

# Business Administration Scale for Family Child Care Additional Notes

1ST EDITION, 2<sup>ND</sup>-6<sup>TH</sup> PRINTING (UPDATED 09.10.17)

## Item 1 Qualifications and Professional Development

- 1.2 Indicator language should read: “The provider does not have a current CDA, Montessori Infant and Toddler or Early Childhood Credential, or a minimum of 6 sh of ECE/CD coursework.”
- 3.2 Indicator language should read: “The provider has a current CDA, Montessori Infant and Toddler or Early Childhood Credential, or a minimum of 6 sh of ECE/CD coursework.”
- 1.3 – 7.3 This indicator strand assesses clock hours of business or management training. If a provider has college credit in business or management, each semester hour of college credit equals 15 clock hours.
- 3.5 This indicator should read: “The provider has peer support through a network of providers.” (Note: there is no double asterisk.)
- 3.5 A network is 3 or more people that meet together (in-person or on-line) to provide mutual support of their work as family child care providers.
- 7.5 This indicator should read: “The provider plays an active or leadership role in a family child care association or other early childhood professional association.\*\*\*”
- 7.5 \*\*\*An active role means that the provider regularly attends meetings or serves on a work group or committee. A leadership role means the provider chairs an event, sits on an advisory board, or serves as an officer.

## Item 2 Income and Benefits

- 1.1-7.1 Credit for these indicators may be given if the provider has increased a fee *or* introduced a new fee during the time period being measured within each indicator.
- 3.2 – 7.2 Days of paid time off must be included in the terms of the parent-provider contract. If the provider receives days of paid time off, but they are not included in the parent-provider contract, credit cannot be given at 3.2, 5.2, and 7.2.
- 1.2-7.2 The holidays listed under the \*\* in the Notes section are examples of commonly observed federal holidays. If the program is closed for other commonly observed holidays and the provider is paid for those days, they can be substituted for the six holidays listed under the \*\*.
- 5.3 A provider receiving social security retirement benefits (SSDI) would still need to contribute to a retirement plan, to receive credit for this indicator.

## Item 3 Work Environment

- 1.2 – 3.2 The intent of these indicators is that the child care space should include one or more pieces of furniture primarily designed for comfort (e.g., folding chairs and desk chairs do not meet the criteria).
- 7.2 This indicator refers to all the storage space used for the program in the child care area of the home.
- 7.2 The \*\*\* should read “The provider’s posture and gestures demonstrates ease of access to all stored child care materials: provider is able to fully grasp and remove stored objects without standing on tip-toes, or using a chair, stool, or ladder.”

#### Item 4 Fiscal Management

- 1.1 – 3.1 should be parallel opposites... 1.1 should read “an operating budget for the current year is not available.”
- 1.1 – 7.1 This indicator strand is concerned with an operating budget which is a projection of the amount of money (revenue) that will be made from the child care business and the amount of money (expenditures) that will be spent to run the child care business during the fiscal year.
- 5.2 – 7.2 Quarterly cash-flow projections are developed from the operating budget and provide a summary of anticipated revenues and expenditures at three-month intervals.
- 7.3 Indicator should read “Income and expenses are summarized on a quarterly basis and compared to quarterly cash-flow projections.” Quarterly cash-flow projections are developed from the operating budget and provide a summary of anticipated revenues and expenditures at three-month intervals.
- 5.4 – 7.4 If a provider’s business is incorporated, he or she would fill out either Form 1120 or 1120S. If the provider is incorporated as a single person LLC, then the tax forms to be filled out are the same as for a sole proprietor (Form 1040 Schedule C, Form 8829). If a provider is set up as a partnership they would file Form 1065.

#### Item 5 Recordkeeping

- 1.2 – 3.2 These indicators address the number of meals and snacks served to children.
- 7.3 The documentation needed must include what business-related tasks the providers is doing as well as the time spent.
- 7.4 The documentation needed is the completed IRS Form 8829 and the corresponding tax return for the last fiscal year. (Note: only a sole proprietor or single person LLC utilizes Form 8829. Therefore, 7.4 should be rated N/A if documentation is provided of partnership or incorporation status).

