



STARS Enrollment Calculation Tool Centers & Group 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, classrooms, 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, classrooms, and the provider has many benefits that include making budget projections, creating staff 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 5 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 timeframes for calculating the FTE align with the Early Learning Network (ELN) data points. The three FTE timeframes are the weeks that include October 15; February 15; and May 15. The available FTE timeframe for each provider depends on the designation date. Please see the chart below to determine the available FTE timeframes:

Provider's Designation Date	Available FTE Timeframes		
	Week of October 15	Week of February 15	Week of May 15
October 16– February 15	X		X
February 16 – May 15	X	X	
May 16 – October 15		X	X

PELICAN will select the highest eligible grant amount based on the two previous confirmed data points.

Please record the selected timeframe on page 3 and page 4. Please note: STAR 3 & 4 providers should make sure to use the enrollment data recorded into ELN. As a reminder, ELN does not capture the School Age population in your site; therefore, this tool is your sole means for reporting the School Age population at your site.

2. **Documentation** – Gather enrollment records (private pay, subsidy, early intervention, other sources) for the timeframe determined in Step 1 above.
3. **Classroom Information** – Complete page 3 of the STARS Enrollment Calculation Tool for each classroom using the enrollment records gathered in Step 2 above (Documentation). In the spaces provided at the top of the form, make sure to document the MPI number (located on your Certificate of Compliance), Classroom Name, Curriculum, Lead Teacher, and Assistant Teacher(s). Please make additional copies as needed. In each line of the table, complete the following steps:
 - Record Child's First Name and Last Initial in Column A.
 - 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

- 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) PA Pre-K Counts,
 - 5) Head Start and Early Head Start, and/or
 - 6) Other funding sources.

Use the table on page 3 to determine FTE values for each child. Then, record the FTE values in Columns C through H as appropriate. Please note that children in Keystone Babies should be included with CCW Subsidy in Column E.

- After all information for each child in the classroom is listed, calculate the sum of each Column (C through H) and transfer the Classroom Subtotals to page 4.
4. **Provider Information** – On page 4, record each classroom, care level(s) served in the classroom, and the classroom subtotals. Then, 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 (Subsidy/Early Intervention) level calculations.
 5. **FTE Enrollment** – You will need the FTE enrollment numbers on page 4 to determine the provider's STARS Financial Award size. You may also use this information for budgeting, staffing, and enrollment.

Please see page 5 for examples of completed child-level FTEs.

MPI # on Certificate of Compliance: _____ Classroom Name: _____ Timeframe: _____

Curriculum: _____ Lead Teacher: _____ Asst Teacher(s): _____

	A	B	C	D	E	F	G	H	I
	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 H)
			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)	PA Pre-K Counts	Head Start	Other Funding Sources	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
Classroom Subtotals									

Use these FTE values to identify the portion of the child's week funded by various sources.

# of Days Child is Enrolled	Full Day or Part Day Funding	FTE Value
5	Full Day	1
4	Full Day	0.8
3	Full Day	0.6
2	Full Day	0.4
1	Full Day	0.2
5	Part Day	0.5
4	Part Day	0.4
3	Part Day	0.3
2	Part Day	0.2
1	Part Day	0.1

Full Day = 5 or more total hours/day
Part Day = less than 5 total hours/day

COPY THIS PAGE AS NEEDED FOR EACH CLASSROOM IN THE FACILITY

Please carry over these subtotals to page 4.



MPI # on Certificate of Compliance: _____ Provider Name: _____ Timeframe: _____

Provider Type: _____

	A	B	C	D	E	F	G	H	I	J
	Classroom Name	Care Level(s) in Classroom (INF, YOT, OLT, PRE, YSA, OSA)	Total # of Children Enrolled (children listed on page 3)	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 in CCW & EI)	PA Pre-K Counts	Head Start	Other	Classroom's Total Weekly Attendance (sum of Columns D through I)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Provider Grand Totals										

Additional Information

The information on this page will help determine the provider's STARS Financial Award size, as well as subsidy percentage. Additionally, understanding the full time equivalency (FTE) of the facility and/or classroom can be used to project annual budgets and classroom staffing patterns. Please contact the Regional Key for additional information regarding Technical Assistance for business practices.

Column D + Column E + Column F = Eligible FTE

Total Column D +	
Total Column E +	
Total Column F =	
Eligible FTE	

← Use this number to determine the provider's STARS Financial Award size.

(Column E + Column F) ÷ Eligible FTE = Program Participation %

Total Column E +	
Total Column F =	
Total Column E and F ÷	
Eligible FTE =	
Program Participation % (multiply by 100)	

← Use this percentage to determine the provider's program participation level.

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

Example A: Kyan attends the Early Learning Center in Hometown, PA. Kyan A. is enrolled at the Center five days a week from 8 a.m. until 3 p.m. During that time, Kyan is also enrolled in the Center's Head Start classroom from 9 a.m. until 12 p.m. When Kyan is not attending Head Start, his family receives part-time Child Care Works subsidy. See example below.

	A	B	C	D	E	F	G	H	I
	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 H)
			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)	PA Pre-K Counts	Head Start	Other Funding Sources	
1	Example: Kyan A.	PRE	0	0	0.5	0	0.5	0	1.0

Using the table on page 2, it is determined that Kyan's FTE value for his Head Start time is 0.5 (5 half days per week) and his FTE value for time funded through Child Care Works Subsidy is also 0.5 (5 half days per week).

Example B: Grace attends the Early Learning Center in Hometown, PA. Grace B. is enrolled in half day Pre-K. Grace then receives six hours of child care three days a week, private pay. See example below.

	A	B	C	D	E	F	G	H	I
	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 H)
			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)	PA Pre-K Counts	Head Start	Other Funding Sources	
1	Example: Grace B.	PRE	.6	0	0	.5	0	0	1.1

Using the table on page 2, it is determined that Grace's FTE value for her PA Pre-K Counts time is 0.5 (5 half days per week) and her FTE value for time funded through private pay child care is 0.6 (3 full days per week).