

# Professional Learning Opportunities

PAS | BAS | MISC

## **Widening the Lens: Looking at Quality from an Administration Perspective**

### PROGRAM ADMINISTRATION SCALE

Using a “wide angle lens” involves not only measures of the classroom learning environment, but also perceptions of the center’s organizational climate and the management and leadership practices that promote sound fiscal management, program planning, and family partnerships. The *Program Administration Scale* (PAS) is a valid and reliable tool that measures leadership and management practices and is being used in Quality Rating Systems. This session will provide an overview of the tool and how it can be used as a resource for improving quality.

## **Leading the Way to Quality: The Director’s Role**

### PROGRAM ADMINISTRATION SCALE

Assessment of early childhood program quality is generally associated with indicators of the classroom learning environment. Little attention has been given to the quality of overall administration of the program. This session will provide a rationale for viewing quality from a broader perspective. Participants will be introduced to the *Program Administration Scale* (PAS) which measures the quality of management and leadership practices in a program. Participants will learn how to score the instrument as well as strategies for using the tool as a resource for improving administrative practices. Examples of how center directors, quality facilitators, and researchers can use the PAS to enhance program effectiveness will be presented. Participants will also learn how to incorporate the tool into action plans.

## **Supporting Director’s as the Gatekeeper’s to Quality: The Technical Assistance Specialist’s Role**

### PROGRAM ADMINISTRATION SCALE

The *Program Administration Scale* (PAS) serves as a guide for program improvement and can be a great resource for those supporting directors of early care and education programs. Receive an overview of the PAS, learn how the PAS is scored, and take a deep dive into one or two of the items. Explore the developmental stages of directors and how to individualize support based on developmental stage. Learn strategies for providing technical assistance, coaching, and mentoring. Put all of this information together to learn how to support directors with data-based decision making and action plan development and implementation.

Revised: 6/14/2018

## **PAS Reliability Training**

### PROGRAM ADMINISTRATION SCALE

PAS Reliability Training provides an in-depth analysis of the items and quality indicators in the *Program Administration Scale* (PAS). This training is designed for individuals who want to ensure that the PAS assessments are valid, reliable, and administered consistently across programs. The training concludes with a reliability test and participants who are 85% or more reliable with the national anchors are eligible to apply for PAS Certification for an additional fee.

## **More than a Nurturing Heart**

### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

A nurturing heart is an essential part of family child care, but quality care is hard to sustain without sound business and professional practices in place. Using the *Business Administration Scale for Family Child Care* (BAS) as a guide, participants will learn how to measure and improve business and professional practices.

## **Catching on to the BAS**

### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

Providers are responsible for the quality of their programs. In this training, providers of family child care programs learn strategies to support their efforts to achieve program excellence. The *Business Administration Scale for Family Child Care* (BAS) serves as the framework for measuring and benchmarking quality improvements.

## **Promoting Excellence in Family Child Care: The Technical Assistance Specialist's Role**

### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

The *Business Administration Scale for Family Child Care* (BAS) serves as a guide for program improvement and can be a great resource for those supporting family child care providers. Receive an overview of the BAS, learn how the BAS is scored, and take a deep dive into one or two of the items. Explore the developmental stages of providers and how to individualize support based on developmental stage. Learn strategies for providing technical assistance, coaching, and mentoring. Put all of this information together to learn how to support family child care providers with data-based decision making and action plan development and implementation.

## **BAS Reliability Training**

### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

BAS Reliability Training provides an in-depth analysis of the items and quality indicators in the *Business Administration Scale for Family Child Care* (BAS). This training is designed for individuals who want to ensure that the BAS assessments are valid, reliable, and administered consistently across programs. The training concludes with a reliability test and participants who are 85% or more reliable with the national anchors are eligible to apply for BAS Certification for an additional fee.

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## **Orientation? How to Keep Orientation From Being a Real Snooze**

PROGRAM ADMINISTRATION SCALE | Item 1

New employee orientation is often one of the most neglected functions of organizations. Investing time and energy into providing a comprehensive orientation process will help to ensure that new employees feel welcomed and valued right from the start. This session provides practical tips and strategies for making the most of the first few months of employment, providing new staff members with the necessary information and support to be successful. Best practices of orientation, as outlined in the *Program Administration Scale* (PAS) will also be addressed.

