



FOCUS Application and FOCUS Entry Survey

Name of Program:		Program Phone Number:	Email address:			
Contact Name:		Contact Phone Number:	Email address:			
Director Name:		Director Phone Number:	Email address:			
Mailing address(include city, state, zip):						
Physical address: (street)		(city)	(county)			
Primary language spoken:						
Type of licensed program: Center <input type="checkbox"/> Family Child Care <input type="checkbox"/> After School Care <input type="checkbox"/> Profit <input type="checkbox"/> Non-profit <input type="checkbox"/> Faith-based <input type="checkbox"/> Head Start <input type="checkbox"/> New Mexico PreK <input type="checkbox"/>		Current Enrollment by age: 6wks-12mos.: 12-24mos.: 24-36mos.: 3-5 years old: 6+ years old:		Number of enrolled children receiving Child Care Subsidy: Number of classrooms by age: Infant: Toddler: Preschool: School Age:		
How many children in your program speak a language other than English as their primary language at home (Dual Language Learners)?						
6wks-12mos.		12-24mos.		24-36mos.		
		3-5		6+		
License Number:		Current Star Level: <input type="checkbox"/> 2 STAR <input type="checkbox"/> 3 STAR <input type="checkbox"/> 4 STAR <input type="checkbox"/> 5 STAR		Are you currently under a "Conditions of Operation" due to non-compliance with licensing regulations? No <input type="checkbox"/> If Yes, please explain:		
Have you recently received a Class A, B, or C license deficiency or monetary sanction? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain:						
Currently Accredited? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Accrediting Body?		Date of next accrediting renewal:		
Number of educators (including Director/Owner) who have attained the following educational levels. Please count staff only once at the highest education level achieved: No High School Diploma or GED: High School Diploma or GED: CDA (Child Development Associate): Some Early Childhood Education Courses: New Mexico Child Development Certificate: AA Degree in Early Childhood Education or related field: BA Degree in Early Childhood Education or related field: Master's Degree in Early Childhood Education or related field: PhD in Early Childhood Education or related field:			Staffing		Full-Time	Part-Time
			How many Lead educators are in your program?			
			How many Assistant educators are in your program?			
			How many educators work with children, but do not support a classroom?			
			How many total educators are in your program?			
			During the past 12 months, how many educators were hired to work in your program?			
			During the past 12 months, how many educators have left your program for any reason?			
After completing the above information, please save Application and Entry Survey document and submit as an attachment to: CYFD-ECS-FOCUS@state.nm.us or mail to: Office of Child Development ATTN: FOCUS 1120 Paseo De Peralta P. O. Drawer 5160 Santa Fe, NM 87502						

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 Updated 5.20.16



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FOCUS Entry Survey

Congratulations on submitting your application to FOCUS! We are excited to work with you and your program and would like to learn more about your current practices, goals, and questions you may have about FOCUS. Each program will designate one individual, such as the program director, to oversee the program's participation in FOCUS. This survey should be completed by this individual.

General Program Questions

What motivated your program to apply to FOCUS? (Choose all that apply)

- a. We want to have a FOCUS Consultant who can provide one-on-one assistance
- b. We want to participate in trainings to help build the knowledge of our educators
- c. We would like the opportunity to have financial supports to help our program improve quality
- d. Our program previously participated in AIM HIGH and we wanted to continue to participate in the new FOCUS TQRIS
- e. We want to stay competitive with other programs in our area and believe that participating in FOCUS will give us that edge

What level of support do you anticipate you will have from other educators in your program to participate in FOCUS?

- a. 100%, Everyone is on board and excited to participate in FOCUS
- b. 75%, Almost everyone is on board and excited to participate in FOCUS
- c. 50%, Mixed, there are some that are excited to participate, while others may be less excited or don't know yet how they feel
- d. Unsure, I believe our program should participate in FOCUS, but do not know the attitudes of other educators

How familiar are you with the New Mexico Early Learning Guidelines (NM ELGs)?

- a. Very familiar, our program regularly uses the NM ELGs to implement classroom and individualized activities
- b. Familiar, our program has used NM ELGs before
- c. Somewhat familiar, I or another educator in my program received training on the NM ELGs
- d. Not very familiar, I have heard of the NM ELGs, but have not used them
- e. Not familiar, I have not heard of the NM ELGs

Our program would like to learn more about: (Choose all that apply)

- a. The NM ELGs and how to use them in the classrooms
- b. What developmentally appropriate practice means and what it looks like
- c. How to observe classroom educators and provide constructive feedback
- d. Effective ways to observe children and document their progress
- e. Leadership strategies for managing, supporting, and mentoring educators
- f. We would like to work with a consultant to help us identify areas of strength and improvement

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How do you collect feedback from your families? (Choose all that apply)

- a. Family/Educator Conferences
- b. Feedback Box
- c. Informal Discussions
- d. Family Survey
- e. Other

Administrative & Instructional Leadership

What is your program's mission statement?

