months)	Toddlers (13 months to 37 months)	Preschoolers (37 months to enrolled in kindergarten)	School-Aged (enrolled in school)
Daily part-time rate				
Daily full-time rate				

Participation in the Child Care Subsidy Program

<p>16. Did the site accept children who received financial assistance from the Child Care Subsidy Program during the reported fiscal year? <i>If 'Yes,' proceed to question 17.</i></p>	<p>Yes No</p>
<p>16a. If the site did not accept children who received financial assistance from the Child Care subsidy program, <u>select up to two reasons</u> that most closely describe why.</p>	<p>I am not aware of the Child Care Subsidy Program</p> <p>The Child Care Subsidy Program requirements are too difficult to meet</p> <p>The added cost of complying with program requirements is too expensive</p> <p>The reimbursement rates for the Child Care Subsidy Program are too low</p> <p>The process and requirements for submitting Child Care Subsidy billing is too difficult</p> <p>The site has had difficulty collecting parent fees for the Child Care Subsidy Program</p> <p>Family eligibility for the Child Care Subsidy Program changes too often</p> <p>Capacity is full with private pay</p> <p>There is insufficient demand for subsidized care in the site's service area</p> <p>Other reasons (please describe in text box):</p>

17. If allowed by DHSS policy, would the site charge parents using the Child Care Subsidy Program the difference between the subsidy rate and the site's full private pay rate?	Yes No
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Capacity and Enrollment of Children

18. Using the grid below, specify the licensed capacity, desired capacity, and if the site serves children with a subsidy, the maximum number of children the site will serve under the subsidy program by age group. Report information as of the last day of the reported fiscal year (or as of a representative day within the reported fiscal year).

Age Group	Licensed Capacity (maximum number of children you are allowed to serve)	Desired Capacity (maximum number of children you are willing to serve, which cannot exceed licensed capacity)	Maximum Child Care Subsidy Program Capacity (maximum number of children with subsidy the site is willing to serve)	Total Enrollment (actual number of children served)	Actual Child Care Subsidy Program Enrollment (actual number of children with subsidy served by the site)
Infants (6 weeks to 13 months)					
Toddlers (13 months to 37 months)					
Preschoolers (37 months to enrolled in kindergarten)					
School-Aged (enrolled in school)					

<p>19. Does the site track enrollment of children with special needs as defined in the Child Care Subsidy Program’s rules? <i>If ‘No,’ proceed to question 20.</i></p> <p><i>Note: A child with special needs means a child who:</i></p> <ul style="list-style-type: none"> • <i>Has been determined and documented by a qualified professional to be a child with a disability as defined in section 602 of the Individuals with Disabilities Education Act, or</i> • <i>Is eligible for early intervention services under Part C of the Individuals with Disabilities Education Act, or</i> • <i>Is eligible for services under section 504 of the Rehabilitation Act of 1973, or</i> • <i>Meets the definition of ‘disability’ under the Americans with Disabilities Act of 1990, or</i> • <i>Is considered at-risk for health and/or developmental problems as a result of established biological risk factors or identified environmental risk factors such as homelessness, abuse or neglect, lead poisoning, or prenatal drug or alcohol exposure, or</i> • <i>Is a child between 13 and 18 years of age who is physically or mentally incapable of caring for him or herself or who is under court supervision</i> 	<p>Yes</p> <p>No</p>		
<p>19a. If the site tracks enrollment of children with special needs, report the distribution of enrollment by children with special needs and children without special needs:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p>Percent of enrolled children <i>with</i> special needs:</p> </td> <td style="width: 50%; padding: 5px; vertical-align: top; text-align: center;"> <p>%</p> </td> </tr> </table>	<p>Percent of enrolled children <i>with</i> special needs:</p>	<p>%</p>
<p>Percent of enrolled children <i>with</i> special needs:</p>	<p>%</p>		

Hours, Days, and Months of Operation

20. Using the grid below, identify the days of the week and times of operation for each day in which the site provides child care.

