■ Explain the purpose of the interview.

■ Remind the interviewee that this is confidential and will not be used for auditing purposes.

■ Encourage the interviewee to be honest by telling them that the goal of this interview is to get data that will make a case for getting the resources they need.

■ Explain also that when we reference staff members, we explicitly mean staff members who work directly with children (whether they are teachers or paraprofessionals). We are also mainly interested in what happens for their full day programs.

I. PREPARATION AND SOURCING OF MEALS

SCRIPT: I am going to start by asking you a few questions about the mechanics of how your center acquires and serves meals so we can get a picture of what your food operations look like.

1. What proportion of your students are full-day? ____________

2. How many staff members do you have who work directly with children (both full time and part-time)? ________________

3. Which meals do you serve at your center? [Note: breakfast and morning snack are often confused. Be sure they are selecting the right meal(s)]
   - Breakfast (not morning snack)
   - Morning snack
   - Lunch
   - Afternoon snack

4. For which meals do you receive CACFP funding?
   - Breakfast (not morning snack)
   - Morning snack
   - Lunch
   - Afternoon snack

5. Do children bring food from home (either regularly or on special occasions)?
   - Not permitted
   - Only children with special medical needs or other dietary restrictions are permitted to bring food
   - Children sometimes bring food from home for the class for special occasions
   - All children are allowed to bring snacks or meals instead of eating center food
   - All children are required to bring their own food for some snacks/meals

6. Does your center have a kitchen on site?
   - No
   - Yes, partial facility that can be used to prepare some foods
   - Yes, full kitchen that can be used to prepare all meals
1. PREPARATION AND SOURCING OF MEALS continued

7. What is the source of your center’s meals and/or snacks?
   - Use outside food service, with pre-cooked and prepared meals
     - Name of food service: ________________________________
   - 7a. Does the food service predetermine/plan your weekly menus?
     - Yes (SKIP 8)  ❑ No
   - Use school food supplier(s) or vendor(s), but meals are prepared on site
     Name of supplier(s) or vendor(s): ________________________________
   - Center buys food directly from grocery store
     Name of grocery store: ________________________________

8. IF YOUR MENUS ARE NOT PRETERMINED, to what degree are the following people involved in menu planning? Please rank in order of involvement.
   - Cook
   - Director
   - Managing Committee
   - Childcare staff
   - Registered Dietician
   - Nutritionist
   - Parents
   - Teachers
   - Other: ________________________________

9. How would you rate your satisfaction with the food your site provides to children at your center? In your case, this would be [LIST SNACKS OR MEALS PROVIDED BY THIS CENTER, GIVEN IN QUESTION 2].
   - Dissatisfied
   - Somewhat dissatisfied
   - Somewhat satisfied
   - Satisfied
     - 9a. IF DISSATISFIED, why? ______________________________________

10. How much control do you feel you have over the food your center provides?
    - No control
    - Some control
    - Fair amount of control
    - A lot of control
     - 10a. IF NOT ‘A LOT OF CONTROL,’ why not? ______________________________________

11. Does the change in seasons affect the type of food served or method of preparation?
    - No
    - Yes
     - 11a. If YES, how?

12. Does your program change substantially during the summer? For example, do you have changes in staffing or a less structured curriculum during the summer?
    - No
    - Yes
     - 12a. IF YES, how?
II. GUIDELINES AND POLICIES

SCRIPT: In this next section, I am going to ask you a list of questions about policies at your center. These questions are regarding standing policies only, not general practices. I will ask about day-to-day practices later in the interview.

1. Is there a center policy requiring nutrition standards for foods served at the center that exceed CACFP requirements (e.g., serving only whole grains, serving a fruit/vegetable at every snack)? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________

2. Is there a center policy regarding staff encouraging/discouraging children from eating all the food on their plates (i.e., “cleaning” their plate)? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________

3. Is there a center policy regarding children having extra helpings of snacks or meal foods? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________

4. Is there a center policy regarding the use of food as a reward or as an incentive for good behavior? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________

5. Is there a center policy regarding what foods can be served during celebrations? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________

6. Is there a center policy setting nutrition standards for food brought from home for meals or snacks? Select all that apply:
   - N/A: No food allowed from home at all
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways: ____________________________
   - Policies: ____________________________
II. GUIDELINES AND POLICIES continued

7. Is there a center policy addressing limits for children’s time using computers (including educational games)? Select all that apply:
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways:

