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.

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1. Qualifications and Professional Development

Indicator Strand	Theme	Criteria	Possible Documentation
1	Educational level	Evidence of: ❑ highest level of education	▪ college transcripts ▪ diplomas
2	Specialized ECE/CD coursework	Evidence of: ❑ early childhood education and/or child development college coursework ❑ CDA and/or Montessori credential (early childhood or infant and toddler)	▪ college transcripts ▪ Professional Development Record (state or local registry) ▪ current CDA ▪ current Montessori credential
3	Specialized business or management training	Evidence of: ❑ business or management training	▪ training certificates of attendance ▪ college transcripts ▪ Professional Development Record (state or local registry)
4	Continuous professional development	Evidence of: ❑ professional development during the last calendar year	▪ training certificates of attendance ▪ college transcripts ▪ Professional Development Record (state or local registry)
5	Peer support	Evidence of: ❑ membership in a formal network of providers or a family child care association ❑ an active or leadership role in a formal network of providers or a family child care association	▪ certificates of attendance, membership ▪ receipt of membership dues ▪ membership card ▪ meeting agendas ▪ meeting minutes ▪ emails or letters

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2. Income and Benefits

Indicator Strand	Theme	Criteria	Possible Documentation
1	Increased income and revenue	Evidence of: ❑ new fee(s) introduced or fee increase(s) over the past three years	▪ memo or letter to families ▪ written contract with family or sponsoring agency ▪ family handbook
2	Paid time off benefits	Evidence that: ❑ the provider receives 6 paid holidays per year ❑ the provider contracts with families to receive additional days of paid time off ❑ the provider contracts for days of paid time off	▪ written contract with family or sponsoring agency
3	Health and retirement benefits	Evidence that: ❑ the provider and any dependent children have health insurance ❑ the provider has contributed to a retirement plan within the past year ❑ the provider has disability income insurance	▪ insurance card(s) ▪ record of contribution to a qualified retirement plan ▪ disability income insurance policy

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3. Work Environment

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Space to meet the needs of the business and the family**	Evidence of: ❑ adequate space to meet the needs of enrolled children and the provider's family ❑ defined office space	▪ adequate storage or separate space for the family ▪ adult-sized desk or work station, adult-sized chair, file storage ▪ working computer, printer, copier, and Internet access
2	**Promoting health and safety in the child care area of the home**	Evidence of: ❑ adult-sized furniture designed primarily for comfort ❑ natural light in the child care space ❑ storage space in the child care area of the home promotes the health and safety of the provider	▪ adult-sized chair, rocker, or sofa ▪ window or skylight ▪ storage space that demonstrates ease of access

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4. Fiscal Management

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Budget planning**	Evidence of: ❑ a current year operating budget including revenue and expenditures ❑ an operating budget that includes line-item breakdowns ❑ an operating budget that projects a profit	▪ current year operating budget
2	**Procedures for adequate cash flow**	Evidence of: ❑ a written policy requiring payment of tuition and/or fees in advance of care ❑ practices that provide for adequate cash flow	▪ policy in family handbook ▪ policy in family contract ▪ provisions for direct deposit or electronic payments ▪ written policies and/or procedures regarding collection of delinquent tuition and fees ▪ written policies and/or procedures regarding termination of contract due to nonpayment of tuition/fees ▪ business form or invoice ▪ quarterly cash-flow projections ▪ business line of credit
3	**Review of accounting records**	Evidence that: ❑ accounting records are reviewed monthly ❑ the provider consults with a qualified tax preparer ❑ income and expense statements are summarized and compared to quarterly cash-flow projections	▪ financial records ▪ income statements ▪ expense statements ▪ Redleaf Calendar-Keeper ▪ tax documents ▪ current year operating budget ▪ quarterly income and expense statements ▪ quarterly cash flow projections
4	**Reporting income and expenses**	Evidence of: ❑ income reported to the IRS ❑ business-related expense claimed on taxes	▪ Relevant tax forms for previous tax year

