

# *Business Administration Scale for Family Child Care*

## DOCUMENTATION LIST

Dear Provider,

This documentation list was compiled to help you prepare for your upcoming *Business Administration Scale for Family Child Care* (BAS) visit. The list includes each of the 10 items in the BAS and the indicator strands/rows (e.g., 1.1, 3.1, 5.1, and 7.1) that comprise each item and require documentation. The corresponding criteria associated with each indicator strand describe the evidence that is needed to demonstrate that the criteria are met.

Read through the list of documentation noted on each page and compile those items that you have on hand that will provide evidence that the criteria for each indicator strand are met. Don't feel limited by the items on this list. You may have other kinds of documentation that will be suitable. Put a ✓ in the corresponding box if you feel you have evidence that the criteria are met. Don't worry if you have several boxes without check marks. The purpose of the BAS is to help inform family child care providers of the different criteria associated with high-quality business and professional practices. Many good programs still have unchecked boxes.

*Business Administration Scale  
for Family Child Care*  
DOCUMENTATION LIST

**1. Qualifications and Professional Development**

<b>Indicator Strand</b>	<b>Theme</b>	<b>Criteria</b>	<b>Possible Documentation</b>
<b>1</b>	<b>Educational level</b>	Evidence of: <input type="checkbox"/> highest level of education	- college transcripts - diplomas
<b>2</b>	<b>Specialized ECE/CD coursework</b>	Evidence of: <input type="checkbox"/> early childhood education and/or child development college coursework	- current CDA - college transcripts - Professional Development Record (state or local registry)
<b>3</b>	<b>Specialized business or management training</b>	Evidence of: <input type="checkbox"/> business or management training	- training certificates of attendance - college transcripts - Professional Development Record (state or local registry)
<b>4</b>	<b>Continuous professional development</b>	Evidence of: <input type="checkbox"/> professional development during the last year	- training certificates of attendance - college transcripts - Professional Development Record (state or local registry)
<b>5</b>	<b>Peer support</b>	Evidence of: <input type="checkbox"/> membership in a formal network of providers or a family child care association  Evidence of: <input type="checkbox"/> an active role in a family child care association other a early childhood professional association	- certificates of attendance, membership - membership card - meeting agendas - meeting minutes - emails or letters

Adapted with permission from Talan, T. & Bloom, P. (2009). *Business Administration Scale for Family Child Care*. Duplication permitted.

## 2. Income and Benefits

Indicator Strand	Theme	Criteria	Possible Documentation
1	Increased income and revenue	Evidence of: <input type="checkbox"/> new fee(s) or fee increases over the past three years	- memo or letter to parents - parent contracts or contract with sponsoring agency - parent handbook
2	Paid time off benefits	Evidence that: <input type="checkbox"/> the provider receives days of paid time off <input type="checkbox"/> the provider contracts for days of paid time off	- parent contract or contract with sponsoring agency
3	Health and retirement benefits	Evidence that: <input type="checkbox"/> the provider and any dependent children have health insurance <input type="checkbox"/> the provider has contributed to a retirement plan within the last year <input type="checkbox"/> the provider has disability income insurance	- insurance card(s) - record of contribution to a retirement plan - disability income insurance policy

Adapted with permission from Talan, T. & Bloom, P. (2009). *Business Administration Scale for Family Child Care*. Duplication permitted.

### 3. Work Environment

Indicator Strand	Theme	Criteria	Possible Documentation
1	<b>Space to meet the needs of the business and the family</b>	Evidence of: <input type="checkbox"/> adequate space to meet the needs of enrolled children and the family <input type="checkbox"/> defined office space	<ul style="list-style-type: none"> <li>- adequate storage or separate space for the family</li> <li>- adult-sized desk or work station, adult-sized chair, file storage</li> <li>- working computer, printer, copier, and Internet access</li> </ul>
2	<b>Promoting health and safety in the child care area of the home</b>	Evidence of: <input type="checkbox"/> adult-sized furniture designed primarily for comfort <input type="checkbox"/> natural light in the child care space <input type="checkbox"/> storage space that promotes the health and safety of the provider	<ul style="list-style-type: none"> <li>- adult-sized chair, rocker, or sofa</li> <li>- window or skylight</li> <li>- storage space that demonstrates ease of access</li> </ul>

