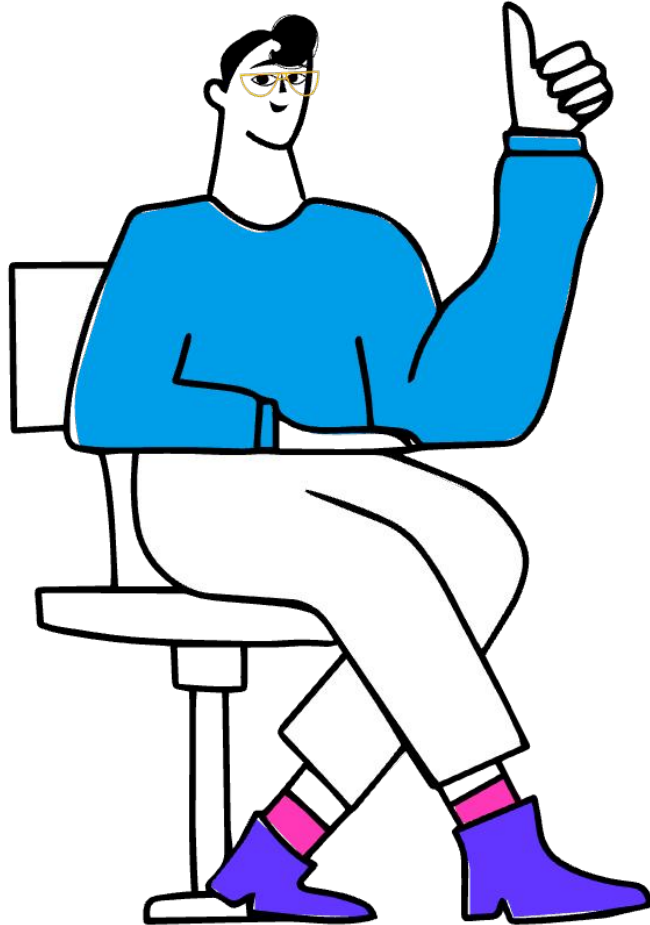


Guide to Child Care Employee Compensation & Benefits



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INTRODUCTION

In the dynamic field of child care, attracting and retaining top talent is paramount. A well-structured compensation and benefits package not only demonstrates your commitment to your team but also enhances your organization's reputation as a great place to work. This template will guide you through the process of creating a clear, competitive, and comprehensive compensation package that aligns with industry standards and meets the unique needs of your staff.

This comprehensive resource is designed specifically for child care directors, owners, and administrators who are dedicated to building a supportive and rewarding work environment for their staff.

Inside this template, you will find:

- **Benefits Overview:** Insights into essential benefits such as health insurance, retirement plans, paid time off, and professional development opportunities.
- **Templated Documents:** These templates are for you to use in your child care program. Feel free to edit them as little or as much as you would like!
- **Customization Tips:** Advice on tailoring your compensation package to reflect your center's values, culture, and financial capabilities.
- **Communication Strategies:** Best practices for effectively communicating your compensation and benefits package to your staff, ensuring transparency and understanding.

We hope this template serves as a valuable tool in your efforts to support and reward your dedicated team. Thank you for choosing Playground as your partner in achieving excellence in child care management.

Sincerely,

The Playground Team

Salaries, wages, and bonuses

Salary ranges should take into account the overall finances of your child care business, ensuring you are able to pay yourself and your staff while allocating additional funds for other operating costs such as rent, equipment, insurance, and professional development. As a rule of thumb, it is advisable to not spend more than 15-30% of your overall revenue on payroll.

Below you will find examples of how you can structure your salary ranges, however, be sure the numbers you decide are reflective of your child care business.

Salary scales

Establishing salary ranges for different positions ensures fairness and consistency. Begin by researching industry standards and benchmarking against similar child care programs in your area.

Example Salary Scales:

- **Lead Teachers:** \$45,000 - \$60,000 annually
- **Assistant Teachers:** \$35,000 - \$50,000 annually
- **Administrative Staff:** \$40,000 - \$70,000 annually

Hourly wages

Determine hourly wages based on the role's responsibilities and required qualifications. Ensure wages are competitive to attract and retain quality staff. If you are requiring higher education such as bachelors or masters in early childhood education, higher wages may be expected from prospective staff members.

Sample Hourly Wage Rates:

- **Lead Teacher:** \$20-25 per hour
- **Assistant Teachers:** \$15 - 20 per hour
- **Administrative Staff:** \$20-30 per hour

Bonus schemes

Performance-based bonuses motivate staff to achieve their best. Define clear criteria for bonuses, such as attendance, performance evaluations, and center-wide goals.

Example bonuses:

- **Annual attendance Bonus:** \$1,000 annually for perfect attendance
- **Monthly attendance Bonus:** \$100 monthly for perfect attendance
- **Performance Bonus:** Up to 5% of annual salary based on performance reviews

Promotions

It is important to also have paths to promotions and salary increases thought out beforehand. Communicating these growth paths to your staff, with the expectations associated with each promotion, will make professional development more concrete for your staff.

