

# FAMILY FORWARD MONTANA ROADMAP

*A Family Forward Montana step by step guide for Montana employers looking to enhance their recruitment and retention methods through family-friendly business practices*



*Solutions for Employers and Families*

This roadmap is intended to help provide a general overview of finding and implementing family-friendly business practices and becoming an endorsed family-friendly employer through Family Forward Montana (FFMT). The overarching goals of FFMT are to help employers build a happier, healthier, and more productive workforce.

# ROADMAP



## Guide Overview

This guide provides a detailed, step-by-step process for identifying, evaluating, and implementing family-friendly business practices in your organization. This is intended as a resource as you start and organize your process to growth – we recommend reaching out to us for support along the way. Zero to Five Montana is not a financial or human resource advising organization and we recommend all final direction be reviewed by a trusted professional before implementation.

**1 INTRODUCTION:** Who We Are and Why We Do It

**2 PLANNING:** Build the Team and Plan Ahead

**2 EVALUATION:** Listen to the Needs of Employees

**3 REVIEW:** Currently Available Policies

**4 IDENTIFY:** Family-Friendly Policy Inventory

**5 DEVELOPMENT:** Family-Friendly Policy Framework

**6 IMPLEMENTATION:** Communicate New Policies to Staff

**7 REVALUATION:** Monitor, Evaluate, and Improve



## Family Forward Montana

Family Forward Montana, a program of Zero to Five Montana, works to uplift the value of family-friendly work environments across our state. Designed specifically for business owners, this initiative aims to empower employers to build workplaces that prioritize the well-being of employees and their families, ultimately enhancing business success. We are here to help you achieve these outcomes by providing guidance, resources, and a supportive community of like-minded business owners across Montana.

### History

The Family Forward Montana initiative first emerged out of the Child Care for Your Workforce Summit in 2019, where employers and policy makers from across the state convened to discuss actionable strategies for their recruitment and retention needs. Zero to Five Montana was awarded a grant from the Department of Public Health and Human Services in 2022 to uplift child care business supports and developed a new program, Montana Child Care Business Connect, to focus on child care business capacity through training, technical assistance, and consultation.

Since many of Montana's employers are actively engaged in addressing child care solutions, growing the Family Forward Montana initiative was a key goal identified to enhance Montana's early care and education ecosystem to help support employers, large and small, in doing their part. We are thrilled to have rebranded and officially launched Family Forward Montana in August 2024.



**Sign up to receive emails with program updates as Family Forward MT continues to grow and develop**

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## Zero to Five Montana (ZtFMT)

ZtFMT is a statewide early childhood organization focused on increasing access to early care and education, supporting and strengthening families, uplifting voices, and empowering small businesses and communities. ZtFMT is nonpartisan and focused on solutions that work toward a Montana dedicated to every child. The ZtFMT promise is to stabilize, innovate, and build the early childhood system in Montana so all families and communities can thrive.

# INTRODUCTION



## Montana Child Care Business Connect (MCCBC)

### What We Offer:



#### BUSINESS CONSULTATION WITH OUR ADVISORS

##### Strategic Navigation:

- Develop strategic roadmaps for launching or expanding facilities.
- Provide market insights and growth opportunities.
- Ensure operational efficiency and regulatory compliance.

##### Problem Solving and Innovating:

- Address challenges like staff turnover and enrollment.
- Introduce innovative solutions and technology.

##### Financial Planning:

- Assist with budgeting and cash flow management.
- Analyze finances for sustainable profitability.
- Advise on funding, grants, and investments.

##### Relationship Building:

- Foster connections within the child care ecosystem.
- Facilitate collaboration and resource sharing.

##### Tailored Business Support:

- **Business Planning:** Develop comprehensive plans for sustainability.
- **Financial Management:** Guide budgeting and financial projections.
- **Regulatory Compliance:** Navigate licensing and operational standards.
- **Marketing Strategies:** Create plans to attract families and increase enrollment.

##### Operational Excellence:

- **Quality Improvement:** Enhance care quality and educational outcomes.
- **Efficiency Optimization:** Streamline operations and reduce costs.