## **Accidents Happen, Why Risk It? Improving Your Risk Management Plan**

PROGRAM ADMINISTRATION SCALE | Item 8

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE | Item 6

Most centers have risk management plans. Unfortunately, those plans often sit on a shelf in the office leaving staff confused about what to do in the event of an emergency. This session explores how to make a risk management plan a living document. Best practices in risk management, as outlined in the *Program Administration Scale* (PAS) and the *Business Administration Scale for Family Child Care* (BAS) are addressed.

## **Communication is a Two Way Street: Creating and Maintaining Family Partnerships**

PROGRAM ADMINISTRATION SCALE | Items 16 & 17

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE | Items 7 & 8

Early care and education programs provide families with information, yet they may not be aware that the messages they communicate are sometimes ineffective and confusing. Some programs communicate a message that parents are partners while others communicate a message that discourages involvement. Some programs implement procedures to achieve consistency between what is happening in the program and what is happening in the home, while others create procedures with the expectation that families follow them. Unfortunately, some programs miss opportunities to build a partnership during orientation, and that can set the tone for the rest of the year. This session explores strategies for helping directors and family child care providers strengthen their relationships with families.

## **Making Sense and Dollars**

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE | Items 4 & 5

One of the most critical, but often disliked, parts of running a successful family child care program is having sound fiscal management practices in place. This session includes an overview of recordkeeping and money management. Using best practices from the BAS as a guide, Participants will learn how recordkeeping and money monitoring practices can significantly increase the sustainability of their business.

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### Put it in Writing

#### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE | Items 2 & 7

Contracts and handbooks are two of the most important documents a family child care provider can have; however, providers sometimes struggle when trying to create them. Using best practices from the *Business Administration Scale for Family Child Care* (BAS) as a guide, participants will learn the most important elements of contracts and handbooks and how to organize each document in a way that will protect their business and help bridge communication between them and the families they serve.

### Marketing Matters

#### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE | Item 9

Smart marketing allows family child care providers to effectively recruit families and maintain enrollment. This session will help providers reflect on the uniqueness of their program and how to utilize a variety of the public relations tools and networking opportunities to communicate their program's benefits to prospective families.

### Change is Good...You Go First!

Change is inevitable and it is an integral part of thriving early care and education programs. The director's role is central to the change process. This session provides an overview of several frameworks about change. Participants are introduced to strategies for dealing with change. In addition, participants will learn the critical elements necessary for making lasting changes.

### **The Honeycomb and Beyond: Learning to see your program from a systems perspective, developing systems to sustain quality, and understanding how power influences operations**

Similar to a honeycomb, early care and education programs are complex systems. Without an understanding of systems thinking a director is at a disadvantage and less likely to develop and sustain quality practices over time. Through a simulated game, participants will gain an understanding about the interconnectedness of their organization to a larger system. Participants will learn that no longer can they focus on one aspect of a system, such as classroom quality, and expect the organization to make lasting, sustainable change. Instead, a systems approach which considers a variety of components beyond the classroom must be addressed. Power differentials within a child care program will be explored giving participants the opportunity to identify with structures of power and explore how power is used and viewed among staff. Participants will embark on a journey evaluating the practices that currently exist in their programs and how they can develop and improve upon systems to create more efficiency and effectiveness.

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### Getting Ready for the PAS Online Module

#### PROGRAM ADMINISTRATION SCALE

This self-paced, online module provides an overview of the *Program Administration Scale (PAS)* and includes similar content as *Widening the Lens: Looking at Quality from an Administration Perspective*. Directors will have the opportunity to reflect on each item as it relates to their programs and receive resources to help improve the quality of their programs. The module takes approximately 6 hours to complete.

### Getting Ready for the BAS Online Module

#### BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

This self-paced, online module provides an overview of the *Business Administration Scale for Family Child Care (BAS)* and includes similar content as *More Than a Nurturing Heart: Looking at Quality from a Business Administration Perspective*. Providers will have the opportunity to reflect on each item as it relates to their programs and receive resources to help improve the quality of their programs. The module takes approximately 6 hours to complete.

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