

# 4K Finances Questionnaire

## General Information

### Enrollment:

- Estimated number of 4 year olds in the district: \_\_\_\_\_
- Estimated number of 4 year olds who will enroll in 4K: \_\_\_\_\_
- Number of 4 year olds per class: \_\_\_\_\_

### Membership aid claim (choose one):

- A. 437 classroom hours for 0.5 membership aid claim \_\_\_\_\_
- B. 350 classroom hours and 87.5 parent outreach hours for a 0.5 membership aid claim \_\_\_\_\_
- C. 437 classroom hours and 87.5 parent outreach hours for a 0.6 membership aid claim \_\_\_\_\_

### Classroom hours per day:

### Days per week

Total teacher days including classroom, prep, meetings, parent outreach \_\_\_\_\_

### Average square foot per classroom

## School District Revenue and Expenses

School district annual revenue per child \_\_\_\_\_

### School district expenses:

#### Salaries:

- Average annual teacher salary \_\_\_\_\_
- Average annual teacher aide salary \_\_\_\_\_
- Average annual administrator salary \_\_\_\_\_
- Average annual special ed. teacher salary \_\_\_\_\_
- Number of classes full time administrator will supervise \_\_\_\_\_
- Number of classes full time special ed. teacher will supervise \_\_\_\_\_

#### Benefits:

- Retirement benefit annual amount or percent of salaries \_\_\_\_\_
- Health insurance annual amount or percent of salaries \_\_\_\_\_
- Dental insurance annual amount or percent of salaries \_\_\_\_\_
- Life insurance annual amount or percent of salaries \_\_\_\_\_
- Disability insurance annual amount or percent of salaries \_\_\_\_\_

Administrative overhead including office supplies, telephone, professional fees, insurance, etc. as a percent of salaries \_\_\_\_\_

#### Other:

- Facility costs per square foot (maintenance, janitorial, utilities, etc.) \_\_\_\_\_
- Transportation cost per section per day \_\_\_\_\_
- Advertising \_\_\_\_\_

#### Parent Outreach:

- Number of events per year when held in public school only \_\_\_\_\_
- Number of events per year when held in community agency \_\_\_\_\_
- Cost per event \_\_\_\_\_

#### Classroom equipment and supplies:

- Initial classroom setup per section \_\_\_\_\_
- Annual cost after first year \_\_\_\_\_

## Community Agency Expenses

### Salaries:

- DPI licensed 4K teacher hourly wage \_\_\_\_\_
- Second teacher hourly wage \_\_\_\_\_
- Administrator hourly rate \_\_\_\_\_
- Administrator hours in staff support and supervision per month \_\_\_\_\_
- Administrator meeting hours per month \_\_\_\_\_

### Salary Expenses:

- State Unemployment as a percent of salaries \_\_\_\_\_
- Federal Unemployment as a percent of salaries \_\_\_\_\_
- Worker's Compensation as a percent of salaries \_\_\_\_\_
- Paid time off including vacations, illness, holidays, personal as a percent of salaries \_\_\_\_\_
- Group Health Insurance as a percent of salaries \_\_\_\_\_
- Group Dental Insurance as a percent of salaries \_\_\_\_\_
- Group Life Insurance as a percent of salaries \_\_\_\_\_
- Group Disability Insurance as a percent of salaries \_\_\_\_\_
- Retirement benefit as a percent of salaries \_\_\_\_\_
- Training costs as a percent of salaries \_\_\_\_\_
- Employment costs including advertising, background checks, physical exam as a percent of salaries \_\_\_\_\_
- Travel expenses as a percent of salaries \_\_\_\_\_

### Food cost per child per day \_\_\_\_\_

### Administrative overhead including office supplies, telephone, professional fees, insurance, licensing fees, etc. as a percent of salaries \_\_\_\_\_

### Facility Costs:

- Typical rent, CAM and property tax cost per square foot \_\_\_\_\_
- Typical utility cost per square foot \_\_\_\_\_
- Facility maintenance cost per square foot \_\_\_\_\_
- Janitorial cost per square foot \_\_\_\_\_
- Fire and property insurance cost per square foot \_\_\_\_\_

### Annual advertising costs \_\_\_\_\_

### Parent Outreach:

- Number of events per year \_\_\_\_\_
- Cost per event \_\_\_\_\_