#### Item 6 Risk Management

- 1.1 – 5.1 The written policies that reduce risk may be those included in the notes or may include additional written policies and/or procedures identified by the provider. Note: it is possible to give credit for more than one policy and/or procedure per bullet point. For example, if a provider has written procedures to follow in the event of fire, written procedures to follow in the event of a tornado, and written procedures for universal precautions, the provider would get credit for at least three written policies that reduce risk and 3.1 should be rated “Y.”
- 7.1 Note that the risk management plan can be a part of an operational binder or parent handbook but must be clearly labeled “risk management.”
- 5.3 – 7.3 “Displayed” means the fire and disaster drill records are posted on the wall or maintained in a clearly labeled notebook accessible to parents on a daily basis.
- 7.3 This indicator should read “The displayed fire and disaster drill records include the length of the drills and notes about improvements needed.”
- 3.4 and 7.4 Credit can be given even if the information is posted in a confidential manner (e.g., posted on the inside of cabinet door, posted with a cover sheet marked Children with Allergies).
- 5.4 Emergency information **must** include the daytime numbers for parents and any allergy/medical conditions of the children.
- 7.4 Backup contacts refer to two additional contacts in the event that parents cannot be reached.

#### Item 7 Provider-Parent Communication

- 5.1 – 7.1 The written contract must clearly identify the names of the provider and parent (or sponsoring agency) within the body of the contract. Credit cannot be given for indicators 5.1 or 7.1 if the parties are only identified by their printed and signed names at the end of the contract.

### Item 8 Community Resources

- 7.1 This indicator should read “All children, birth to age 5, are screened using a valid and reliable screening tool (e.g., Ages and Stages, Brigance, Early Screening Inventory).” This indicator may be rated N/A if a program has served only school-age children during the past 12 months.
- 5.2 The intent of this indicator is that the provider meets individually with each parent at least once a year, either in person or by phone, for the expressed purpose of discussing the child’s development and any childrearing issues that may have surfaced in child care or at home.

### Item 9 Marketing and Public Relations

- 7.3 This indicator should read, “The provider uses a scrapbook, photo album, or a visual display in the home demonstrating the benefits of the program.” Photographs on a website or social media site would not receive credit.
- 1.4 This indicator should read “The provider does not attend at least two events per year sponsored by one or more organizations in the community.”\*\*\*
- 3.4 This indicator should read “The provider attends at least two events per year sponsored by one or more organizations in the community.”\*\*\*
- 1.4 – 7.4 This indicator strand measures the provider’s involvement with organizations in the community that are not focused on early care and education or family child care.
- 5.2 This indicator refers to one business day.

### Item 10 Provider as Employer

- If the provider has employed an assistant and/or substitute during the past 12 months, then Item 10 should be rated even if the assistant and/or substitute has left the program since then.
- A substitute is a person who **only** works at the program when the provider is absent.
- 5.2 – 7.2 In order to be considered monthly, meetings must have occurred in each of the past three months.

### Provider Qualifications

- Check transcripts for evidence of college credit being awarded. Note: a college enrollment form does not satisfy the requirement of coursework being completed.
- Programs must be accredited to receive credit for a college degree. <http://ope.ed.gov/accreditation/GetDownloadFile.aspx> is the website for accredited institutions of higher education that is maintained by US Department of Education.
- College credit listed on transcripts in quarter hours should be translated into semester hours by applying the following formula: number of quarter hours ÷ 1.5 = semester hours. 1 California unit is equivalent to 1 semester hour.
- Look for prefixes and/or course titles that indicate the course content meets the specialized coursework required (CHCA, ECE, CD or management). For example, a course titled Human Development and Learning would count as ECE/CD coursework only if it had a CHCA, ECE, or CD prefix. Alternatively, a course with the prefix HDL would only count if the course title specifies early childhood, child development, infant toddler studies, etc.

- If school-aged children are enrolled, then elementary education and/or recreation coursework can meet the specialized education requirement of the second strand.
- If documentation is a diploma for an associate, baccalaureate, or graduate degree in early childhood education/child development, credit can be given for 21 sh in ECE/CD. (This applies to the second strand of the staff qualifications items).

## VERIFYING DOCUMENTATION

Documentation is verified in several ways.

- “Current” is considered within the past 12 months.
- Documentation must be verified for any indicator with a “D.” This level of verification includes verifying that the documentation exists.
- If the indicator language or the accompanying Notes require specific components to be present, documentation must be looked at more closely to verify these specific components are present.
- If during an interview you indicate that documentation should be looked at more closely (i.e., you circled the “D” as a reminder to review this document with extra care because the answer given during the interview was ambiguous, the provider was unresponsive to the question asked, or the response conflicts with another answer given, etc.) greater scrutiny of the documentation is necessary to address the concern.
- In order to receive credit for an indicator that states, “reviewed annually,” documentation must be verified from each of the last three years (Item 6 Risk Management, 7.1).