
SURVEY INSTRUMENTS

This appendix shows the two instruments RAND designed to collect information from the Stone Soup central office and from the individual programs (via the on-site site supervisor). The site supervisors were guaranteed anonymity to ensure that we obtained as accurate a report as possible on the characteristics of the Stone Soup programs.

Stone Soup Survey for Specific Programs**School:** _____**STUDENT ENROLLMENT**

1. What is the total enrollment of students in the program for the 2000–2001 school year?
_____ NUMBER OF STUDENTS
2. How many students are enrolled in the following grades for the 2000–2001 school year?
_____ 2nd grade and lower
_____ 3rd and 4th grades
_____ 5th grade
_____ 6th grade and higher
_____ DON'T KNOW

STAFF BACKGROUND

The following questions relate to the Site Supervisor's background:

3. What is the highest level of education the Site Supervisor has completed? (CIRCLE RESPONSE)
GRADUATE DEGREE
BACHELOR'S DEGREE

ASSOCIATE DEGREE
 CHILD DEVELOPMENT ASSOCIATE TRAINING
 SOME COLLEGE, NO DEGREE
 HIGH SCHOOL DIPLOMA OR GED
 LESS THAN HIGH SCHOOL

4. Prior to his/her current job, did the Site Supervisor have any experience working with children? (CIRCLE RESPONSE)
 YES
 NO

5. Has the Site Supervisor participated in any school-age child-related training in the last year? (CIRCLE RESPONSE)
 YES
 NO (SKIP TO QUESTION 7)

6. (If yes) What type of training did the Site Supervisor receive? For each type received, please circle the response indicating who paid for it: SS = Stone Soup, P = Site Supervisor personally, Both = Stone Soup and the Site Supervisor jointly paid for the training.

(Circle if training received) (Circle one)

First aid/CPR	SS	P	Both
Recognizing child abuse	SS	P	Both
Child development	SS	P	Both
Health and nutrition	SS	P	Both
Conflict resolution	SS	P	Both
Classroom management	SS	P	Both
Working with special-needs students	SS	P	Both
Multicultural awareness	SS	P	Both
Avoiding gender bias	SS	P	Both
Computer skills	SS	P	Both
Designing engaging activities	SS	P	Both
Budgeting/financial management	SS	P	Both
Data collection	SS	P	Both
Program evaluation	SS	P	Both
Curriculum training	SS	P	Both
Administration	SS	P	Both

- | | | | | |
|--|--|----|---|------|
| | Communication (with school personnel, parents) | SS | P | Both |
| | Other (specify) | SS | P | Both |
7. What is the salary for this Site Supervisor? (Circle appropriate unit)
- \$_____ PER YEAR
 _____ SCHOOL YEAR
 _____ MONTH
 _____ WEEK
 _____ DAY
 _____ HOUR

The following questions pertain to the Assistant in the program who has worked with the Stone Soup Programs the longest (i.e., the Assistant with the longest tenure):

8. Prior to the Assistant's current job, had he/she worked with children before? (CIRCLE RESPONSE)
- YES
 NO
 DON'T KNOW
9. Did the Assistant participate in any school-age child-related training in the last year? (CIRCLE RESPONSE)
- YES
 NO (SKIP TO QUESTION 11)
10. (If yes) What type of training did the Assistant receive? For each type received, please circle the response indicating who paid for it: SS = Stone Soup, P = Site Supervisor personally, Both = Stone Soup and the Assistant jointly paid for the training (P and perhaps BOTH options may not be applicable).
- (Circle if training received) (Circle one)
- | | | | |
|-------------------------------------|----|---|------|
| First aid/CPR | SS | P | Both |
| Recognizing child abuse | SS | P | Both |
| Child development | SS | P | Both |
| Health and nutrition | SS | P | Both |
| Conflict resolution | SS | P | Both |
| Classroom management | SS | P | Both |
| Working with special-needs students | SS | P | Both |

Multicultural awareness	SS	P	Both
Avoiding gender bias	SS	P	Both
Computer skills	SS	P	Both
Designing engaging activities	SS	P	Both
Budgeting/financial management	SS	P	Both
Data collection	SS	P	Both
Program evaluation	SS	P	Both
Curriculum training	SS	P	Both
Administration	SS	P	Both
Communication (with school personnel, parents)	SS	P	Both
Other (specify)	SS	P	Both

11. What is the salary for this Assistant? (circle the appropriate unit)

- \$_____ PER YEAR
- _____ SCHOOL YEAR
- _____ MONTH
- _____ WEEK
- _____ DAY
- _____ HOUR

12. What fringe benefits do you provide for paid staff in this program who work with children? By fringe benefits we mean insurance, vacation time, sick time, and any other benefits they may receive. (If your staff includes regular school teachers, **do not include benefits they receive as teachers. Please circle all that apply.**)

