NECPA Site Number:

Part 2. Staff Update		
This form refers to "staff" as any employee who <u>regularly works with children</u> at the program. This may include <u>directors, teaching staff and support staff.</u>		
Has the program had staff leave the program in the past accreditation year, either voluntarily or involuntarily? If **Yes**: • Complete all questions below. If **No**: Only answer question A and write "N/A" for each of the remaining questions below.	**Yes**	**No**
A. What is the total number of full and part time staff <u>**currently**</u>?	A =	
B. What is the total number of full and part time staff <u>**one accreditation year ago**</u>?	B =	
C. What is the total number of employees who have left the program within the past accreditation year, either voluntarily or involuntarily?	C =	
D. Calculate staff turnover rate. Step 1: C divided by B (C/B) Step 2: Multiply by 100 For Example: My program had 10 full and part time staff one year ago. Currently, my program has 8 full and part time staff. What is my staff turnover rate? A. What is the total number of full and part time staff currently? 8 B. What is the total number of full and part time staff one year ago? 10 C. What is the number of employees who have left the program within the past accreditation year? 2 Step 1: C divided by B (C/B): C/B= 2 / 10 = 0.20 Step 2: Multiply by 100: 0.20 x 100= 20%	**Staff turnover % =** *If applicable, please attach a statement written on program letterhead regarding the **high turnover rate** (60% or greater). Any formal documentation that supports a plan of action MUST be provided with the submission of your Annual Report and labeled with your site number.*	

Program Age Groups Served	
Please indicate age groups currently served at the program and list the name of the NECPA qualified Lead Teacher for each age group.	
Age Group	***Name of NECPA Qualified Lead Teacher***