#### COMMUNITY CAPACITY BUILDING

- **Building Strong Networks:** Facilitating partnerships between child care providers, local businesses, and community organizations to create a supportive network.
- **Resource Sharing:** Coordinating the sharing of resources and best practices among child care providers to improve service quality.
- **Advocacy and Awareness:** Raising public awareness about the importance of quality child care and advocating for supportive policies and funding.
- **Supporting Families:** Connecting families with child care resources and financial assistance programs to ensure access to quality care.
- **Community Education:** Providing informational sessions to help families understand their child care options and benefits.
- **Capacity Building:** Assisting communities in identifying needs and opportunities for expanding child care services to meet growing demands.

# INTRODUCTION



## Montana Child Care Business Connect (MCCBC)

### Our Role in Child Care Expansion

#### For Child Care Providers:

- **Resource Sharing:** Access to many tools, from business planning to operational guides, designed to streamline your workflow and enhance service delivery.
- **Training and Development:** Participate in workshops and training programs aimed at empowering you with new skills, up-to-date knowledge, and the confidence to excel.
- **Networking Opportunities:** Connect with fellow providers, share experiences, and foster partnerships that help navigate the challenges of the child care industry together.

#### For Employers & Communities:

- **Partnership Opportunities:** Engage in partnerships with child care providers to support your employees, contributing to a happier, more productive workforce.
- **Investment Guidance:** Through the Family Forward Montana initiative, discover ways to invest in child care that not only benefit your business, but also serve the community and help in building a resilient local economy.
- **Community Engagement:** Participate in initiatives aiming to enhance the accessibility and quality of child care, vital for the growth and sustenance of our communities.
- **Advocacy and Support:** Join us in advocating for policies that support the child care sector, ensuring every child in Montana has access to quality care and education.



### OUR OTHER RESOURCES



#### Interactive Workshops

- Live and recorded educational webinars
- A statewide, annual summit open to communities, employers, and providers



#### Web-based Resource Center

[CHILD CARE BUSINESS CONNECT.COM](https://childcarebusinessconnect.com)

An online hub stocked with tools and resources for current and aspiring providers and community solutions.

# INTRODUCTION



## Collective Understanding

### What does “family friendly” mean?

A family-friendly workplace or employer is one whose policies make it possible for employees to more easily balance family and work, and to fulfill both their family and work obligations.

Zero to Five Montana firmly believes that when businesses invest in their employees' work-life balance, they foster a happier and more productive workforce. This leads to increased employee retention, heightened job satisfaction, and improved overall company performance. Adopting customizable family forward policies such as flexible work schedules, parental leave, and child care support businesses of all sizes can be “Family Forward.”

For more detailed information, see our brief detailing how Family Forward Montana is:

**Good for Business, Good for Families, Good for Economics**



## Technical Assistance

This guide is designed as a comprehensive tool to assist in discovering and implementing family-friendly policies, and offering clear, structured guidance for organizations seeking to create or expand supportive environments for their employees. However, the Family Forward Montana team prioritizes being available for technical assistance, and ensuring that organizations receive prompt and personalized support tailored to their unique needs.

This hands-on approach allows for real-time problem-solving and expert advice, enhancing the effectiveness of the policies being adopted and fostering a more family-friendly workplace culture.

**Are you interested in this work and how our team can help?**



**EMAIL US TODAY!**

[familyforwardmt@zerotofive.org](mailto:familyforwardmt@zerotofive.org)

# PREPARATION



## Team Building

### Preparation

Consider assembling a team of advocates and advisors to support the survey, review, and implementation processes. A diverse set of perspectives ensures representation is upheld and all possible solutions are considered.

- Executive leadership champion (owner, CEO)
- Human resource representation
- Financial professionals
- Employee advocate
- Additional partners with specific knowledge on benefits and policies



## Action Planning

### Overview

Action planning involves creating a detailed roadmap to guide the implementation of new benefits and policies within an organization. It outlines the steps, resources, timelines, and responsibilities necessary to ensure a smooth and effective rollout. The benefit of an action plan extends further than the situation at hand but if stored can give historic guidance for future benefit/policy alterations.