How long have you been with the program?

- a. Less than 6 months
- b. 6 months-1 year
- c. 1-3 years
- d. 4-6 years
- e. 7 or more years

What is the structure of your administration?

- a. I am the only administrator responsible for budgetary, programmatic, and instructional decisions
- b. I am the lead administrator, but have the support of one other administrator (such as an assistant director, instructional leader or curriculum specialist, finance director, secretary).
- c. I am the lead administrator, but have the support of one or more other administrators (such as an assistant director, instructional leader or curriculum specialist, finance director, secretary).
- d. Other

Do you have multiple roles? If so, what are they? (Choose all that apply)

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- a. Classroom Educator
- b. Staff hiring and development
- c. Payroll
- d. Accounting
- e. New parent and family recruitment
- f. Current parent and family participation
- g. Purchasing supplies/food
- h. Classroom observations
- i. Instructional coaching
- j. Paperwork
- k. Other

What will be your role in your program's participation in FOCUS?

- a. I will lead our program's participation in FOCUS
- b. I will be one of a few leaders in our program who will oversee our participation in FOCUS
- c. I will work with our FOCUS consultant to help define my role
- d. I am not sure what my role will be

How many hours a week do you believe you will need to dedicate, in addition to your regular duties, to participate in FOCUS?

- a. A half hour – 1 hour a week
- b. 1-2 hours a week
- c. 3-5 hours a week
- d. More than 5 hours a week
- e. I am not sure

Environment

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How often are you able to observe and provide feedback to classroom educators about their teaching and interactions with young children? (Choose all that apply)

- a. I observe all educators on an on-going basis
- b. I observe new educators for their first few months of employment
- c. I observe each of my educators a few times a year
- d. I observe each of my educators at least once a year
- e. I focus my observations primarily on the educators who I know need my support
- f. It is difficult to find the time to observe and provide feedback to our educators with all my other duties
- g. Our instructional coach or curriculum specialist provides this kind of support to our educators
- h. Other

How familiar are you with the Environmental Rating Scales (ERS), which can be used to understand your program's strengths and areas of improvement?

- a. Very familiar, our program regularly uses the feedback from the ERS to inform program planning
- b. Familiar, our program has used the ERS before
- c. Somewhat familiar, I or another educator in my program received training
- d. Not very familiar, I have heard of the ERS, but have not used it
- e. Not familiar, I have not heard of this tool

How familiar are you the Classroom Assessment Scoring System (CLASS), which can be used to understand your program's strengths and areas of improvement?

- a. Very familiar, our program regularly uses the feedback from CLASS to inform program planning
- b. Familiar, our program has used the CLASS before
- c. Somewhat familiar, I or another educator in my program received training
- d. Not very familiar, I have heard of the CLASS, but have not used it
- e. Not familiar, I have not heard of this tool

How often does your program purchase new materials for the classroom and outdoor environment?

- a. We have a purchasing plan to regularly buy materials, supplies, and equipment
- b. Annually
- c. Every 6 months
- d. Every month
- e. We purchase new materials, supplies, and equipment as needed
- f. Depends, we have to make decisions based on need and available funding
- g. It has been a while since we have been able to make new purchases

Curriculum

In 2-3 sentences, please describe what your program's beliefs are about how young children learn?

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How often do the infant/toddler educators develop lesson plans?

- a. Our program does not have infant/toddler classrooms
- b. Daily
- c. Weekly
- d. Monthly
- e. Annually
- f. Our infant/toddler educators do not develop lesson plans
- g. Other

How often do the preschool educators develop lesson plans?

- a. Our program does not have preschool-aged classrooms
- b. Daily
- c. Weekly
- d. Monthly
- e. Annually
- f. Our preschool educators do not develop lesson plans
- g. Other

Assessment Practices

How often do classroom educators collect information, observe, and document children's growth and learning? (Choose all that apply)

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- a. Daily
- b. Weekly
- c. Monthly
- d. Every 3-6 months
- e. Annually
- f. As needed
- g. Other

How do classroom educators use the information they collect about children's growth and learning? (Choose all that apply)

- a. To plan large group activities/create lesson plans
- b. To plan small group activities
- c. To create individualized learning plans for ALL children
- d. To create individualized learning plans for SOME children
- e. To collaborate with families in designing goals for their child
- f. Other

How is information collected about children shared with families?

- a. As it is collected, we share information with families
- b. We have regularly scheduled family-teacher conferences during which we share this information
- c. We don't often get an opportunity to share this information with families
- d. When a child is preparing to move to a new classroom/age group
- e. Other