FCC Business Assessment (Levels 2-5)

FCC Competencies	**BUS1** Identifies, describes and implements at a basic level procedures and practices that ensure safety, protection and health in the family child care environment. **BUS2**: Describes appropriate identification and evaluation strategies for business, security, and technology systems supportive of family child care business management. **BUS3**: Describes relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and outlines family child care plans for compliance. **BUS4**: Develops effective fiscal, organizational, and financial goals and plans, marketing materials, and human resource documents to successfully operate family child care programs. **BUS5**: Develops effective family child care business plan for increasing competencies and application of professional standards in business ethics, legal and regulatory oversight, and administrative management **BUS6**: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation in written goals and business practices. **BUS7**: Uses research-based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement.
NAEYC	6a, 6b, 6c, 6e, 6f
IPTS	1D, 2l, 2L, 4F, 5N, 7N, 7P, 8C, 8E, 8P, 9A, 9B, 9C, 9D, 9G, 9I, 9J, 9K, 9M, 9O, 9R, 9S
Gateways Benchmarks	2-4I15-20, 2-4J1-3, 2-4J5-7, 2-4J8-23, 2-4J25-28, 2-4K6, 5J1-2, 5J4-7, 5J8-28, 5I15-20

Assessment Task:

Part 1:

For this assessment, you will develop the safety, nutrition and wellness policies and procedures for your family child care center. All policies and procedures should represent best practice as well as state, federal and local licensing requirements and regulations. Your policies and procedures should also reflect the specific needs of the children and families you serve. Your policies and procedures should include but not be limited to:

- Nutrition
  - Mealtime Expectations & Menu Cycles (per DCFS, Food Program and best practice guidelines)
  - Children with food allergies and food sensitivities
  - Purchase, storage, maintenance and daily preparation of food.
  - Sanitation Practices and Handwashing
  - Parent Communication regarding menus, menu changes etc.
  - Snacks and treats from outside for celebrations and special occasions
- Wellness
  - Sending ill children home, parent notification
  - Isolating children who become ill
  - Communicable disease handling & reporting

- o   Well check/return policy
- o   Child Abuse and Neglect reporting- parent communication
- o   Emergency, health and accident plans and reports
- o   Emergency information for all children, storage, protection and viable use
- Safety
  - o   Indoor safety/equipment expectations/schedule or check and repairs
  - o   Outdoor safety/equipment expectations/ schedule of check & repairs
  - o   Home security/access
  - o   Excursion safety procedures
  - o   Disaster Plan (fire, tornado, threatening persons)
  - o   Documentation and schedule of emergency drills
  - o   Review and updating first aid kits

What specific systems will you put in place to regulate, monitor and evaluate the policies and procedures above on a consistent basis? How will parents, employees, and stakeholder expertise contribute to and be made aware of these systems?

Part 2:
Center/Facility Plan for Physical Space
- Using the specifics of your family child care setting, develop two facility drawings for options for use of indoor and outdoor space to meet the needs of the population being served. Your plan should consider:
  - o   Bets practice guidelines in instructional indoor and outdoor space required
  - o   Licensing standards for indoor and outdoor square footage for specific age groups
  - o   Toileting, personal items, food preparation, storage and employee spaces
  - o   Parent check in and out
  - o   Security and access
  - o   Shared home/life and family child care space use
- For each option, provide a justification for your choices citing licensing, regulatory and family child care best practice sources.

Part 3:
For this assessment, you will develop the fiscal policies, procedures and projected budget for your family child care center. All policies and procedures should represent best practice as well as state, federal and local mandates as well as sound fiscal management principals. Your policies and procedures should include but not be limited to:
- Revenue
  - o   Tuition (including daily, ½ day, hourly rates and sliding scale parameters)
  - o   Fess (including registration, diaper, late, late payment, vacation etc.)

- o Bookkeeping system and tuition collection policies for assessing, billing and collecting fees and tuition
- Expenses
  - o Annual estimated budget
    - Equipment upgrades, depreciation, & repair
    - Supplies
    - Materials
    - Food service
    - Parent training
    - Excursions and special activities
    - Ongoing recruitment/marketing
    - Telephone
    - Postage
    - Printing
    - Uncollected fees

- Startup Budget

  - Building/ space rent/purchase/ or build
  - Equipment
  - Materials
  - Supplies
  - Printing/communication/marketing
  - Postage
  - Phone
  - Utilities
  - Licensing/certification fees

Part 4: Technology Policies & Procedures

For this task you will develop (at a minimum) policies and procedures for your center/organization which include:
- Appropriate and ethical use
- Protection of electronic data including storage, use, and transmission
- Policies and procedures for parent use and access to electronic information, communications and resources
- Technology expectations/time limits and uses with children
- Parent training & support

Additionally, your technology policy and procedures should be developed using an electronic platform that includes links to resources, examples and forms needed.