### Terminology

#### Goal Statement

This is a space for your team to outline the specific goal of implementing a benefit or policy change. This can help teams enter the communication phase with more confidence and clarity.

*EXAMPLE: [fictional company] reviewing currently offered policies and the needs of staff to identify and implement policies that will be utilized and increase loyalty for new and existing employees.*

#### Team Members

List out all individual members on the team, their role to the project, and their contact information.

#### Action Item Description

This section is broken down by a main goal and several sub-goals. Scales goals help teams visualize the whole picture while seeing/working on individual parts.

*EXAMPLE: Main goal: conduct a survey of staff. Sub-goals: finalize a survey template, distribute to staff, send reminders to complete, and close response window.*

#### Party Responsible

Identify and note the team member responsible for overseeing and completing each sub-goal. Delegating tasks can be difficult but is key to efficiency and collective ownership.

*EXAMPLE: Kendra and Henry are leads on identifying new policy/benefit ideas. Janet and Frank will look at the budget to see how much room we have to work with.*



## Terminology Continued

### Start and Due Date

Give a general estimate for when to start and complete items of work in this section. This activity can be helpful when tracking if programs are running behind schedule.

### Status

Indicate the status of goals so you can track progress and identify when to intervene if needed. The scale is typically divided into "Not Started", "In Progress", "Complete", and "Stuck"

### Priority

Setting a priority can help teams identify where to start and what items need to be completed in order to efficiently move forward. This scale is typically divided into "High," "Medium," and "Low"

### Hazard Forecast

Hazard forecasts can help teams identify and mitigate potential situations before they occur. By giving time to a hazard forecast, teams can avoid delays and barriers. Potentially hazardous events can be determined based off history, resources, current atmospheres, and more.

*EXAMPLE: The last time we altered benefits, utilization was low for the first year due to employee confusion. Lets plan to hold a informational session and provide written instructions on how to opt in to the new benefits.*

### Outcome

Documenting outcomes both positive and negative can help with future planning and can be an opportunity to celebrate a specific team member or the team as a whole.

*EXAMPLE: The survey participation was successful with a 95% response rate. Thank you Jon for the idea to incentivize participation with a gas card. The conversation outlining the new benefits was confusing to staff. Stephany offered to hold office hours for staff who have more questions, thank you Stephany.*

## Document

To access the action planning document developed by Montana Child Care Business Connect follow this link.



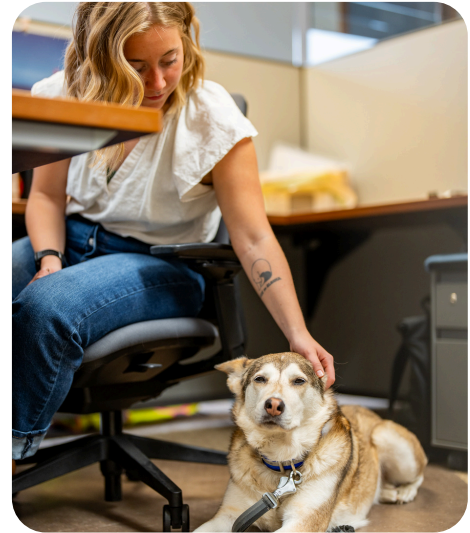
Use this action planning document as a comprehensive guide throughout the entire implementation process, ensuring it serves as a reliable reference point. It is important to store this working document for future implementation efforts, as it will provide valuable insights and a structured approach for future projects. Should the linked document not fully meet your team's specific needs, feel free to customize and adapt one of your own using the outlined terms and concepts above.





## Importance of Data Collection

Surveying staff before investing time, funds, and energy into implementing family-friendly benefit policies is crucial to ensure the initiatives introduced genuinely meet the needs and preferences of employees. This initial step allows organizations to gather valuable insights into the specific challenges and requirements of their workforce, such as the need for flexible working hours, childcare support, or enhanced parental leave. By directly engaging employees through surveys, companies can identify the most relevant and impactful benefits, avoiding a one-size-fits-all approach. Let's get started by learning the evaluation plan and priorities.