Creating promotional tracks will allow you to have clear discussions with your staff on whether or not they are on track for promotions or salary increases. This clear communication will benefit the overall staff culture of your child care program and let staff know that growth is possible if they bring their best self to work!

Health insurance, PTO, retirement plans, & more

Besides salary, employment benefits play a big factor into your success hiring & retaining staff members.

Providing competitive benefits including health insurance, retirement plans, paid time off (PTO), professional development, and more will help your child care program stand out.

Health Insurance

Offering health insurance is critical for employee well-being. Choose plans that provide comprehensive coverage, including medical, dental, and vision.

Health Insurance providers vary state-to-state. Research the options available in your area and **provide multiple insurance options to accommodate different needs.**

Employer contributions to insurance premiums serve as additional benefits, making it more affordable for your staff to access high quality health care. The amount you choose to contribute towards premiums is up to you, however, it is standard for employers to contribute anywhere between **70-90% of premium costs.**

Retirement Plans

Help your staff plan for the future with retirement options such as 401(k) plans. Consider employer matching contributions to encourage participation.

A 401(k) is a retirement savings plan that allows employees to contribute a portion of their salary to an individual account. Money in a 401(k) can be invested and potentially grow tax-free over time.

Paid Time Off (PTO)

Provide a generous PTO policy to promote work-life balance. Clearly define the accrual and usage policies. Time off is essential for staff to recharge, get some time for personal events, and encourages a healthy work environment.

Example PTO policies:

- **Vacation:** 10-15 days annually, accruing monthly
- **Sick Leave:** 5-10 days annually
- **Personal Days:** 2-3 days annually

Professional Development

Invest in your team's growth with ongoing training and education opportunities. Allocate a budget for courses, workshops, and conferences.

These events will encourage constant improvement and growth for yourself and your staff, both from a personal and professional level.

Research professional development courses, speakers, and conferences to bring to your staff. These can include nation-wide conferences such as the National Association for Education of Young Children (NAEYC) Annual Conference or online-trainings with Playground or other ECE experts.

Additional Benefits

Consider offering additional perks such as childcare discounts for staff, wellness programs, and flexible scheduling to enhance job satisfaction.

Ideas:

- **Childcare Discounts:** 20-50% discount for staff children
- **Wellness Programs:** Gym memberships, mental health resources

FREE TEMPLATES

Employee Compensation & Benefits

These free templates are made in conjunction with Noelle D'Intino, a child care director and industry expert. Noelle is the CEO of The Directors Club and ScribbleTime, two online communities providing professional development opportunities to improve all aspects of child care programs.

We are grateful to partner with Noelle on this resource - it is meant to serve in conjunction with Noelle's webinar on Playground discussing **"Maximizing Employee Retention by Demonstrating the Value of Employment Benefits"**.

Access this webinar in Playground's Webinar library, where you can find dozens of on-demand videos to upgrade your child care operations.

If you want more resources like this Employee Compensation & Benefits template, reach out to Noelle to join her communities.

Noelle's email is missnoelle@scribbletime.net

Thanks Noelle for collaborating with us on this resource!

Note from Noelle D'Intino

Dear Early Education Leader,

This resource is meant to go in conjunction with the **Maximizing Employee Retention by Demonstrating the Value of Employment Benefits** webinar, hosted in collaboration with Playground.

During this session, we explore the powerful impact of transparently showing your employees how much you invest in their well-being and professional growth.

By quantifying the value of benefits such as paid time off, health insurance contributions, professional development, and more, you can effectively illustrate the comprehensive compensation package you offer. This approach not only enhances your employees appreciation of their benefits but also serves as a crucial retention tool.

Please use the enclosed template designed to help you put these strategies into action. As part of our annual performance review process, we provide employees with a copy of their performance review, a letter to set our intentions on supporting them this year, their raise letter, and the employee benefits document showcasing our investment in them beyond the hourly wage.

I appreciate you spending time with us, I know how busy you are. We hope the insights and tools provided will help you strengthen your team, reduce turnover, and enhance the overall success of your child care center. If you would like to connect with me head to my website where you will find podcasts and resources to support you and your team.

