

## Home Descriptive Information

### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

**Assessor Name (please print):** \_\_\_\_\_

<b>Provider:</b> _____		
<b>Family Child Care Business:</b> _____		
<b>Street:</b> _____		
<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<b>Phone:</b> _____	<b>Email:</b> _____	

### Family Child Care Program

What is the licensed capacity of the program? \_\_\_\_\_ children

How many children are currently enrolled?

\_\_\_\_\_ part-day                      \_\_\_\_\_ full-day  
 \_\_\_\_\_ extended/evening care    \_\_\_\_\_ overnight care

Do any children attend the program less than 5 days a week?  yes     no

If yes, how many children attend less than 5 days a week? \_\_\_\_\_

Number of children served:

\_\_\_\_\_ infants (birth through 11 mos.)  
 \_\_\_\_\_ toddlers (12 mos. through 30 mos.)  
 \_\_\_\_\_ preschoolers (2½ through 5 yrs.)  
 \_\_\_\_\_ school-age (5 through 12 yrs.)

Number of children whose home language is not English: \_\_\_\_\_

Hours child care is provided: \_\_\_\_\_ to \_\_\_\_\_

Does the program receive Head Start (HS) or Early Head Start (EHS) funding?  yes     no

If yes, how many children are covered under the HS and/or EHS contract? \_\_\_\_\_

Does the program receive state subsidized funding?  yes     no

If yes, for how many children? \_\_\_\_\_

Is the program licensed as a Group Family Child Care Home?  yes  no

Is the program accredited by NAFCC?  yes  no

If yes, what is the date the accreditation expires? \_\_\_\_\_

## Provider as Employer

For the purpose of completing the BAS, a provider is considered an employer if he or she pays an individual to perform child care services and directs that individual in the details of how the child care work is to be performed.

An **assistant** works under the supervision of the provider and is not left in charge of children unless he or she meets all the qualifications of a substitute.

- A **substitute** is a person who is left in charge of children when the provider is absent and meets licensing or registration requirements. A substitute is a person who only works at the program when the provider is absent. If the staff member cares for children in the program both when the provider is present and when the provider is absent, he or she should be considered an assistant.

Based on the definition provided, have you been an employer during the past 12 months?

yes  no

Number of employees who **currently** work in your family child care business:

	full-time (35 hrs/wk or more)	part-time (20-34 hrs/wk)	less than 20 hrs/month
Assistants:	_____	_____	_____
Substitutes:	_____	_____	_____

How many paid staff have left the program within the last **12** months?

Assistants: \_\_\_\_\_

Substitutes: \_\_\_\_\_