   Policies: ________________________________

8. Is there a center policy setting time limits for how long the television can be on in each classroom?
   - N/A: Center does not have televisions in classroom
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways:

   Policies: ________________________________

9. Is there a center policy addressing physical activity or physical education?
   - No policy
   - Written policy in staff handbook
   - Written policy in parent handbook
   - Spoken (not written) policy communicated during staff training
   - Spoken (not written) policy communicated to staff in other ways:

   Policies: ________________________________

[NOTE: IF THE DIRECTOR HAS SAID THAT THE PRESCHOOL HAS NO WRITTEN POLICIES WHATSOEVER, SKIP TO SECTION III: COMMUNICATION WITH PARENTS]

10. How many of your staff comply with your nutrition and feeding policies all of the time?
    - No staff
    - Some staff
    - Half of staff members
    - Most staff
    - All staff

11. How many of your staff comply with your physical activity policies all of the time?
    - No staff
    - Some staff
    - Half of staff members
    - Most staff
    - All staff

12. How do you monitor whether staff members are complying with your center’s nutrition and physical activity policies? Choose all that apply.
    - Daily walk-throughs
    - Informal check-ins and reviews with staff [initiated by director]
    - Track complaints about noncompliance voiced by other staff members or parents [initiated by staff or parents]
    - Other: ________________________________
### III. COMMUNICATION WITH PARENTS

**SCRIPT:** This next section is about the methods you and your staff use to communicate with families about nutrition and physical activity at your preschool.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>1-5 times per year</th>
<th>At least 6 times a year</th>
<th>At least monthly</th>
<th>At least weekly</th>
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</thead>
<tbody>
<tr>
<td>1. Do you provide information about food and nutrition to parents through newsletters and pamphlets?</td>
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<td>□ Yes □ No (SKIP TO 2)</td>
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<tr>
<td>1a. IF YES, how often are newsletters/pamphlets distributed?</td>
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<td>□ At least 6 times a year</td>
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<td>□ At least monthly</td>
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<td>1b. IF YES, do you use any of the following sources for newsletters or pamphlets?</td>
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<td>□ Government materials, such as USDA MyPyramid or 5-a-day</td>
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<td>□ Resources from early childhood references/journals</td>
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<td>□ Materials from trade associations like the Dairy Council or National Cattlemen’s Beef Association (e.g. Got Milk campaign, 3-a-day, Teach Free)</td>
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<td>□ Materials from food companies (e.g. Yoplait, General Mills, or Kraft)</td>
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<td>□ Academic or non-profit organizations</td>
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<td>□ LIST: ____________________________________________________________________</td>
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<td>2. Do you involve parents in special events about food and nutrition such as workshops, picnics, pot lucks, information sessions, and talks on nutrition?</td>
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<td>□ No, we do not have special events about food and nutrition</td>
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<td>□ Yes ■ IF YES, please describe: ___________________________________________________________________________________________________________</td>
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<td>3. Are there other programs or methods you use to engage families about nutrition (such as growth assessment/BMI report cards, partnerships with local universities)?</td>
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<td>□ Yes ■ IF YES, what programs? ____________________________________________________________________________________________________________________________________</td>
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**NOTE:** IF DIRECTOR SAID ‘NO POLICY’ TO QUESTIONS 1-6 IN SECTION II, SKIP TO QUESTION 5

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No (SKIP TO #5)</th>
<th>No parents</th>
<th>Some parents</th>
<th>Half of parents</th>
<th>Most parents</th>
<th>All parents</th>
<th>Don’t know/Not sure</th>
<th>NA: no nutritional guidelines</th>
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<tbody>
<tr>
<td>4. IF YOU HAVE FORMAL NUTRITION GUIDELINES, do you share those guidelines with parents?</td>
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<td>4a. IF YES, How are the center’s nutritional guidelines communicated to parents? This does not include guidelines for allergies or safety.</td>
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<td>□ Guidelines stated in parent handbook</td>
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<td>□ Letter is sent home to parents outlining guidelines</td>
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<td>□ Staff members talk about guidelines with parents if problems arise</td>
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<td>□ Staff members talk about guidelines with all parents</td>
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<td>4b. IF YES, how many families comply with the center’s nutritional guidelines?</td>
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<td>4c. IF YES, are staff members explicitly told to monitor the foods sent in by parents to ensure they are complying with the center’s nutritional guidelines?</td>
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<td>□ N/A: No food sent in from home</td>
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<td>4cc. IF YES, what do staff members do when food is not in compliance?</td>
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III. COMMUNICATION WITH PARENTS  continued

5. Do parents agree with your center’s feeding guidelines and practices?
   ❑ No
   ❑ Mostly agree
   ❑ Completely agree

5a. IF NO or MOSTLY AGREE, what are parents’ most common ideas or beliefs that conflict with your center’s feeding policies or practices?

