

**The ECE Shared Resources Knowledge Hub:
*A Resource for ECE Business Support, Consumer/Provider Education, and more***
Louise Stoney, March 2015

The Child Care and Development Block Grant Re-authorization legislation and pre-print contain a host of new requirements for states, which include the following:

- develop and implement strategies to strengthen the business practices of child care providers
- collect and disseminate consumer and provider education information on expulsion policies
- require emergency preparedness plans for child care programs
- provide and disseminate information on developmental screenings.

The ECE Shared Resources Knowledge Hub (www.ecesharedresources.org) was created to provide early care and education providers and technical assistance or coaching staff with a virtual toolkit that helps support best business practices, uses resources (time and money) more efficiently, and facilitates compliance with administrative and operational requirements. The knowledge hub contains approximately 1200 practical resources such as handbooks, policies, job descriptions, marketing supports, budget tools and cost savings programs created specifically to help ECE directors and staff put more time and money back into providing quality care. Today 21 states are using customized versions of the ECE Shared Resources platform to work more efficiently and professionally. Content on the Knowledge Hub is developed in partnership with national ECE experts guided by representatives from each state that uses the platform. In many participating states resources on the site are organized by standards in their Quality Rating and Improvement Systems. ECE program directors and owners, as well as training, technical, and coaching staff are using the Knowledge Hub to help them work smarter instead of harder.

Strengthening Business Practices

The Knowledge Hub includes a host of resources aimed at supporting and strengthening business management. Specific tabs on the website take users to tools and resources linked to

- Program Administration includes easily customized templates for: budgets and cash flow projection tools, enrollment forms, risk management plan, handbooks, checklists, procedures, org charts, business plans and more;
- Human Resources includes: job descriptions, performance appraisals, interview guides, employee orientation toolkit, discipline and termination policies, downloadable posters, and more;
- Marketing includes interactive resources to reach families of young children in specific zip codes, links to direct mail and data, templates for brochures, guidance on how to use Facebook and GoogleMaps as marketing tools;



Opportunities Exchange

- Training resources include webinars on business management strategies such as the Iron Triangle of ECE Finance and cost modeling, as well as classroom practices such as hand washing and Executive Function;
- A library that includes short Parent Handouts on issues such as: child development, special needs, health/mental health questions and concerns;
- Classroom supports for teachers, including information on child assessment tools, developmental screening, literacy, obesity prevention, and more;
- Group Purchasing for Cost Savings - pre-negotiated discounts on products and services used by ECE businesses.

The ECE Knowledge Hub is ever-growing. New resources are frequently added and others revised as needs change; links are kept-up-date; pages can be adapted to meet state-specific requirements; data on usage patterns can be accessed and analyzed.

Consumer and Provider Education Information

CCA for Social Good, in partnership with the National Steering Committee, is currently reviewing resources on the Knowledge Hub and gathering best practice documents from ECE experts across the US, to ensure that resources to meet the following new federal requirements are included on the platform:

- Consumer and Provider Education on Expulsion Policies – We intend to include draft policies, which can be downloaded by providers, as well as any other helpful resources or guidance, on the site.
- Consumer and Provider Education on Developmental Screenings – We are currently reviewing information that is currently on the site, and consulting with national ECE experts, to determine what is needed to meet this educational requirement.
- Emergency Preparedness Plans – The ECE Knowledge Hub contains an emergency plan template, as well as emergency preparedness checklists, toolkit, poster consent forms, “Ready to Respond” protocol and reunification guidance. All of these documents will be reviewed and, if necessary, revised to ensure that they meet the new federal requirements.