#### 4. Fiscal Management

Indicator Strand	Theme	Criteria	Possible Documentation
1	<b>Budget planning</b>	Evidence of: <input type="checkbox"/> a current year operating budget including revenue and expenditures <input type="checkbox"/> an operating budget that includes line-item breakdowns <input type="checkbox"/> an operating budget that projects a profit	- current year operating budget
2	<b>Procedures for adequate cash flow</b>	Evidence of: <input type="checkbox"/> a written policy requiring payment of tuition and/or fees in advance of care <input type="checkbox"/> accepted practices that ensure adequate cash flow	- parent handbook - parent contract - provisions for direct deposit or predated checks - written policies and procedures regarding collection of tuition and fees - business form or invoice - business line of credit - quarterly cash flow projections
3	<b>Review of accounting records</b>	Evidence that: <input type="checkbox"/> accounting records are reviewed monthly <input type="checkbox"/> the provider consults with a qualified tax preparer <input type="checkbox"/> income and expense statements are summarized and compared to quarterly cash flow projections	- income statements - expense statements - Redleaf Calendar-Keeper - tax documents - current year operating budget - quarterly income and expense statements - quarterly cash flow projections
4	<b>Reporting income and expenses</b>	Evidence of: <input type="checkbox"/> income reported to the IRS <input type="checkbox"/> business-related expense claimed on taxes	- Relevant tax forms for previous tax year

## 5. Recordkeeping

Indicator Strand	Theme	Criteria	Possible Documentation
1	Tracking income	Evidence that: <input type="checkbox"/> the provider tracks all income received <input type="checkbox"/> parents are given an end-of-the-year statement <input type="checkbox"/> Parents are given a receipt for all payments made	<ul style="list-style-type: none"> <li>- banking records</li> <li>- computer program or spreadsheet</li> <li>- Redleaf Calendar-Keeper</li> <li>- notebook or handwritten record of income</li> <li>- end-of-the-year statement</li> <li>- a receipt book or copies of receipts</li> </ul>
2	Tracking meals and snacks served to children	Evidence that: <input type="checkbox"/> the provider tracks meals and snacks served to children <input type="checkbox"/> the provider participates in the Federal Food Program and submits months reports <input type="checkbox"/> the provider tracks meals and snacks not reimbursed by the Food Program	<ul style="list-style-type: none"> <li>- Food Program reports</li> <li>- Redleaf Calendar-Keeper</li> <li>- computer program or spreadsheet tracking the number of meals and snacks served</li> <li>- notebook or written record of the number of meals and snacks served</li> </ul>
3	Tracking hours worked	Evidence that: <input type="checkbox"/> the provider tracks caregiving hours worked in the home <input type="checkbox"/> the provider tracks irregular or unscheduled caregiving hours worked in the home <input type="checkbox"/> the provider tracks business hours worked in the home when children aren't present	<ul style="list-style-type: none"> <li>- completed sign-in and sign-out sheets</li> <li>- Redleaf Calendar-Keeper</li> <li>- notebook, calendar, or other written record of hours worked</li> </ul>
4	Tracking business expenses	Evidence that: <input type="checkbox"/> the provider keeps track of expenses that are 100% business-related <input type="checkbox"/> the provider keeps track of shared expenses <input type="checkbox"/> the provider reports the Time-Space Percentage on tax documents	<ul style="list-style-type: none"> <li>- receipt of expenses</li> <li>- expense statements</li> <li>- Redleaf Calendar-Keeper</li> <li>- relevant tax documents (e.g., IRS Form 8829)</li> </ul>

