



pennsylvania
KEYSTONE STARS
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

STARS Enrollment Calculation Tool

Family Child Care Homes

Purpose: The STARS Enrollment Calculation Tool assists the provider in accurately determining enrollment, as a full-time equivalency (FTE), for individual children and the provider as a whole. This form is required for STARS Designation and Renewal. It will assist the Office of Child Development and Early Learning (OCDEL) in identifying the number of children impacted by the continuous quality improvement efforts of STARS participating providers.

Benefit: Calculating the FTE for individual children and the provider has many benefits that include making budget projections, creating schedules, and maintaining the provider's enrollment. For providers eligible for STARS Financial Awards, this tool will assist in determining the size of the provider's Award. Please see STARS Financial Award documents for specific requirements and amounts.

Instructions: The provider follows Steps 1 through 4 to complete this tool. This tool is also available as an auto-calculating Microsoft® Excel spreadsheet at www.pakeys.org/pages/starsDocs.aspx.

1. **Timeframe** - The timeframe of the data collection for the ECT can be any calendar week within the time period of 7/1-4/30 that best represents continued enrollment of the subsidy children. The worksheet must indicate which calendar week was used. (example 8/21/17 -8/24/17)
2. **Documentation** - Gather enrollment records (private pay, subsidy, early intervention, TIER 1 CACFP, Early Head Start/childcare, Head Start, other sources) for the timeframe determined in above Step 1.
3. **Provider Information** - Complete the STARS Enrollment Calculation Tool using the enrollment records gathered in above Step 2. Make sure to document the MPI number (located on your Certificate of Registration); Provider Name, Curriculum and Date tool was completed in the spaces provided at the top of the form. Please make additional copies as needed. In each line of the table, complete the following steps:
 - a. Record Child's First Name and Last Initial in Column A.
 - b. Record the child's care level in Column B. Please use the abbreviation for the child's care level provided in the following table:

Care Level	Children's Age	Abbreviation
Infant	0-12 Months	INF
Young Toddler	13-24 Months	YOT
Older Toddler	25-36 Months	OLT
Preschool	37 Months - Child Enters Kindergarten	PRE
Young School-Age	Kindergarten - 3rd Grade	YSA
Older School-Age	4th Grade - 13th Birthday	OSA

- c. Determine what portion of the child's week with the provider is funded through the following funding sources:
 - 1) Child care private pay only (including private scholarships);
 - 2) Child care private pay receiving the Commonwealth of Pennsylvania's Early Intervention (EI) services for children with developmental delays and disabilities;
 - 3) Child Care Works (CCW) subsidy (including children receiving both CCW and EI);
 - 4) TIER 1 Child/Adult Care Food Program (CACFP);
 - 5) Early Head Start and Child Care
 - 6) Head Start and Early Head Start; and/or
 - 7) Other funding sources.

Use the table on the STARS Enrollment Calculation Tool to determine FTE values for each child. Then, record the FTE values in Columns C through I as appropriate.

- d. After all information for each child is listed, calculate the sum of each Column (C through J) to determine the provider's Grand Totals. Use the Grand Totals to complete the STARS Financial Award size and program participation, level calculations.

4. **FTE Enrollment** – You will need the FTE enrollment numbers to determine the provider’s STARS Financial Award size. You may also use this information for budgeting, staffing, and enrollment.

Please see example of a completed child-level FTE below:

Special Note on Determining FTE: Please use the following **example** to assist you in determining a child’s FTE.

Jacob C. attends YOUR FAMILY CHILD CARE in Hometown, PA. He is enrolled five days a week from 8 a.m. until 12 p.m. His family receives Child Care Works subsidy. Using the STARS Enrollment Calculation Tool, it is determined that Jacob’s FTE for Child Care Works Subsidy is 0.5 (5 half days per week). See example below.

	A	B	C	D	E	F	G	H	I	J
	Child's First Name & Last Initial	Care Level (INF, YOT, OLT, PRE, YSA, OSA)	What portion of the child's week in your facility is <i>funded</i> through the following sources? Place the appropriate FTE value in each column.							Child's Total Weekly Attendance (sum of Columns C through I)
			Child Care Private Pay Only	Child Care Private Pay with Early Intervention (EI) (IEP/IFSP docs on site)	Child Care Works (CCW) Subsidy (includes children receiving both CCW & EI)	TIER 1 Child/Adult Care Food Program (CACFP)	Early Head Start/Child Care	Head Start	Other Funding Sources	
1	Example: Jacob C.	PRE	0	0	0.5	0	0	0	0	0.5