

Business Administration Scale for Family Child Care Additional Notes

2ND EDITION, 1ST PRINTING (UPDATED 08.15.18)

Item 1 Qualifications and Professional Development

- 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.

Item 2 Income and Benefits

- 3.2 – 7.2 Days of paid time off must be included in the terms of the provider’s contract with the family. If the provider receives days of paid time off, but they are not included in the contract, credit cannot be given at 3.2, 5.2, and 7.2.

Item 6 Risk Management

- 7.1 In order to be considered annually, the review must have occurred in each of the past three years.
- 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 families on a daily basis.
- 7.4 Backup contacts refer to the name and phone number of two additional people to contact in the event of an emergency and parents cannot be reached.

Item 7 Provider-Parent Communication

- 5.1 – 7.1 Credit cannot be given for indicators 5.1 or 7.1 if the parties are only identified by their printed and/or signed names at the end of the contract.
- 5.3*** This note should read: A good fit is determined by a face-to-face exchange of information in which the provider explains the terms of the enrollment contract and program policies. The provider offers families sample menus and contact information for two or more references.

Item 9 Marketing and Public Relations

- 7.3 Photographs on a website or social media site would not receive credit.

Item 10 Provider as Employer

- 5.2 – 7.2 In order to be considered monthly, meetings must have occurred in each of the past three months.

DOCUMENTATION OF 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.
- If documentation includes is a diploma for an associate, baccalaureate, or graduate degree in early childhood education/child development from an accredited higher education institution, credit can be given for 21 semester hours in ECE/CD.
- 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.

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.