## Employee Survey Template

You can find a survey template on the Family Forward Montana website or at the end of this document. The template we have developed is just one example of an employee survey but there are many options available or questions you can customize to your businesses needs. Just be sure you are using the same template over time and across the population in order to reach reliable results.

### Employee Needs and Preference Data

- Gather information about employees' needs and preferences regarding work-life balance.
- Include questions about current work conditions, current benefit utilization, family responsibilities, and desired family-friendly benefits.

### Workforce Demographics

- Gather data on the demographics of your workforce, including age, gender, marital status, and number of dependents, to understand the specific needs of your employees.



### Keys to equitable surveying

- Keep surveys as anonymous as possible to promote free expression
- Consider offering multiple forms of survey completion (online, paper)
- Ensure data confidentiality
- Be mindful of language comprehension and representation



## Currently Offered Policies

Reviewing your organization's employee benefits and policies is essential to ensure they meet the needs of your workforce and align with business goals.



### Review Existing Policies

**Check your current policies to make sure they are relevant and competitive**

Using the survey evaluations mentioned in the previous section along with industry data gathered by national, state and local organizations, review your current policies and benefits to identify areas that already support work-life balance and those that need improvement. **3 key metrics should be prioritized in this process.**

#### 1 Utilization Analysis

Understand what currently offered policies are being used. You might find you've invested time, money, and energy into a benefit that no one needs.

#### 2 Employee Feedback

Prioritize the feedback from staff on the needs and wants they have in their work AND personal life to inform benefits that will really make a difference.

#### 3 Industry Benchmarks

Research family-friendly practices in similar organizations within your industry and community to identify peer mentors and innovative solutions.

If you aren't finding a local innovative solution, widen your search geographically or by business type. If you still can't find the benefits that will fit your employee and company needs, congratulations – you get to be a trailblazer! Visit with the Family Forward Montana team to gain access to individualized support to develop the right fit.



### Consider the Cost

When considering the cost of offering various family-friendly benefits for staff, it is essential to weigh both the direct expenses and the potential long-term savings. Understand the current cost of benefits and know what budget you have access to in offering new or different policies. Conversely, the cost of doing nothing can be substantial, as it may result in higher turnover rates and diminished productivity, eroding the company's bottom line and competitive advantage.



## Innovative Solutions

There are numerous family-friendly policy options available to support employees, significantly enhancing work-life balance and job satisfaction. Despite the existing range of benefits, there is always room for innovation and developing new, tailored options to meet the evolving needs of the workforce. Employers can explore creative and flexible solutions to better support their employees diverse family responsibilities.

This list is not comprehensive of all options available, visit our website for more.



### Policy Option ideas

#### Flexible Working Arrangements

##### *Telecommuting:*

Allowing employees to work from home either full-time or part-time. This practice reduces commuting stress, saves time, and can lead to increased productivity and job satisfaction. Employers benefit from a broader talent pool as geographical constraints become less significant.

##### *Flexible Scheduling:*

Allowing employees to work longer hours over fewer days can provide extended periods of personal time without sacrificing productivity. Flexible start and end times enable employees to tailor their work schedules to better fit their personal and family needs. This arrangement can help employees manage family responsibilities more efficiently and enjoy personal time.

#### Leave Policies

##### *Parental Leave:*

Providing paid leave for new parents supports employees during a critical life transition. This benefit can improve retention rates as employees are more likely to return to a supportive employer.

##### *Family Medical Leave:*

Offering leave for employees to care for sick family members shows empathy and understanding of personal challenges. This policy can reduce the stress associated with balancing work and caregiving responsibilities, leading to improved mental health and productivity.

##### *Paid Time Off:*

Allowing additional personal days for time away from the office gives employees the flexibility to further explore their personal hobbies and families. This practice can enhance trust and loyalty, as employees feel their personal lives are respected.



## Policy Options Continued

### Child Care Support

#### *On-site Child care:*

Providing child care facilities at the workplace can greatly alleviate the stress and logistical challenges of finding reliable child care. This benefit can increase employee punctuality and focus, knowing their children are nearby and well-cared for.

#### *Child Care Subsidies:*

Offering financial assistance for child care expenses helps reduce the financial burden on employees, making it easier for them to afford quality care for their children.