Part V:

For this part, you will develop a measurable, strategic plan for your center/school which considers mission and vision, profitability, needs assessment and competition, employee recruitment and retention, and future growth. Research should be reviewed, needs assessed and data collected on each of the above to inform your development of strategic goals and measurable objectives in each area. The following questions may serve you in choosing a strategic planning format/process and in the development of your strategic goals:

- What is the identified need/ target market for your family child care home?
    - o Shifting community growth?
    - o Loss of current providers?
    - o Changing community employers?
- How can your vision/ mission meet this need?
    - o What strengths/ resources do you bring to meet this need?
    - o What are your identifiable barriers or hindrances to meeting this need?
- What are your specific goals regarding expanse of service, profitability, and growth to meet the identified needs? How will you market you market your family child care operation?
- For each specific goal, articulate your measurable objectives in reaching this goal, your strategic plan should also provide:
    - o specific tasks to be accomplished in meeting each objective
    - o A timeline for each objective
    - o Projected costs, human resources needed and what evidence will be used to determine if the objective is met
- What will be your specific, systematic plan for involving all constituent groups (i.e. parents, community leaders and employers)
    - o How will you annually evaluate progress toward goals, revise and update goals and meet shifting needs and evaluate the cost effectiveness and cost/benefit analysis of your marketing plan?

Assessment Rubric

		FCC Business Master Rubric			
BUS Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
BUS1: Identifies, describes and implements at a basic level procedures and practices that ensure safety, protection and health in the family child care environment. **NAEYC**: 6b **IPTS**: 9B, 9C, 9R **FCC**: 2-4J8-12, 2-4J14, 5J8-9	Names, explains and implements procedures and practices that promote and ensure safety, protection and health at all levels of the family child care environment.	Names, explains and implements, at a basic level, procedures and practices that ensure safety, protection and health in the family child care environment.	Names and attempts to explain, at a basic level, procedures and practices that ensure safety, protection and health in the family child care environment.	Cannot name, at a basic level, procedures and practices that ensure safety, protection and health in the family child care environment or describes unsafe practices and procedures	
BUS2: Describes appropriate identification and evaluation strategies for business, security, and technology systems supportive of family child care business management. **NAEYC**: 6c, 6e, 6f **IPTS**: 2L, 5N, 8C, 8E, 9A, 9D, 9G, 9M, 9S **FCC**: 2-4I15-20	Describes and provides contextual examples of high-quality, current, identification and evaluation strategies for business, security, and technology systems supportive of family child care business management.	Names and describes appropriate identification and evaluation strategies for business and security systems supportive of family child care business management.	Attempts to name identification and evaluation strategies for business and security systems.	Describes marginal or weak identification and evaluation strategies for business and security systems supportive of family child care business management.	
BUS 3: Describes relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and outlines family child care plans for compliance. **NAEYC**: 6b **IPTS**: 1D, 4F, 7N, 7P, 8P, 9B, 9I, 9R **FCC**: 2-4J1-3, 2-4J5-7, 2-4J13	Clearly interprets relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and infuses understanding in clearly articulated family child care plans for compliance.	Interprets relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and infuses understanding in practice	Attempts to explain relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards.	Cannot explain relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards.	

	FCC Business Master Rubric				
BUS Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
BUS 4: Develops effective fiscal, organizational, and financial goals and plans, marketing materials, and human resource documents to successfully operate family child care programs. **NAEYC**: 6a, 6b, 6c **IPTS**: 7N, 9D, 9J, 9K, 9M, 9O **FCC**: 2-4J16-23, 2-4J26-28, 2-4K6	Develops and promotes effective fiscal, organizational, and financial goals and plans, marketing materials, and human resource documents to successfully operate family child care programs.	Formulates effective fiscal, organizational, and financial plans and human resource documents to successfully operate family child care programs.	Develops some fiscal, organizational, and financial plans and human resource documents to operate family child care programs.	Cannot develop fiscal, organizational, and financial plans and human resource documents needed to effectively operate and maintain a family child care program.	
BUS 5: Develops effective family child care business plan for increasing competencies and application of professional standards in business ethics, legal and regulatory oversight, and administrative management. **NAEYC**: 6a, 6b, 6e **IPTS**: 1D, 4F, 7N, 8P, 9B, 9C, 9R **FCC**: 5J1-2, 5J4-7, 5J10-14	Creates and promotes an effective family child care business plan for increasing competencies and application of professional standards in business ethics, legal and regulatory oversight, and administrative management.	Creates effective family child care business plans for increasing competencies and application of professional standards in business ethics and administrative management.	Tries to create a family child care business plan reflective of competencies and application of professional standards in business ethics and administrative management.	Creates ineffective family child care business plans which ignore competencies and application of professional standards in business ethics and administrative management.	
BUS 6: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation in written goals and business practices. **NAEYC**: 6a, 6c **IPTS**: 9D, 9J, 9K, 9M	Expands and deepens professional knowledge to implement and evaluate model program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation practices in written goals and business practices.	Uses professional knowledge to implement program administration, organizational planning, human resource management, program operation and facilities management in business practices.	Implements program administration, organizational planning, human resource management, program operation and facilities management practices that are inconsistently based in knowledge of best practice.	Implements ineffective program administration, organizational planning, human resource management, program operation and facilities management practices with no basis in knowledge of best practice.	

FCC Business Master Rubric					
BUS Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
FCC: 2-4J15, 2-4J25, 5J15-28					
BUS 7: Uses research-based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement. **NAEYC**: 6c, 6e, 6f **IPTS**: 2L, 5N, 8C, 8E, 9A, 9D, 9G, 9M, 9S **FCC**: 5I15-20	Employs research-based and ethical standards in modeling and advocating technology use and security for family child care program management, professional development, and quality improvement.	Employs ethical standards in choosing and facilitating technology use and security for family child care program management	Attempts to utilize ethical standards in choosing and facilitating technology use and security for family child care program management	Employs unethical practices and choices in technology use and security for family child care program management	

Yellow= Level 2   Green=Level 3   Orange=Level 4   Blue=Level 5