
OPRE Report 2025-061

Estimating the Costs of Implementing Workforce Development Strategies in Child Care and Early Education:

A Methodological Guide

Appendix A

Example of an Ingredients List, at Different Phases in a Cost Study of a Program to Support Child Care and Early Education Staff Members in Completing 2-Year Degrees

Appendix Table A.1. Early Phase of the Cost Study: Before Data Collection

Resource	Description	Questions
Center director's time	Time spent counseling staff members and supporting them in completing the program, managing forms, and potentially reorganizing schedules to facilitate attendance at courses	Is the center director a mentor, as suggested by the program notes? Confirm the director's role. In large centers, this role may be filled by an assistant director. Confirm the assistant director's role.
Participating assistant teachers	Time spent in weekly remote community college classes, 6 intensive workshops a year in person, and weekly mentorship meetings with the lead teacher mentor	Are all classes at night or do participants miss some teaching time? How much time is spent outside of classes on homework, studying, or both?
Lead teacher mentors	Weekly mentorship meetings with mentee	Do they meet one on one or does one lead teacher meet with all the participants at a center? How long are the meetings? Do the participants make up missed meetings? Are meetings held during the instructional day?
Community college adviser/coach	Visits the participants' center about once a month to observe teaching, then meets with the participating assistant teacher	What are this person's qualifications? (Is the adviser a professor or an experienced teacher?) How far does the adviser have to travel? Can the adviser cluster with other participating teachers at the center to save travel time? How long is a visit? Are any materials required to complete the visit (for example, a tablet or a laptop)?
Community college tuition and fees	Full-time course load for 2 to 3 semesters depending on how many credits the participant is taking	How are fees and tuition borne by different stakeholders? Does this program mean the college needs to offer additional sections of some courses?
Laptop for participants	Laptop for coursework and homework, among other uses	Do participants need a dedicated work-related laptop or can it be used for personal reasons also? Is the use of the laptop related to the participant's work in child care?
Books and materials	Textbooks and other required materials for courses	What are these? Do students purchase them or does the program? Are they leased or owned? Do they have any uses beyond the course?

NOTE: Categories and resources listed here are illustrative only and for a simulated program.

Appendix Table A.2. Mid-Study Phase: Following the Bulk of Data Collection

Resource	Description	Quantity
Center director's time	Time spent counseling staff members and supporting them in completing the program, managing forms, arranging coverage for mentor/mentee meetings, and providing feedback to the community college coach	Director spends approximately 10 hours at the start of the academic year and 2 hours per month thereafter.
Participating assistant teachers	Time spent in weekly remote community college classes, 6 intensive workshops a year in person, and weekly mentorship meetings with lead teacher mentor	<p>Classes take place during the fall, spring, and summer terms, with approximately 8 weeks out of course time per calendar year.</p> <p>Participants spend 10 hours per week doing coursework, homework, and studying.</p> <p>Six 6-hour workshops are held during the program and travel expenses are covered (typically a \$20 gas gift card).</p> <p>Participants attend a 1-hour mentorship meeting per week and spent 1.5 hours in observation meetings with a coach 4 times per year.</p>
Lead teacher mentors	Weekly mentorship with mentee	Participants spend 1 hour per week in meetings and approximately 15 minutes per week in related tasks.
Community college adviser/coach	Community college professor. Visits the participants' center about once a month to observe teaching, then meets with the participating assistant teachers. Has a caseload of about 20 teachers and visits each approximately 4 times per year.	<p>The adviser spends 4 hours per visit observing and meeting with participants and taking notes (travel time is included).</p> <p>Adviser attends or leads the 6, 6-hour workshops per year.</p>
Community college tuition and fees	Full-time course load for 3 semesters	Tuition and fees for 2023-2024 are \$15,500 per participant for the 3-semester program. The state pays the tuition (\$14,000) and the student pays the fees, although some centers cover these (\$1,500, which includes parking and facility access, IT support, and graduation/diploma fee, among others).
Laptop for participants	Laptop for coursework, homework, and other program-related uses	Participants use their personal laptop. A basic laptop is sufficient.
Books and materials	Textbooks and other required materials for courses	<p>Materials are typically included in the package covered by the state (part of the \$14,000) and are primarily virtual.</p> <p>Participants report spending an additional \$100 for materials and \$50 for an activity book with lesson plan ideas (available from the library, but most are bought for future use and centers paid in most cases).</p>

NOTE: Prices and quantities are illustrative only and for a simulated program.

Appendix Table A.3. After Resource Data Collection: Applying Nationally Generalizable Prices

Resource	Price (\$)	Units	Price Source
Center director's time	44	Hour	Bureau of Labor Statistics
Participating assistant teacher's time in coursework and related activities	19	Hour	Bureau of Labor Statistics
Participating assistant teacher's time in workshops	19	Hour	Bureau of Labor Statistics
Vouchers for participant's travel to workshops	20	Hour	Cornell Research Services
Participating assistant teacher's time in mentorship meetings	19	Hour	Bureau of Labor Statistics
Participating assistant teacher's time in coaching sessions and observations	19	Hour	Bureau of Labor Statistics
Lead teacher mentors	25	Hour	Bureau of Labor Statistics
Community college adviser/coach	120	Hour	Bureau of Labor Statistics
Community college tuition and fees	10,500	Program year (3 semesters)	Community College Review
Laptop for participants	120	Item (1 year of use)	National retailers, adjusted to an annual value over a 3-year lifetime
Books and materials	150	Per year	Program records
Classroom space for workshops	500	Per session	Cornell Research Services

NOTES: Prices are illustrative only and for a simulated program.

Lead and assistant teachers' wages are adjusted up by 30 percent to reflect the employment cost of an hourly employee.

The center director and the community college faculty member's wages are adjusted up by 50 percent to reflect the employment costs of salaried employees.

Appendix Table A.4. Late Study Phase: Cost Estimation

Resource	Quantity	Price (\$)	Units	Total (\$)
Center director's time	360	44	Hour	15,840
Participating assistant teacher's time in coursework and related activities	11,000	19	Hour	209,000
Participating assistant teacher's time in workshops	1,050	19	Hour	19,950
Vouchers for participant's travel to workshops	150	20	Hour	3,000
Participating assistant teacher's time in mentorship meetings	625	19	Hour	11,880
Participating assistant teacher's time in coaching sessions and observations	150	19	Hour	2,850
Lead teacher mentors	1,375	25	Hour	34,380
Community college adviser/coach	496	120	Hour	59,520
Community college tuition and fees	25	10,500	Program year (3 semesters)	262,500
Laptop for participants	25	120	Item (1 year of use)	3,000
Books and materials	25	150	Per year	3,750
Classroom space for workshops	6	500	Per session	3,000
Per cohort subtotal				628,670
Per participant cost				25,150

NOTE: Prices and quantities are illustrative only and for a simulated program.