ECE Shared Resources
and
The Business of Family Child Care
Resources Address Key Challenges

- Business quality = program quality
- Address the business needs of FCCH
- Elevate professionalism
- Access to key knowledge tools & guidance
- Formalize policies and procedures
- Assist with work – life balance
- Isolation
Spring isn’t only for cleaning

It is the perfect time to refresh policies and add additional guidance to your family handbook. The customizable template and sample policies are your jump start to creating a comprehensive handbook.

View Resources

Featured Tools & Resources

Becoming an HR Expert
Compliance & Quality
Financial Management
Family Child Care Toolkit

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Family Child Care Toolkit Demonstration

- The following slides are just a sample highlight of two topic sections among the many exciting resources that will be showcased during this session presentation.
- We hope you’ll join us to learn more and receive a detailed demonstration of this new body of work.
Business Basics & Professionalism

Learning & Guidance:

- The ABCs of operating your business - licensing, business registration, opening a business bank account and more.
- Accreditation
  - About NAFCC Accreditation - including Self-Study Enrollment
  - NAFCC Accreditation - Forms, Resources, & Application [English|Spanish]
  - Accreditation and CDA - What’s the Difference?
- Business Administration Scale (BAS) - once you get to the Program Assessment landing page, scroll down to see the BAS details.

Resources, Templates & Tools:

Financial Reporting & Management:

- Cash Flow Worksheet
- Family Child Care Home Budget Worksheet
- How to Create a Profit & Loss Statement (Tom Copeland)
- Financial Terms Glossary

Forms:

- Operational:
  - Daily Schedules
  - Event Templates - hosting a class event just became a breeze with simple templates. Simply fill in the blanks, print, distribute and done.
  - Family-Teacher Communication Journal or Daily Reports
  - Field Trip & Transportation Permission Forms
Classroom & Activities

Learning & Guidance:

- Classroom Assessment
- Curriculum Links and Overview
- Early Literacy Activities
- Individualized Education Programs (IEP / IFSP)
- Family Child Care Environmental Rating System (FCCERS-R)
- Learning Environment - free learning module (Virtual Lab School)
- Supporting Children's Early Brain Development (Video)
- Themed Resources by Season

Resources, Templates & Tools:

Classroom Tips:

- Thirteen practical tools to help with everything from Routines and Schedules, Setting Up the Classroom to Encourage Children to Play Together, Building Warm & Trusting Relationships with Children, Improving Behavior by Giving Choices and more – all in English and Spanish
  - Explore these resources

Classroom Tools:

- Alphabet Cards
- Alphabet Cards with Pictures and Words
- Alphabet Add-Your-Own Pictures
  - All available in English and Spanish
  - Get These Resources
# Early Learning Professional or Babysitter?

<table>
<thead>
<tr>
<th>Early Learning Professionals</th>
<th>Babysitters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety:</strong></td>
<td></td>
</tr>
<tr>
<td>✓ Licensed family child care providers pass a background check.</td>
<td>No background check</td>
</tr>
<tr>
<td>✓ Licensed family child care providers receive orientation and ongoing annual training, including CPR certification</td>
<td>✓ No training required</td>
</tr>
<tr>
<td>✓ Licensed family child care providers have an emergency preparedness plan (e.g., for natural disasters, fire, or other unforeseen emergencies that can arise)</td>
<td>❌ No CPR certification or emergency preparedness plan required</td>
</tr>
<tr>
<td><strong>The Setting:</strong></td>
<td></td>
</tr>
<tr>
<td>✓ Children are cared for in the provider’s own home according to a formalized business arrangement with families (e.g., which may include “nontraditional” hours upon agreement between providers and families).</td>
<td>❌ Care for children in the family or parent home while family member(s) or parent(s) are busy (maybe daily or weekly, but also could be sporadic like a Saturday night)</td>
</tr>
<tr>
<td>✓ Family child care providers are inspected by state monitors to ensure that providers comply with state standards</td>
<td>✓ No inspections for safety or care practices</td>
</tr>
<tr>
<td><strong>Promoting Healthy Child Development:</strong></td>
<td></td>
</tr>
<tr>
<td>✓ Create and maintain a safe and healthy environment for the child</td>
<td>❌ Entertain or play with children (No training required)</td>
</tr>
<tr>
<td>❌ Little or no attention to age-appropriate learning and development</td>
<td>❌ Little or no attention to age-appropriate learning and development</td>
</tr>
</tbody>
</table>
Earning Respect & Professionalism
Excerpt

✓ Establish and use a family handbook, daily reports, updated bulletin board, and regularly scheduled newsletters.

**WHY?** Formalized handbooks, reports and newsletters demonstrate to families that you are professional in the way you approach your work. Emphasize that policies and tools demonstrate your commitment to fairly and equitably providing safe and high quality care to all children in your program.