## 6. Risk Management

Indicator Strand	Theme	Criteria	Possible Documentation
1	<b>Policies that reduce risk</b>	Evidence of: <input type="checkbox"/> policies that reduce risk <input type="checkbox"/> a risk management plan <input type="checkbox"/> an annual review of a risk management plan	<ul style="list-style-type: none"> <li>- contract</li> <li>- parent handbook</li> <li>- employee handbook</li> <li>- program polices</li> <li>- risk management plan with evidence of review</li> </ul>
2	<b>Policies regarding the release of children</b>	Evidence of: <input type="checkbox"/> enrollment forms asking for the names and contact information for people authorized to pick up children <input type="checkbox"/> verification of identity of unfamiliar persons picking up children <input type="checkbox"/> advance written notice required before children may leave with anyone not authorized on the enrollment form	<ul style="list-style-type: none"> <li>- enrollment form(s)</li> <li>- contract</li> <li>- parent handbook</li> <li>- employee handbook</li> <li>- program polices</li> </ul>
3	<b>Emergency drills</b>	Evidence that: <input type="checkbox"/> emergency drills occurred monthly during the past year <input type="checkbox"/> records are kept of emergency drills and evaluations/improvements needed	<ul style="list-style-type: none"> <li>- calendar with completed drill dates</li> <li>- records of emergency drills</li> <li>- notes from emergency drills</li> </ul>
4	<b>Emergency information</b>	Evidence that: <input type="checkbox"/> emergency information is posted <input type="checkbox"/> emergency information is portable <input type="checkbox"/> information about children’s allergies and parent’s back-up contacts are posted	<ul style="list-style-type: none"> <li>- posted emergency numbers</li> <li>- portable emergency information</li> <li>- posted information about allergies</li> <li>- posted back-up contacts for parents</li> </ul>
5	<b>Insurance coverage</b>	Evidence of: <input type="checkbox"/> business liability insurance <input type="checkbox"/> comprehensive business liability insurance <input type="checkbox"/> business property insurance <input type="checkbox"/> commercial auto insurance	<ul style="list-style-type: none"> <li>- insurance policies</li> </ul>

## 7. Provider-Parent Communication

Indicator Strand	Theme	Criteria	Possible Documentation
1	Written contract	Evidence that: <ul style="list-style-type: none"> <li><input type="checkbox"/> there is a written contract for care</li> <li><input type="checkbox"/> the written contract includes the names of the parents and provider, hours of care, payment terms, all additional fees, termination procedures, and signatures of both parties</li> <li><input type="checkbox"/> the written contract includes information about child care rates during the provider's and children's absences</li> </ul>	<ul style="list-style-type: none"> <li>- written contract between the provider and parents or sponsoring agency</li> </ul>
2	Written program policies	Evidence of: <ul style="list-style-type: none"> <li><input type="checkbox"/> written program policies provided to parents</li> <li><input type="checkbox"/> a parent handbook that includes program policies, the program's philosophy, goals, and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- parent contract</li> <li>- parent handbook</li> <li>- enrollment or intake forms</li> <li>- program policies</li> </ul>
3	Enrollment process	Evidence that: <ul style="list-style-type: none"> <li><input type="checkbox"/> an intake form is used to document background information about the child's developmental history, chronic medical conditions and allergies, likes and dislikes, and parent preferences regarding childrearing practices</li> <li><input type="checkbox"/> an effort is made to determine whether the provider and family are a good fit</li> <li><input type="checkbox"/> the enrollment process provides for a gradual transition</li> </ul>	<ul style="list-style-type: none"> <li>- enrollment, intake, or all about me forms</li> <li>- enrollment polices or written procedures</li> <li>- parent handbook</li> <li>- enrollment checklist</li> <li>- sample menus</li> <li>- list of references</li> </ul>
4	Communication with families	Evidence of: <ul style="list-style-type: none"> <li><input type="checkbox"/> information is communicated to families in various ways</li> </ul>	<ul style="list-style-type: none"> <li>- parent handbook</li> <li>- newsletters</li> <li>- bulletin boards</li> <li>- notes</li> <li>- letters</li> <li>- text messages</li> <li>- email</li> <li>- phone call records</li> <li>- website</li> <li>- parent conferences</li> <li>- invitations for families to participate in special events</li> </ul>