6. What do you do when a parent has ideas about feeding behaviors that are in conflict with your center’s policies or practices? Ask question even if they state ‘yes’ to question 5.

   OR
   ❑ Doesn’t happen, all parents agree

IV. EATING ENVIRONMENT AND BEHAVIORS

SCRIPT: Earlier in the interview, we talked about your policies. In this next section, I will ask you questions about actual day-to-day practices in the preschool. We want to emphasize again that your answers to the questions in this interview will NOT be used for any kind of auditing purposes and will be kept strictly confidential. Also, we do not know a lot about this area and are simply trying to learn more about what goes on in preschools. Therefore, we encourage you to be completely honest and provide us with as much detail as possible about the following questions, as we understand that staff members may not always feed children according to school policy due to lack of time, skill level, or other factors.

1. Do childcare staff members sit with the children as the children eat?
   ❑ No staff members (SKIP TO 3)
   ❑ Some staff members
   ❑ Half of staff members
   ❑ Most staff members
   ❑ All staff members
   ❑ Don’t know/Not sure

2. If staff members sit with the children, do they consume:
   ❑ NONE of the same food and beverages as the children
   ❑ SOME of the same food and beverages as the children
   ❑ ALL of the same food and beverages as the children
   ❑ N/A: Children and staff all bring in their own food

2a. If SOME or NONE, what is the reason?
   ❑ Staff members are expected to eat at a separate meal break
   ❑ Staff members prefer to eat their own food
   ❑ Staff members are on a restricted diet themselves (due to eating restrictions or allergies)
   ❑ Other: __________________________________________________________________________

3. Do some staff members ever serve or encourage food to children in a way that you wish they would not?
   ❑ No
   ❑ Yes

3a. IF YES, what are the most common behaviors or beliefs among staff that conflict with the center’s policies on feeding?

3b. IF YES, what strategies do you use to resolve conflicts with staff around feeding?

4. How many staff members have you witnessed or heard of using food to reward “good” behavior (such as getting a treat for cleaning up)?
   ❑ Number: ________ (if needed, prompt: “Would you say 1 or 2? 3-4? 5?”)
   ❑ Don’t know/Not sure
IV. EATING ENVIRONMENT AND BEHAVIORS continued

5. How many staff members have you witnessed or heard of withholding food as a consequence for unfavorable behavior (such as withholding a cookie for not quieting down)?
   - Number: _________ (if needed, prompt: “Would you say 1 or 2? 3-4? 5?”)
   - Don’t know/Not sure

6. On average, how often do educators explicitly teach concepts about food (such as how vegetables grow or foods eaten by different cultures) or nutrition (such as how vegetables keep bodies healthy) as part of the regular curriculum?
   - Never
   - 1-5 times per year
   - At least 6 times a year
   - At least monthly
   - At least weekly
   - Daily
   - Don’t know/Not sure

7. Do educators use any of the following sources for posters, books, or teaching material in the classroom?
   - Government materials, such as USDA MyPyramid or 5-a-day
   - Resources from early childhood references/journals
   - Materials from trade associations like the Dairy Council or National Cattlemen’s Beef Association (e.g. Got Milk campaign, 3-a-day, Teach Free)
   - Materials from food companies (e.g. Yoplait, General Mills, or Kraft)
   - Academic or non-profit organizations
   - LIST:

8. Are there any nutrition programs, initiatives, or policies that your center has implemented? How helpful have they been? Please describe:

9. How often do educators conduct cooking or hands-on sensory activities involving food with the children?
   - Never
   - 1-5 times per year
   - At least 6 times a year
   - At least monthly
   - At least weekly
   - Don’t know/Not sure