#### *Partnerships with Local Child Care:*

Collaborating with local child care providers to provide employee discounts or priority spots can make childcare more accessible and affordable. This partnership can foster a sense of community and support among employees, as they feel their employer is actively helping to address their childcare needs.

### Health and Wellness Programs

#### *Employee Assistance Programs (EAPs):*

Providing counseling and support services through EAPs can help employees manage personal and professional challenges, including family issues, stress, and mental health concerns.

#### *Health Screenings:*

Offering regular health check-ups and screenings can detect potential health issues early, leading to better outcomes and reduced healthcare costs.

#### *Fitness Programs:*

Encouraging participation in fitness activities or subsidizing gym memberships promotes a healthy lifestyle among employees. Regular physical activity can reduce stress, improve mental health, and boost overall well-being.

### Financial Support

#### *Dependent Care Accounts:*

Providing pre-tax accounts for dependent care expenses allows employees to save money on childcare and other dependent care costs. This financial support can ease the burden of care-related expenses, making it more feasible for employees to balance work and family responsibilities.

#### *Education Assistance:*

Offering tuition reimbursement or scholarships for employees or their children can support employee loyalty and invest in future generations.



## Policy Framework

### Intentional Planning

Developing a plan to implement family-friendly policies and benefits requires careful intention and strategic planning. It is essential to consider all that you have learned through the employee survey, industry research and innovative solutions inventory. Align the policies not only with staff but with the company's goals and resources. As mentioned earlier in this guide, the committee previously identified will be critical in this process. This committee's insights and recommendations will ensure the implemented policies are both effective and sustainable, ultimately fostering a supportive and inclusive work environment.



Be sure to revisit your action planning document referenced on page 5 throughout the entire process but especially after the benefit has been officially launched. This is an opportunity to look towards the future.

### The Framework

Taking the time to carefully create and follow a detailed framework for drafting a policy document ensures a thorough and well-considered approach that seamlessly transitions into an actionable plan, driving effective implementation.

#### Draft Policy Documents

- Create detailed policy documents outlining the new family-friendly practices.
- Include eligibility criteria, application processes, and any limitations.
- Once finalized, these documents must be written and available at all times to every staff person.

#### Seek Legal and HR Advice

- Consult with legal and HR experts to ensure compliance with labor laws and regulations.
- Address any potential legal risks and ensure policies are fair and non-discriminatory.
- This form of legal check should be done periodically for all policies, new and old, to ensure quality.

#### Set New Goals and Action Plan

- Define the goals of your family-friendly practices, such as improved employee retention or enhanced work-life balance.
- Establish metrics to measure the success of the implemented practices. This includes usage, impact, and individualized feedback.
- Include an annual benefit/policy evaluation if not already established.



## Communication

### Overview

When releasing information about policy changes it is crucial to be clear, open to feedback, and honest throughout the entire process. The importance of the team you developed (referenced on page 5) comes into play throughout this process but especially in the stage of communication. Take this opportunity to communicate these benefits outwardly as a recruitment strategy when filling critical roles in your organization.

### Communication Strategy

To account for different needs and abilities, be sure to use several forms of communication. This communication should be clear, consistent, and informative. This notice can be used not only for the announcement, but also as training on the new policies

#### In-person meeting

- One on One
- Group meeting

#### Written

- Email notice
- Step by step guide

#### Electronic

- Webinar
- Portal dashboard



### The Script

Be sure to address these four topics in your communication strategy.

#### What is changing?

"We are excited to announce the introduction of dependent flexible spending accounts, allowing you to set aside pre-tax dollars for dependent care expenses."

#### Why the change is necessary?

"We heard in the survey we conducted that many of you would like support with the cost of child care or elder care but want the flexibility to choose the type of care you use."

#### What is staying the same?

"All existing benefits and policies remain the same and will continue to be available to you."

#### What is the protocol moving forward?

"To enroll in the dependent flex spending accounts, please visit the HR portal and follow the enrollment instructions provided."