Cheering you on,



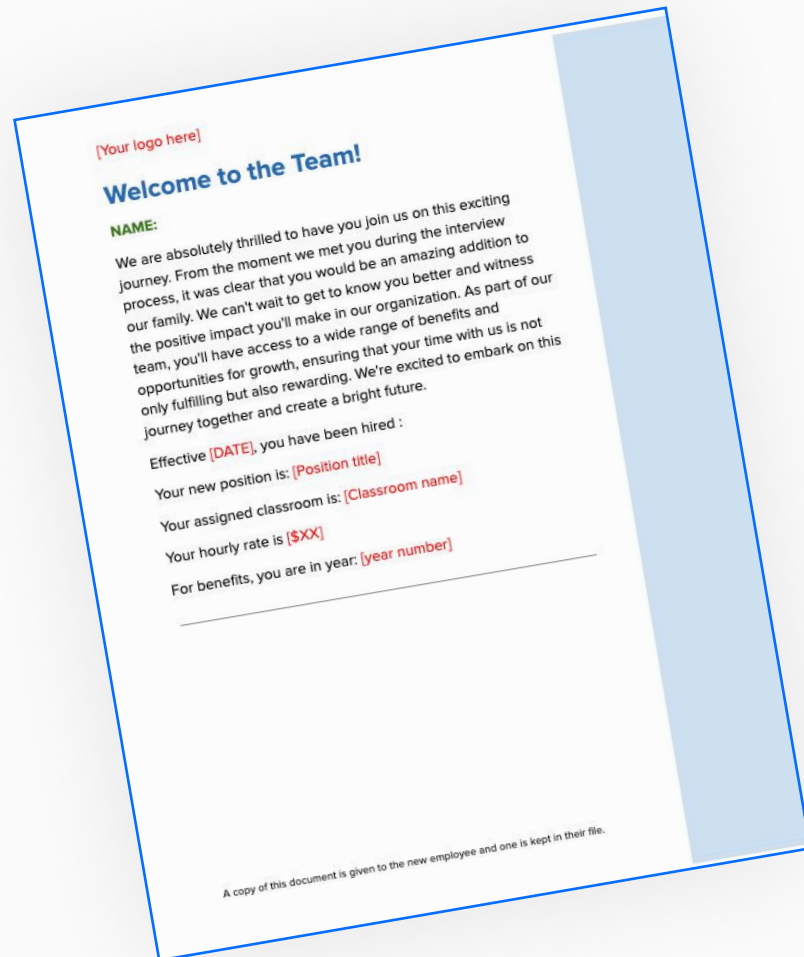
Noelle D'Intino

CEO, The Director's Club
Center Owner, Early Education Expert, &
Mastermind Leader

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New Hire Compensation & Benefits

When onboarding new staff members, it is important to give them transparency into their compensation & benefits. This template serves to do just that - outlining all of their salary details and benefits as a new employee in your child care program.



[Click here for the template](#)

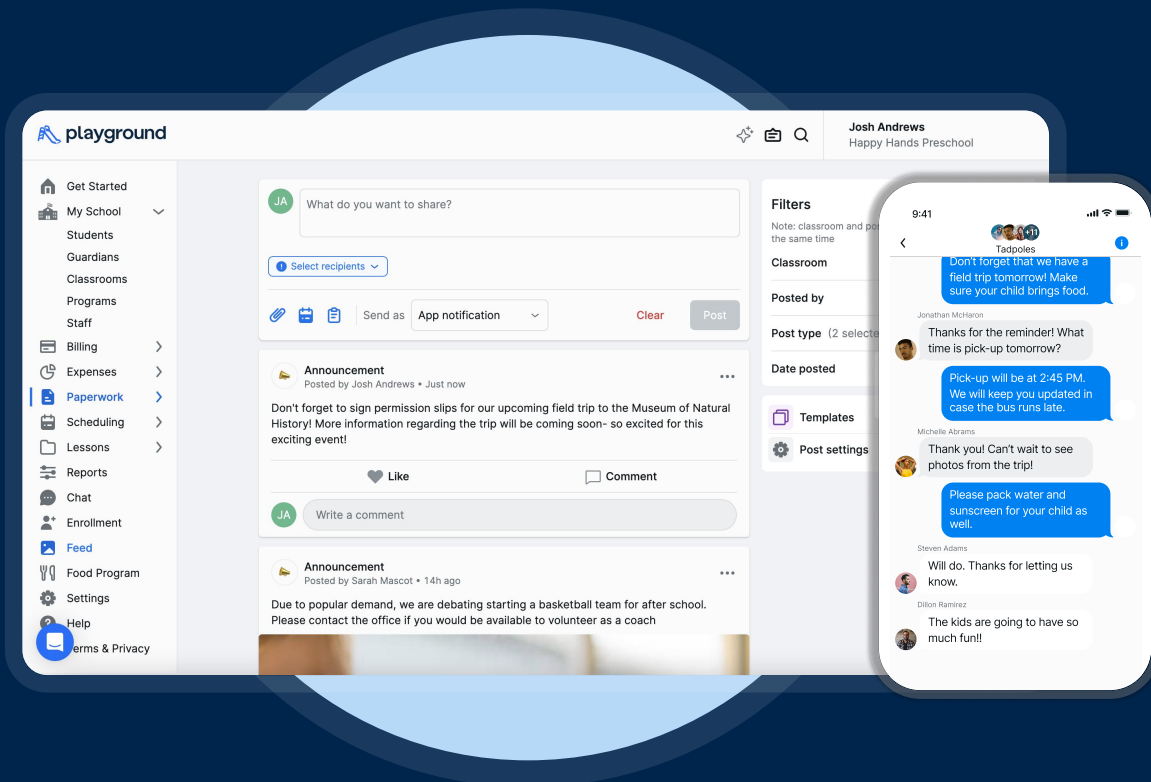
Existing Staff Compensation & Benefits Update

Providing yearly updates to existing staff on their compensation and benefits will ensure everyone is on the same page regarding expectations and salaries. This also serves as a great moment to reflect on the previous year, areas where this staff member has excelled and where they can grow.



[Click here for the template](#)

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or visit us at www.tryplayground.com