

**OPENING REPORT      Fiscal Year      -**

The director of the ECE program shall submit an annual Opening Report and Program Staff Worksheet:

- which includes data for each age group served by the program as well as data for each staff member
- to the **local conference office of education**
- the local conference ECE liaison will forward a copy to the Pacific Union Conference ECE
- by the September 15 or check with your local conference liaison

Pacific Union Conference				Local Conference:			
<b>PROGRAM INFORMATION</b>							
<input type="checkbox"/> Church-based Program				<input type="checkbox"/> School-based Program			
1. Name of Program:							
2. Address:							
Street Address							
City				State		Zip	
3. Telephone:			Fax:		E-mail:		
4. Name of Director:							
5. Type of Program* (check all that apply)							
<input type="checkbox"/> Infant		<input type="checkbox"/> Toddler		<input type="checkbox"/> A.M. Pre-School Only		<input type="checkbox"/> Pre-Kindergarten	
<input type="checkbox"/> Pre-School and Child Care		<input type="checkbox"/> Before & After School Care		<input type="checkbox"/> School-age Summer Program			
6. Size of Program*	Licensed Capacity	#	Part-time Clients	#	Full-time Clients	#	Full-time Equiv #
<b>OPENING REPORT</b>							
7. Enrollment Total*:			Date:		6 wks – 12 mos:		12 – 24 mos:
24 – 36 mos:		36 – 48 mos:	48 – 60 mos:		60 mos – school age:		Special:
8. Religious Affiliation*							
How many children have at least one parent/guardian Adventist member?							
Religious affiliation unknown							
How many ECE students are now attending Adventist kindergarten?							

**\*INSTRUCTIONS**

5. Check those that most closely describe the services of your program.
6. Breakdown of enrollment by contractual agreement. (See census worksheet)
7. Include all enrolled clients; full-time and part-time.
8. Provide a breakdown of religious affiliation based on whether or not the child has at least one Adventist parent or guardian, or none.