When introducing new family-friendly policies, it's essential to remain open to feedback. Creating a safe and confidential environment for feedback allows individuals to express their concerns and suggestions without fear of judgment or repercussions. This approach not only fosters trust but also helps identify potential issues early on, allowing for timely adjustments. Encouraging open communication ensures the policies are inclusive, adaptable, and beneficial for the families they aim to support.

# REVALUATION



## Monitor

Monitoring is the ongoing process of tracking the implementation and effectiveness of family-friendly business practices. By keeping a close eye on how these policies are being applied, businesses can ensure they are meeting their objectives and identify areas that may need attention.

### Why Monitoring is Essential

- 1 Real-Time Insights:** Continuous monitoring provides up-to-date information on how family-friendly practices are functioning within the organization.
- 2 Proactive Problem-Solving:** By regularly tracking policy implementation, potential issues can be identified and addressed before they escalate.
- 3 Consistency and Compliance:** Monitoring ensures that policies are being consistently applied across the organization, maintaining fairness and compliance with legal standards.

### Monitoring Methods

Monitor the predefined metrics to assess the impact of the family-friendly practices.

#### Data Collection

- Complete regular surveys with staff on usage, positive outcomes, and challenges
- HR Metrics: monitor turnover rates, absenteeism, and flexible schedules

#### Regular Check-ins

- Conduct routine meetings with managers to discuss application and effectiveness from that perspective
- Prioritize periodic touchpoints with individual employees to gather feedback

#### Digital Tools

- Use HR software to automate the tracking of policy usage, ensuring accuracy and ease
- Create dashboards that visually represent the key data points, making it easier to identify and present trends

Regularly report on the progress and impact of the family-friendly practices to senior management and employees.

## Evaluate

Through periodic evaluation, businesses can determine whether these policies are achieving their intended goals and how they are influencing employee satisfaction and overall company performance. Evaluation and monitoring are similar in methodology but have different goals in mind. In this situation, the goal of this evaluation is to see the changes in employee usage and satisfaction in comparison to the previous year or without these benefits.

### Data Collection Tip

In order to compare data properly you must use the same survey questions as your previous data collection.



## Improve

Effective analysis of data is critical to understanding the impact of the family-friendly benefit package and identifying opportunities for improvement. This section outlines the key steps in the data analysis process and provides guidance on how to use these insights to drive continuous improvement.

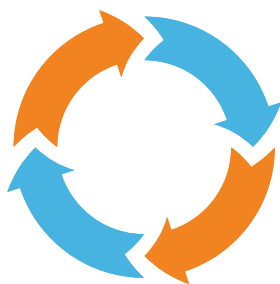
### Data Analysis Techniques

- **Descriptive Analysis:** Summarize the collected data to identify overall trends and patterns in the use and impact of the initiative's resources.
- **Comparative Analysis:** Compare data across different regions, business sizes, and child care providers to identify areas of success and those requiring additional support.
- **Thematic Analysis:** Analyze qualitative feedback to uncover recurring themes, concerns, and suggestions for improvement from participants.

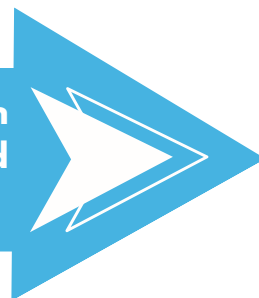
### Identifying Key Insights

- **Success Factors:** Determine which aspects of the initiative have been most effective in achieving the desired outcomes, such as improved child care capacity or increased business sustainability.
- **Challenges and Barriers:** Identify common challenges faced by businesses and providers, such as financial constraints, regulatory hurdles, or lack of awareness about available resources.
- **Areas for Improvement:** Highlight specific areas where adjustments or additional support are needed to better meet the needs of participants and maximize the initiative's impact.

Use this feedback to identify areas for improvement and to gauge overall satisfaction.



**This will always be a cyclical process – even after implementation, the business should always be striving for improvement.**



Based on feedback and metrics, refine and improve the family-friendly practices. Stay informed about new trends and best practices in family-friendly policies and adapt as needed.

