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**

**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
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)  
Other (specify) 

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
Accountability for After-School Care

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

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
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
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
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.)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Occasionally</th>
<th>As Needed</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Create arts or crafts such as painting, sewing, or carpentry</td>
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<td>B. Construction or building with hollow blocks, Lego™, or sand</td>
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<td>C. Science activities or experiments</td>
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<td>D. Board or card games, puzzles</td>
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<td>E. Reading independently or in small groups</td>
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<td>F. Creative writing</td>
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<td>G. Time for doing homework</td>
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<td>H. Computer electronic games</td>
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<td>I. Television watching</td>
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<td>J. Video or movie viewing</td>
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<td>K. Cooking food or preparation</td>
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<td>L. Unstructured dramatic play or dress-up play</td>
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<tr>
<td>M. Storytelling, role playing, or theatrical activities</td>
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<tr>
<td>N. Movement, dance, or exercise activities</td>
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<tr>
<td>O. Music making, music appreciation or singing activities</td>
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<td>P. Unstructured physically active play such as running or swimming</td>
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<tr>
<td>Q. Organized individual skill-building sports such as swimming, track, field, gymnastics</td>
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<td>R. Organized team sports such as soccer</td>
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<td>S. Field trips, excursions</td>
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<td>T. Socializing</td>
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<td>U. Tutoring</td>
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<td>V. Formal guidance or psychological counseling or therapy</td>
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<tr>
<td>W. Free time</td>
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</tbody>
</table>
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

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 scheduled (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)
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
   SOMEBE TIMES

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

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. _____________________________________________