- NO BENEFITS
- HEALTH INSURANCE
- DENTAL INSURANCE
- DISABILITY INSURANCE
- LIFE INSURANCE
- PAID VACATION TIME
- PAID HOLIDAYS
- PAID PERSONAL DAYS/BEREAVEMENT DAYS
- "COMP" TIME
- PAID SICK DAYS
- RETIREMENT PENSION
- FREE OR REDUCED-FEE CHILD CARE

TUITION SUPPORT
USE OF FACILITIES FREE OF CHARGE
OTHER (SPECIFY)

13. Do you require that all staff members be trained in first aid and CPR? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW
14. During the past 12 months, how many paid staff who work with children left this program? Include both full-time and part-time staff.
_____ Staff
15. During the past 12 months, how many paid staff who work with children have been hired?
_____ Staff
16. Thinking about the last time you had to fill a vacant paid staff position, how long was it from the time a staff member left to the time a replacement was hired for this program? **Do not count time when the program is not operating (e.g., summer vacation).**
(Circle appropriate unit)
_____ DAYS
WEEKS
MONTHS
YEARS
IMMEDIATELY
DON'T KNOW

Site Supervisor Survey

Dear Site Supervisor,

The Stone Soup Child Care Programs has requested that RAND measure Stone Soup's adherence to best practices in a sample of their after-school programs. Your candid responses regarding the program will greatly enhance the accuracy of the results. We have a few points that we would like to emphasize:

Please fill out this survey before our site visit arranged for _____ . At that time, a RAND researcher will pick up the survey.

Your responses are confidential. We will aggregate and report responses to the Stone Soup program, but we will not release any information linking you or your specific program to your responses.

Not all of the questions on this survey will pertain to your program.

Please mark your responses or fill in the blanks for the following questions. All questions pertain to the after-school care program.

Please circle or fill in your responses. The first set of questions pertains to the types of activities offered in your program.

ACTIVITIES

1. Does the program regularly offer a variety of activities?
(CIRCLE RESPONSE)
YES
NO
DON'T KNOW
2. Are these activities age-appropriate? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW

3. On a typical day, which of these activities do the students have available to them? For each activity, please indicate whether it is *offered* daily, weekly, monthly, occasionally, or as needed by checking the appropriate box. (By offered, we mean available for children to participate in or use.)

ACTIVITY

- A. Create arts or crafts such as painting, sewing, or carpentry
- B. Construction or building with hollow blocks, Lego™, or sand
- C. Science activities or experiments
- D. Board or card games, puzzles
- E. Reading independently or in small groups
- F. Creative writing
- G. Time for doing homework
- H. Computer electronic games
- I. Television watching

	Daily	Weekly	Monthly	Occasionally	As Needed	Don't Know
A. Create arts or crafts such as painting, sewing, or carpentry						
B. Construction or building with hollow blocks, Lego™, or sand						
C. Science activities or experiments						
D. Board or card games, puzzles						
E. Reading independently or in small groups						
F. Creative writing						
G. Time for doing homework						
H. Computer electronic games						
I. Television watching						

J. Video or movie viewing					
K. Cooking food or preparation					
L. Unstructured dramatic play or dress-up play					
M. Storytelling, role playing, or theatrical activities					
N. Movement, dance, or exercise activities					
O. Music making, music appreciation or singing activities					
P. Unstructured physically active play such as running or swimming					
Q. Organized individual skill-building sports such as swimming, track, field, gymnastics					
R. Organized team sports such as soccer					
S. Field trips, excursions					
T. Socializing					
U. Tutoring					
V. Formal guidance or psychological counseling or therapy					
W. Free time					

X. Referrals to counseling						
Y. Nutrition classes						
Z. Other (SPECIFY)						

4. What special provisions do you make for children over age 9? (CIRCLE ALL THAT APPLY)
 SEPARATE SPACE
 DIFFERENT AGE-APPROPRIATE ACTIVITIES
 ACTIVITIES IN THE COMMUNITY
 HELPING WITH YOUNGER CHILDREN
 WORK EXPERIENCE
 LONGER-TERM ACTIVITIES (e.g., PLAYS, ARTS AND CRAFTS PROJECTS)
 OWN CLUB PROGRAM
 OTHER (SPECIFY) _____

5. Do younger (K–3 grades) and older children (4th grade and above) interact (e.g., do they share the playground at the same time)? (CIRCLE RESPONSE)
 YES
 NO
 DON'T KNOW
6. Do older children (4th grade and above) mentor or act as role models for younger children (K–3) (e.g., tutoring or leading games)? (CIRCLE RESPONSE)
 YES
 NO
 DON'T KNOW
- EQUIPMENT AND MATERIALS**
7. What is the condition of the materials and equipment (e.g., games, toys, books, etc.) that the children use? (CIRCLE RESPONSE)
 EXCELLENT
 GOOD
 FAIR
 POOR
 DON'T KNOW
8. Are most of the games and other toys missing pieces? (CIRCLE RESPONSE)
 YES
 NO
 DON'T KNOW

