**LEARNING CENTER QUESTIONAIRE**

Part I. Basic Details of Learning Center

1. What is the type of Learning Center? (check any that applies)
   * Day care
   * SPED
   * Music & Arts
   * Academic Tutorials
   * Language
   * Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the student age group? (check any that applies)
   * 2 – 5 yrs old
   * 5 – 6 yrs old
   * 7 – 12 yrs old
   * 12 – 18 yrs old
   * 18 & up
   * Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are there special criteria for students (i.e. foreigners)? □ Yes □ No

If yes, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the center have its own Information Technology (IT) Department/Person?
   * Yes, we have an IT department (2 or more people)
   * Yes, we have an IT employee (1 person)
   * No, we have no internal IT department/person
   * No, we outsource IT activities
2. What resources does the center administration have, for its own use, to support Information Technology? (check any that applies)
   * Desktop Computer
   * Laptop
   * Internet Connection
   * Mobile Phones
   * Others(please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What resources does the center provide its employees to support Information Technology? (check any that applies)
   * Desktop Computer
   * Laptop
   * Internet Connection
   * Mobile Phones
   * Others(please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part II. Operational Processes

1. Describe briefly your process of hiring new teachers.

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1. Do you have problems with hiring new teachers? □ Yes □ No

Describe briefly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Describe briefly your process of enrolling students.

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1. Do you have problems with enrolment of students? □ Yes □ No

Describe briefly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Describe briefly your process of scheduling classes.

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1. Do you have problems with scheduling classes? □ Yes □ No

Describe briefly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please describe briefly other problems encountered by the Learning Center.

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Part III. Recommendations

1. What learning center processes can you recommend to have an IT application?

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1. Would you use services providing IT application to Learning Center processes?

□ Yes □ No