## 8. Community Resources

Indicator Strand	Theme	Criteria	Possible Documentation
1	Community resources available to parents	<p>Evidence that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the provider has descriptive information regarding community resources for parents including information for developmental screening services</li> <li><input type="checkbox"/> the provider recommends that all parents access community resources that provide developmental screenings</li> <li><input type="checkbox"/> all children birth to five have a developmental screening</li> </ul>	<ul style="list-style-type: none"> <li>- descriptive information on community resources</li> <li>- descriptive information on developmental screening services in the community</li> <li>- policy on developmental screenings</li> <li>- parent handbook</li> </ul>
2	Sharing information regarding child development and childrearing issues	<p>Evidence that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the provider shares written information about child development or childrearing issues with parents</li> <li><input type="checkbox"/> the provider meets with parents individually at least once a year</li> <li><input type="checkbox"/> the provider schedules a meeting at least once a year for parents to meet together to discuss child development and childrearing issues</li> </ul>	<ul style="list-style-type: none"> <li>- pamphlets, printed articles, newsletters, magazines or books</li> <li>- flyers, letters, or sign-up from parent conferences</li> <li>- a policy about parent conferences</li> <li>- flyer, letter, agenda, minutes or sign-in from parent meeting</li> </ul>
3	Resources to help parents reduce their child care costs	<p>Evidence of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> contact information on supports that help parents reduce child care costs</li> <li><input type="checkbox"/> descriptive information regarding tax credits, child care subsidies, or employer child care benefits</li> </ul>	<ul style="list-style-type: none"> <li>- pamphlets or printed information on tax credits, child care subsidies, and/or employer child care benefits</li> <li>- parent handbook</li> <li>- enrollment packet</li> </ul>

## 9. Marketing and Public Relations

Indicator Strand	Theme	Criteria	Possible Documentation
1	Public relations tools	Evidence that: <input type="checkbox"/> the provider utilizes different public relations tools	<ul style="list-style-type: none"> <li>- flyers</li> <li>- brochure</li> <li>- business cards</li> <li>- logo</li> <li>- letterhead stationery</li> <li>- newsletter</li> <li>- website</li> <li>- banner</li> <li>- social networking page</li> <li>- promotional items</li> </ul>
2	Responding to prospective parents	Evidence that: <input type="checkbox"/> the provider has voice mail or an answering machine <input type="checkbox"/> records are kept of calls and responses to inquiries are made within one business day <input type="checkbox"/> records are kept of all prospective parents who inquire about care and what follow-up action taken	<ul style="list-style-type: none"> <li>- answering machine or voicemail</li> <li>- dated log of inquiries and follow-up action</li> <li>- email records</li> </ul>
3	Program's appearance	Evidence that: <input type="checkbox"/> the home appears safe and inviting <input type="checkbox"/> the provider's credentials and/or evidence of training are displayed <input type="checkbox"/> the provider has a scrapbook or photo album showing the benefits of the program	<ul style="list-style-type: none"> <li>- posted or displayed credentials or training certificates</li> <li>- scrapbook</li> <li>- photo album</li> </ul>
4	Provider's involvement in the local community	Evidence that: <input type="checkbox"/> the provider plays an active role in a community organization <input type="checkbox"/> the provider plays a leadership role in community organization	<ul style="list-style-type: none"> <li>- meeting minutes or agendas</li> <li>- newsletters</li> <li>- certificates of attendance or membership</li> <li>- leadership role assignments</li> <li>- business card</li> <li>- letters or emails</li> </ul>

**10. Provider as Employer (N/A is allowed)**

<b>Indicator Strand</b>	<b>Theme</b>	<b>Criteria</b>	<b>Possible Documentation</b>
<b>1</b>	<b>Orientation of assistants and/or substitutes</b>	Evidence that:  <input type="checkbox"/> orientation includes meeting children and families before assuming responsibilities  <input type="checkbox"/> orientation includes receipt of a written job description and written program policies	- orientation checklist or packet - staff handbook - parent handbook - written job description - written program policies
<b>2</b>	<b>Meetings with assistants and/or substitutes</b>	Evidence of:  <input type="checkbox"/> the provider meets with assistants and/or substitutes at least quarterly to share observations and plan activities  <input type="checkbox"/> the provider meets with assistants and/or substitutes at least once a to share observations and plan activities  <input type="checkbox"/> the provider meets with assistants and/or substitutes at least monthly when children aren't present to share observations and plan activities	- notes from meetings - schedule of meetings
<b>3</b>	<b>Compensation for assistants and/or substitutes</b>	Evidence that:  <input type="checkbox"/> assistants and/or substitutes are paid at least the minimum wage and the provider withholds federal taxes, and pays the employer's share of Social Security and Medicare taxes  <input type="checkbox"/> the provider pays worker's compensation insurance covering assistants and/or substitutes  <input type="checkbox"/> there is a written employment agreement or salary scale for assistants and/or substitutes indentifying a wage based on job responsibilities, education or training, and experience	- payroll records - worker's compensation paperwork - written employment agreement or salary scale for assistants and/or substitutes