9. Do you have enough age-appropriate equipment for all children? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW

SNACKS

10. Does the program provide a snack to children? (CIRCLE RESPONSE)
11. If yes, how frequently is the snack provided? (CIRCLE RESPONSE)
12. If the program provides a snack, what is the snack(s)? (PLEASE FILL IN)
13. If you do not provide a snack, do you provide time when children can eat snacks they bring from home? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW

SAFETY

14. Do you have a system for signing students in and out of the program? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW
15. If the child is absent, which of the following actions do you take? (CIRCLE ALL THAT APPLY)
Contact the parent/guardian
Contact the school
Other (SPECIFY) _____

No action
DON'T KNOW

STAFF MENTORING

16. Do you have any mentoring system for new staff (e.g., assigning new staff to more senior staff mentors)? (CIRCLE RESPONSE)
YES
NO (SKIP TO QUESTION 18)
17. Is the mentoring system formal or informal (CIRCLE RESPONSE)
FORMAL
INFORMAL

INTERACTIONS BETWEEN AFTER-SCHOOL STAFF AND REGULAR SCHOOL FACULTY

18. Do after-school staff attend regular school faculty meetings?
(CIRCLE RESPONSE)
YES
NO
19. If yes, how frequently do they attend? (CIRCLE RESPONSE)
RARELY
OCCASIONALLY
FREQUENTLY
ALWAYS
20. Do after-school staff and day school faculty regularly
communicate about students' achievement and behavior?
(CIRCLE RESPONSE)
YES
NO
DON'T KNOW
21. Do staff and faculty communicate about lesson plans and
activities? (CIRCLE RESPONSE)
YES
NO
DON'T KNOW

COMMUNICATION WITH PARENTS

22. How do you typically communicate with parents about their
child's care and activities? (CIRCLE ALL THAT APPLY)
REGULAR CONFERENCES
PHONE CALLS
NEWSLETTER
SEND NOTES OR LETTERS HOME WITH CHILDREN
TALK TO PARENTS WHEN DROPPING OFF OR PICKING
UP CHILD
E-MAIL
OTHER (SPECIFY) _____

DON'T KNOW
23. IF PROGRAM HAS REGULAR CONFERENCES WITH PARENTS:
How often are parent conferences typically schedules (CIRCLE
UNIT)
|_|_|_| TIMES PER YEAR
MONTH
WEEK
DAY
AS NEEDED
DON'T KNOW

USE OF COMMUNITY RESOURCES

24. Do you use community facilities? (CIRCLE RESPONSE)

- YES
- NO (SKIP TO QUESTION 26)
- DON'T KNOW (SKIP TO QUESTION 26)
- 25. Which facilities? (CIRCLE ALL THAT APPLY)
 - LIBRARY
 - PARKS
 - COMMUNITY CENTERS
 - SWIMMING POOL
 - OTHER (SPECIFY)
- 26. Do you partner with civic clubs, social service agencies, or religious organizations to provide community service activities for children? (CIRCLE RESPONSE)
 - YES
 - NO
 - DON'T KNOW
- 27. Are community members invited to the program to share talents or expertise? (CIRCLE RESPONSE)
 - YES
 - NO (SKIP TO QUESTION 29)
 - DON'T KNOW (SKIP TO QUESTION 29)
- 28. How often (weekly, monthly)? (CIRCLE RESPONSE)
 - WEEKLY
 - MONTHLY
 - OCCASIONALLY
 - DON'T KNOW

SPACE

- 29. What spaces are regularly used by your after-school program? (CIRCLE ALL THAT APPLY)
 - TRAILERS
 - GYM
 - CAFETERIA/MULTIPURPOSE OR ALL-PURPOSE ROOM
 - ART ROOM
 - MUSIC ROOM
 - LIBRARY
 - CLASSROOM
 - PLAYGROUND/PARK
 - GAME ROOM
 - BASEMENT
 - OFFICE
 - ALL ROOMS IN SCHOOL
 - OTHER (SPECIFY) _____
 - _____
 - DON'T KNOW