Days Open (what days is the site normally open)		Select Start Time (what is the earliest time children can arrive at the site?)	Select End Time (what is the latest time children can leave the site?)
Monday			
Tuesday			
Wednesdays			
Thursday			
Friday			
Saturday			
Sunday			

21. Select the months the site was open to provide child care in the reported fiscal year.

January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

Participation in Quality for ME and Accreditation Programs

22. Did the site participate in Quality for ME as of the last day of the reported fiscal year? <i>If 'no,' skip to Question 23.</i>	Yes No
22a. If the site participates in Quality for ME, select the rating as of the last day of the reported fiscal year.	Step 1 Step 2 Step 3 Step 4

<p>23. Did the site hold an accreditation as of the last day of the reported fiscal year? <i>If 'no,' skip to Question 24).</i></p>	<p>Yes No</p>
<p>23a. If the site holds an accreditation, select the rating entity for the accreditation. If the site holds more than one accreditation, select all that apply.</p>	<p>American Montessori Society</p> <p>Association for Christian Schools International</p> <p>Association for Early Learning Leaders</p> <p>Council on Accreditation</p> <p>National Association for the Education of Young Children (NAEYC)</p> <p>National Early Childhood Program Accreditation</p> <p>Council for Professional Recognition</p> <p>National Association for Family Child Care</p> <p>Accredited by Other Organization Not Listed (describe in text box below):</p>

Primary Site Costs – Child Care Facility/ Small Facility Providers

Information gathered through the survey will be used only to analyze the costs of providing early care and education services. Further, data will be combined across providers and no provider-specific results will be released.

24. In the table below, provide the information requested for any employed staff:

Position	Full-Time Staff		Part-Time Staff	
	Number of Individuals in the Position	Average Hourly Wage or Salary	Number of Individuals in the Position	Average Hourly Wage or Salary
Director				
Assistant Director				
Teachers				
Teacher’s Assistants				
Education Coordinators				
Substitutes				

25. For teachers or teachers' assistants, estimate the number of hours spent on the following activities during the fiscal year:

Activity	Teachers	Teachers' Assistants
Paid training (exclude on-the-job training)		
Curriculum development/ lesson planning		
Performing written child assessments (e.g., overviewing child's progress, behavior, social and physical needs)		
Holding parent-teacher conferences		
Developing or sharing materials about other resources available to parents (e.g., WIC)		
Planning and facilitating/ participating in events that involve families (e.g., hosting a talent show/ play, barbeque, or fundraiser)		

26. For paid staff, use the following table to report whether the following benefits are offered, and if so, the average benefit level:

Benefit Type	Offered to Paid Staff?	Average Annual Benefit Level
Health insurance		Enter avg. monthly employer-paid premium cost per employee:
Paid holidays		Enter avg. days per year:
Paid vacation		Enter avg. days per year:
Paid sick/ personal leave		Enter avg. days per year:
Reduced child care rates for children of staff		Enter avg. discount as a percentage: %
Tuition reimbursement		Enter maximum annual reimbursement:
Paid professional development days		Enter avg. days per year:

27. In the table below, provide the information requested relating to site costs for the reported fiscal year:

Item	Input
Salaries and wages paid for:	
Teachers and teacher’s assistants	
Support staff (e.g., counselors or curriculum developers)	
Administrative staff	
Cost of employee benefits, payroll taxes, and other employee-related expenses	
Staff background checks	
Total rent, mortgage, utilities, and other occupancy expenses incurred during the reported fiscal year	
Food	
Training expense (including training registration fees/ materials, cost of outside trainers, etc.)	
Cost of NAEYC accreditation, American Montessori Society Accreditation, or similar accreditation	
Program self-assessment tools and resources	
Cost of curriculum-related materials	
All other expenses	

28. If the site received reimbursement for food through the Child and Adult Care Food Program (CACFP), report the total amount received	
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