10. Do teachers use food as part of educational exercises where food or nutrition is not the subject of the lesson (such as practicing counting with candy or cereal pieces; using food materials for art or science projects, like building sculptures out of dried pasta?)
    - No
    - Yes
    10a. IF YES, which of the following types of food are used? Choose all that apply:
        - Beans
        - Crackers
        - Cookies
        - Cereal
        - Candy
        - Fruit
        - Pasta or rice
        - Other

11. How many staff members do you see consuming food or drinks with branded packaging (such as a Dunkin Donuts or Starbucks coffee cup, or a Subway sandwich wrapper) in view of the children?
    - Number: _________ (if needed, prompt: “Would you say 1 or 2? 3-4? 5?”)
    - Don’t know/Not sure
    11a. IF YES, what brands (probe for common brands):

12. How many staff members do you see consuming water in front of the children?
    - Number: _________ (if needed, prompt: “Would you say 1 or 2? 3-4? 5?”)
    - Don’t know/Not sure
**IV. EATING ENVIRONMENT AND BEHAVIORS continued**

13. Do you feel that your staff members who work directly with children model healthy eating behaviors?
- No staff members
- Some staff members
- Half of staff members
- Most staff members
- All staff members

14. What foods are served to children at celebrations, such as holidays or birthday parties?
- No food served at celebrations outside of regular meal
- Cupcakes
- Cookies
- Candy
- Cake
- Ice cream
- Potato chips or cheese puffs
- Pretzels/popcorn
- Pudding
- Frozen yogurt
- Fruit
- Other: _____________________________________________________________

15. When the center has fundraising projects involving selling items, what is most often sold?
- Not applicable—no fundraising done
- Traditional food fundraising items, such as cookies, cupcakes, popcorn, pies, candy
- Non-traditional food fundraising items, such as fruit baskets or granola
- Nonfood items, such as wrapping paper or plants OR fundraising does not involve selling items

   IF NO SALES, what strategies do you use for fundraising? ________________________________________________________________

16. How often do you serve takeout for lunch (e.g. Pizza or Happy Meals on Fridays)?
- Never
- 1-5 times per year
- At least 6 times a year
- At least monthly
- At least weekly

   PROBE: What is served? _____________________________________________________________

**V. CACFP REQUIREMENTS**

SCRIPT: In this next section, I will ask about your opinion of CACFP requirements for meal planning. These questions refer to what the requirements should be **if funding were not an issue.**

1. Are there foods or beverages that CACFP allows to be served that you think should be served less often or not at all (for example foods you think are unhealthy)?
- No
- Yes

   1a. IF YES, which foods or beverages? ________________________________________________________________

   1b. If Yes, the food should be served:
   - Not at all
   - Less often

2. Are there foods or beverages that you think should be required under CACFP but are not required right now? (These can include foods **allowed to be served but are not required**).
- No
- Yes

   IF YES, which foods or beverages? ________________________________________________________________
V. CACFP REQUIREMENTS continued

3. Are there foods or beverages that you feel should be less burdensome to serve under CACFP (for instance, foods or beverages that require extra paperwork)?
   - No
   - Yes
   IF YES, which foods or beverages?

VI. PHYSICAL ACTIVITY AND SEDENTARY TIME

SCRIPT: In this section, I will ask about physical activity practices at the center.

1. How much total active play time is designated for physical activity at your center each day (not counting after-care programs)?
   _______ minutes

2. How much total outdoor play time is designated for physical activity at your center each day (barring inclement weather)?
   _______ minutes

3. On average, what proportion of children’s physical activity time is spent in:
   _______ Structured, teacher-led physical activity
   _______ Free play time
   (PROMPT IF NEEDED: Think about a typical day at the center. Does play time begin or end with a teacher-led activity, such as Heads-Shoulders-Knees-and-Toes or stretching? How long would this last? Then how long would the children play without supervision?)

4. How many staff members have you seen or heard reducing a child’s physical activity time as a behavioral consequence (NOT as a safety issue)?
   - Number: (if needed, prompt: “Would you say 1 or 2? 3-4? 5?”)
   - Don’t know/Not sure

5. On average, the frequency with which teachers turn on the television in the classroom is:
   - Never
   - A few times a year
   - Monthly, but not each week
   - Weekly, but not each day
   - Daily, less than 2 hours
   - Daily, 2 hours or more

6. On average, how often does each child use computers at the center?
   - Never
   - A few times a year
   - Monthly, but not each week
   - Weekly, but not each day
   - Daily, less than 2 hours
   - Daily, 2 hours or more