30. Do you have any problems with the space where your program is located? (CIRCLE RESPONSE)
 YES
 NO (SKIP TO QUESTION 32)
 DON'T KNOW (SKIP TO QUESTION 32)
31. What problems do you have with the space where the program is located? (CIRCLE ALL THAT APPLY)
 HAVE TO RELOCATE
 HAVE TO SHARE IT
 DON'T HAVE (ENOUGH) STORAGE SPACE
 LACK OF OFFICE SPACE
 LIMITED USE OF EQUIPMENT
 MUST REARRANGE THE ROOM AT THE BEGINNING/END OF EACH DAY
 EQUIPMENT NOT AGE-APPROPRIATE
 PLAYGROUND INADEQUATE
 POOR LIGHT, HEAT, OR VENTILATION
 NOISE
 SECURITY/VANDALISM
 LIMITED ACCESS TO TELEPHONE
 NO ROOM TO EXPAND
 NOT ENOUGH SPACE FOR ACTIVITIES
 OTHER (SPECIFY) _____

 DON'T KNOW
32. Do you always have at least one staff member present who is trained in first aid and CPR?
 YES
 NO
 DON'T KNOW
33. On an average day, including yourself, how many paid after-school staff have direct contact with children? (Include both full-time and part-time staff.)
 _____ Staff

FAMILY INVOLVEMENT

34. Do parents participate in planning and/or evaluating the program? (CIRCLE RESPONSE)
 YES
 NO
 SOMETIMES
35. Do parents serve on an advisory council or board of directors for the program? (CIRCLE RESPONSE)
 YES
 NO

36. Are there any other major ways that parents are involved with the program? (CIRCLE RESPONSE)

YES

NO (SKIP TO QUESTION 38)

37. What are the other major ways that parents are involved with the program? (CIRCLE ALL THAT APPLY).

ATTEND CHILDREN'S PROGRAMS

FIELD TRIPS

SERVE AS VOLUNTEERS

CHOOSE ACTIVITIES

SELECT STAFF

REVIEW BUDGETS

RAISE FUNDS

BUILDING MAINTENANCE

ATTEND WORKSHOPS

ATTEND PARENT MEETINGS

SET POLICY

OTHER (SPECIFY) _____

38. Is any parent involvement *required* for your program? (CIRCLE RESPONSE)

YES

NO

EVALUATION AND FORMAL REVIEW

39. Is your after-school program reviewed or evaluated at least once a year? (CIRCLE RESPONSE)

YES

NO (SKIP TO QUESTION 42)

40. Is this review formal, informal, or both formal and informal? (Informal means that comments are provided orally and informally by staff, director, or parents. No formal report is prepared.) (CIRCLE RESPONSE)

INFORMAL ONLY (SKIP TO QUESTION 42)

FORMAL ONLY

INFORMAL AND FORMAL

DON'T KNOW (SKIP TO QUESTION 42)

41. Who reviews your program? (CIRCLE ALL THAT APPLY)

PROGRAM STAFF

PARENTS

NATIONAL ORGANIZATION STAFF

FUNDING ORGANIZATION STAFF

BOARD OF EDUCATION/SCHOOL DISTRICT STAFF

OTHER (SPECIFY) _____

VOLUNTEER PARTICIPATION IN THE PROGRAM

42. Does your program use any volunteers? (CIRCLE RESPONSE)
 YES
 NO (SKIP TO QUESTION 50)
43. Do these volunteers interact directly with the children?
 (CIRCLE RESPONSE)
 YES
 NO
 DON'T KNOW
44. Do you actively recruit volunteers? (CIRCLE RESPONSE)
 YES
 NO (SKIP TO QUESTION 46)
 DON'T KNOW (SKIP TO QUESTION 46)
45. Where do you recruit volunteers from? (CIRCLE ALL THAT APPLY)
 COLLEGES AND UNIVERSITIES
 NEIGHBORHOOD
 SCHOOLS
 COMMUNITY ORGANIZATIONS
 STUDENT FAMILY MEMBERS
 RELIGIOUS ORGANIZATIONS
 OTHER (SPECIFY) _____

 DON'T KNOW
46. If volunteers work with the children, does Stone Soup provide orientation or training before they begin working with the children? (CIRCLE RESPONSE)
 YES
 NO
 DON'T KNOW
47. Does Stone Soup conduct background checks on volunteers?
 (IF YES, CIRCLE TYPE OF CHECKS)
 YES
 REFERENCE CHECK
 MEGAN'S LAW
 NO
 DON'T KNOW
48. How many volunteers do you have signed up to work for the school year 2000–2001?
 _____ NUMBER OF VOLUNTEERS
 DON'T KNOW
49. On an average school day, how many volunteers are present to work with the children?

_____ NUMBER OF VOLUNTEERS
DON'T KNOW

YOUR OPINION OF THE STONE SOUP CHILD CARE PROGRAM

50. In your opinion, what are the three strongest features of the Stone Soup Child Care Program?

1. _____
2. _____
3. _____

51. In your opinion, what are the three weakest features of the Stone Soup Child Care Program?

1. _____
2. _____
3. _____