✓ **Conduct an annual re-enrollment process.**

**WHY?** This annual opportunity allows you to update all child and family information (even if you think you know it); reinforce the policies and procedures for business operation, and set boundaries for expectations with families and children in your care.

✓ **Conduct a mid-year Family / Teacher Conference**

**Why?** Family/Teacher Conferences are an important way to keep families up-to-date with how their child is progressing developmentally, cognitively, and socially. Most families don’t understand all the ‘play’ that their child experiences during a day at your program is geared towards helping them develop the essential skills necessary for Pre-K, Kindergarten, and beyond. As an early learning professional, you are specifically trained in this skillset and sharing these insights with families builds trust and respect.
How to Have a Difficult Conversation with Families About Money

Conversations with families about money are necessary, so things you can do to help support this difficult conversation honorably.

Developing a relationship with your families is important. If you can create a plan that they can come to you with when they are having difficulty paying their fees. Especially if some unplanned issue in their lives comes up, such as meeting their financial obligations, a conversation upfront may make it easier to remove the hurdle, or help them obtain child care subsidy for example.

As a business professional in an early care and education environment, you can anticipate that these conversations, but it is also respectful, fair and equitable for you to do so. The following outlines provide you with tips to have these conversations:

- Full Fee Collection is critical to financial stability for your child care business. Remember: fees only become revenue when they are collected. Providing multiple payment options can help families feel more comfortable paying their fees.
Technology to Support Business & Programmatic Operations

- Cognitive ToyBox
  - B-8 Game-based child assessment tool using a tablet

- Smartcare
  - Cloud-based childcare management platform

- Childcare Education Institute
- PRO Solutions
- Quorum
  - Professional development & training

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Spanish Resources - Examples
Daily Schedule/Field Trip Permission Forms

ABC Guardería infantil

Programación diaria - ERS
Sra. Patterson - 4C 15 de septiembre

<table>
<thead>
<tr>
<th>Hora</th>
<th>Actividad</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 - 8:00</td>
<td>Desayuno en la cafetería y juegos de mesa para los que hayan terminado</td>
</tr>
<tr>
<td>8:00 - 8:30</td>
<td>Los niños van a sus clases regulares y juegan con juguetes de mesa y de alfombra (puzzles, legos, duplos, coches, personas, camiones, ensartar cuentas y tarjetas, tableros)</td>
</tr>
<tr>
<td>8:30 - 8:45</td>
<td>Prepararse para el desayuno</td>
</tr>
<tr>
<td>8:45 - 9:15</td>
<td>Desayuno</td>
</tr>
<tr>
<td>9:15 - 9:45</td>
<td>Círculo (actividad dirigida por una niña con un regalo para ellos, escribir, bloques, música, objetos de la casa)</td>
</tr>
<tr>
<td>9:45-10:45</td>
<td>Centros (juego dramático, bloques, música, objetos de la casa, escribir, bloques, música, objetos de la casa)</td>
</tr>
<tr>
<td>10:45-11:15</td>
<td>Juego al aire libre</td>
</tr>
<tr>
<td>11:15-12:15</td>
<td>Preparar y comer el almuerzo</td>
</tr>
<tr>
<td>12:15 - 12:30</td>
<td>Cuentos, armar las edades</td>
</tr>
<tr>
<td>12:30-2:45</td>
<td>Siesta</td>
</tr>
<tr>
<td>2:45-3:00</td>
<td>Despertarse de la siesta</td>
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Excursión

Excursión a: [escribir el lugar de la excursión]
Fecha: [escribir la fecha de la excursión]
Hora: [escribir la hora y la duración]
Lugar: [escribir la ciudad y el estado de la excursión]
Costo: $[escribir el costo]
Transporte: [escribir el método de transporte]
Clase/maestro: [escribir el nombre de la clase de los maestros]

Permiso
Por favor entregue de vuelta esta tarjeta en caso de emergencia.
Doy permiso para que mi hijo/a [nombre del niño/a] participe en la excursión el _____ desde ________ ________.
Se adjunta $_________ talón por el permiso solicitado.

En caso de emergencia:
• Doy mi permiso para que mi hijo/a [nombre del niño/a] reciba tratamiento médico.

[Diagrama de la guardería]
Platform Engagement Videos
Supporting Different Learning Styles

- Engagement happens in many ways
- Responding to different learning styles
- Video overviews for each section of the site
Never Done

- First iteration
  - Deeper focus on best practices
    - Understanding the balance between work and quality of personal life
    - Why FCCH Need Staff
    - Leadership
    - Strategy & Business Planning
    - And more.....
Questions?
To Learn More, Contact:

Denise Sayer
CCA For Social Good
ECE Shared Resources

Email: DSayer@CCAGlobal.com
Telephone: 603-626-2121
www.ECESharedResources.com