7. During what hours of the day are computers available for use by children?
   ___________________________________________________________

8. Do you have a plan for physical activity when weather conditions prevent children from going outdoors? Describe your plan (including temperatures when stay indoors):
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

9. What is the approximate square footage of your outdoor play space?
   ___________________________________________________________

10. What is the approximate square footage of your indoor play space, if applicable?
    ___________________________________________________________
VII. STAFF TRAINING

1. Describe professional development for your staff around food and nutrition. (open-ended):
   
   ____________________________________________
   
   ____________________________________________

2. Describe professional development for your staff around physical activity (open-ended):
   
   ____________________________________________
   
   ____________________________________________

3. Is there additional training that you, as a center director, would like to receive in regards to nutrition or physical activity?

   ____________________________________________
   
   ____________________________________________

4. Is there additional training you would like any of your staff to receive?

   ____________________________________________
   
   ____________________________________________

VIII. BARRIERS & SUPPORTS

SCRIPT: In this section, I will ask about what has been helpful to you in terms of providing a good nutrition and physical activity environment and what has been challenging. Please be honest as we hope we can use the data from this interview to change things that have been problematic for you and encourage things that have been helpful.

1. Which of the following has been a barrier to providing the best nutrition environment possible?

   ❑ Insufficient funds
   ❑ Quality of food service vendor
   ❑ Inadequate food preparation or storage space
   ❑ Lack of support from staff
   ❑ Lack of support from parents
   ❑ Lack of strong policies on nutrition
   ❑ Lack of quality staff training on nutrition
   ❑ Limited time teaching nutrition
   ❑ Sales of unhealthy foods at fundraisers
   ❑ Sales/serving of unhealthy foods at celebrations
   ❑ Lack of nutrition education resources
   ❑ OTHER: _______________________________________________________________

2. Which of the following has been a barrier to providing the best physical activity environment possible?

   ❑ Insufficient funds
   ❑ Quality of physical activity equipment
   ❑ Quality of physical activity space
   ❑ Safety of physical activity space
   ❑ Limited time set aside for physical activity
   ❑ Lack of support from staff
   ❑ Lack of support from parents
   ❑ Lack of strong policies on physical activity
   ❑ Lack of quality staff training on physical activity
   ❑ Lack of resources on appropriate physical activities for children
   ❑ OTHER: _______________________________________________________________

3. Which of the following has been helpful to your center in promoting a healthy food environment:

   ❑ Support from staff
   ❑ Support from parents
   ❑ Quality of food service provider
   ❑ Quality of nutrition training for staff
   ❑ Policies on nutrition and foods served
   ❑ Quality of nutrition education resources
   ❑ Adequate financial support for food services
   ❑ OTHER: _______________________________________________________________
VIII. BARRIERS & SUPPORTS continued

4. Which of the following has been helpful to your center in promoting a healthy physical activity environment:
   - Support from staff
   - Support from parents
   - Quality of space for physical activity
   - Quality of training for staff
   - Successful policies on physical activity
   - Adequate financial support for physical activity programs & equipment
   - OTHER: ________________________________

5. Do you feel like allergy related restrictions on foods served at your center are a barrier to improving nutrition?
   - No
   - Yes
   5a. Explain: ________________________________

IX. FINANCIAL AND OTHER

SCRIPT: This is the last section. Thank you for your time and attention so far. We just have a few more questions left about the fee structure at your center.

1. What do families pay for full time child care for a preschooler? If your center uses a sliding scale for families, please tell us the range of fees.
   - $_____ per [circle] week month
   - OR, if sliding scale: $_____ to $______ per [circle] week month
   - NOTE: If the director gives you tuition per semester, just write it down and we can calculate a monthly rate later.

2. What percentage of your families pay the full tuition? ______

3. Are you NAEYC accredited?
   - No
   - Yes

4. Do you have other accreditations?
   - No
   - Yes
   - IF YES, please describe: ________________________________

5. Did you complete the Child Care Nutrition and Physical Activity Assessment Survey sent out by Yale University and the Connecticut State Department of Education?
   - No
   - Yes, in collaboration with another staff member or administrator
   - Yes, alone

6. Is there anything else that you would like us to know about food, nutrition, health education, or physical activity at your center?
   - __________________________________________________________
   - __________________________________________________________
   - __________________________________________________________
   - __________________________________________________________
   - __________________________________________________________