*This project is funded in whole or in part under a contract with the Montana Department of Public Health and Human Services. The statements herein do not necessarily reflect the opinion of the Department.*





## Current Benefit Assessment

1. Using a scale between 1 and 5 how satisfied are you with the current benefits offered. (1 being very unsatisfied 5 being very satisfied)

<b>Insurance Benefits</b>	<i>NA</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Health insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Dental insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Vision insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Flexible Spending Account (FSA)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Short-term Disability Insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Long-term Disability Insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Group Life Insurance</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or Suggestions for Improvement:

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<b>Paid Time Off</b>	<i>NA</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Paid Sick Leave</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Paid Vacation</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Paid Holidays</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Bereavement Leave</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or Suggestions for Improvement:

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<b>Other Benefits</b>	<i>NA</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Retirement Plan</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Child Care Support</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Comments or Suggestions for Improvement:

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## Child Care Needs Assessment

**1. Do you have child(ren) enrolled in child care or do you plan to at any time in the next year? (Discontinue survey for any answer except Yes)**

- Yes
- No
- Prefer to not answer

**2. Do you have child(ren) in licensed or registered child care?**

- Yes
- No
- I have child care, I'm not sure if it is licensed/registered

**3. Do you mind sharing the name and location of the child care you use? (optional)**

\_\_\_\_\_

**4. If you don't have child(ren) in licensed/registered child care, do your child(ren) attend unregulated child care such as a family member, friend, or unregulated provider (could be paid or unpaid)?**

- Yes
- No
- N/A

**5. How many child(ren) do you have in child care?**

- 1
- 2
- 3
- 4 or more

**6. How many hours per week do your child(ren) attend child care?**

- Less than 20 hours
- 20 – 40 hours
- More than 40 hours

**7. If you have school-age child(ren), do you use afterschool or summer care?**

- Yes
- No

**8. Is there a community need for after-school or summer care?**

- Yes, Summer Care
- Yes, Afterschool Care
- No

**9. Do you receive the Best Beginnings Child Care Scholarship or Child Care Aware of America's military benefits for child care?**

- Best Beginnings Child Care Scholarship
- Child Care Aware of America Assistance
- No
- Not Sure

**10. Which days of the week do you typically need care (check all that apply)?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**11. What time of day is the earliest you need care to start? \_\_\_\_\_**

**12. What time of day is the latest you may need to pick up your child? \_\_\_\_\_**

**13. How many miles is your child care from your home or place of employment (whichever location was most important in making a child care decision)?**

- Less than 2 miles
- 3 – 10 miles
- 11 – 20 miles
- 21 – 30 miles
- More than 30 miles



## Child Care Needs Assessment Continued

**14. In the last 12 months, has child care influenced your employment (or your partner's employment, if applicable) in any of the following ways? (check all that apply)**

- Had to take unplanned vacation time/paid time off due to child care closures
- Had to take unplanned sick leave due to a child's illness
- Had to reduce or change my work hours for more than just a few days
- Changed job roles for greater flexibility
- Changed work location for greater flexibility
- Lost wages due to child care closures
- For managers: Have had difficulty managing or hiring team members

**15. Have you or someone in your immediate family considered staying home, rather than entering your child(ren) into a child care program?**

- Yes
- No
- Prefer to not answer

**16. Would having child care benefits make a position (here or somewhere else) more attractive to you as an employee?**

- Yes
- No
- Not Sure

**17. Would you be able and willing to work more days or longer hours for your employer if you had more child care options?**

- Yes
- No
- Not Sure

**18. If your employer did offer licensed/registered child care benefits such as a local partnership or onsite child care, what would be the most important factor for you in deciding whether to enroll your child(ren)? (Rank in order of importance, 1=most, 9=least)**

- Hours of care available
- Cost of care
- Qualifications of staff
- Meals included
- I could spend more time with my child
- Program philosophy, curriculum, and/or approach to working with young children
- Learning environment and play spaces and materials (inside and outside)
- Reputation and/or references from families who have enrolled in the program (if existing to child care only)
- Skills in caring for developmentally, physically, or emotionally challenged children
- Other (please specify):

**19. Please share anything else you would like us to know about your child care needs and decisions you've made regarding selecting child care:**

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**Note: This is an anonymous survey. However, if you would like to share your name and contact information, please do so below:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