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5. Recordkeeping

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Tracking income**	Evidence that: ❑ the provider tracks income received ❑ families are given an end-of-the-year statement ❑ families are given a receipt for all payments made	▪ financial records ▪ computer program or spreadsheet ▪ Redleaf Calendar-Keeper ▪ KidKare software records ▪ notebook or handwritten record of income ▪ end-of-the-year statement ▪ a receipt book or copies of receipts
2	**Tracking meals and snacks served to children**	Evidence that: ❑ the provider tracks the number of meals and snacks served to children ❑ the provider participates in the Federal Food Program and submits months reports ❑ the provider tracks the number meals and snacks not reimbursed by the Food Program	▪ Food Program reports ▪ Redleaf Calendar-Keeper ▪ KidKare software records ▪ computer program or spreadsheet tracking the number of meals and snacks served ▪ notebook or written record of the number of meals and snacks served
3	**Tracking hours worked**	Evidence that: ❑ the provider tracks caregiving hours worked in the home ❑ the provider tracks irregular or unscheduled caregiving hours worked in the home ❑ the provider tracks business conducted and hours worked in the home when children aren't present	▪ completed sign-in and sign-out sheets ▪ Redleaf Calendar-Keeper ▪ notebook, calendar, or other records of hours worked ▪ app/software records used to track hours worked
4	**Tracking business expenses**	Evidence that: ❑ the provider keeps track of expenses that are 100% business-related ❑ the provider keeps track of shared expenses ❑ the provider reports the Time-Space Percentage on tax documents	▪ receipt of expenses ▪ expense statements ▪ Redleaf Calendar-Keeper ▪ KidKare software records ▪ relevant tax documents (e.g., IRS Form 8829)

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6. Risk Management

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Policies and procedures that reduce risk**	Evidence of: ❑ policies that reduce risk ❑ a risk management plan ❑ an annual review of a risk management plan	❑ contract ❑ family handbook ❑ employee handbook ❑ program handbook ❑ written program policies and procedures ❑ risk management plan with evidence of review
2	**Policies regarding the release of children**	Evidence of: ❑ enrollment forms asking for the names and contact information for individuals authorized to pick up children ❑ verification of identity of unfamiliar persons picking up children ❑ advance written notice required before children may leave with anyone not authorized on the enrollment form	❑ enrollment form(s) ❑ contract ❑ family handbook ❑ employee handbook ❑ program handbook ❑ written program policies and procedures
3	**Emergency drills**	Evidence that: ❑ fire and disaster drills occurred monthly during the past twelve months ❑ fire and disaster drill records are displayed ❑ records are kept of fire and disaster drills and evaluations/improvements needed	❑ calendar with completed drill dates ❑ records of fire and disaster drills ❑ notes from fire and disaster drills
4	**Emergency information**	Evidence that: ❑ emergency information is posted ❑ emergency information is portable ❑ information about children's allergies and family's back-up contacts are posted	❑ posted emergency numbers ❑ portable emergency information ❑ posted information about allergies ❑ posted back-up contacts for families
5	**Insurance Coverage**	Evidence of: ❑ business liability insurance ❑ comprehensive business liability insurance ❑ business property insurance commercial auto insurance	❑ Insurance policies

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7. Provider-Family Communication

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Written contract**	Evidence that: ❑ there is a written contract for care ❑ the written contract includes the names of the family and provider, hours of care, payment terms, all additional fees, termination procedures, and signatures of both parties ❑ the written contract includes information about child care rates during the provider's and children's absences	▪ written contract between the provider and family or sponsoring agency
2	**Written program policies**	Evidence of: ❑ written program policies provided to families ❑ a family handbook that includes program policies, the program's philosophy, goals, and curriculum	▪ contract ▪ family handbook ▪ enrollment or intake form(s) ▪ program policies
3	**Enrollment Process**	Evidence that: ❑ an intake form is used to document background information about the child's developmental history, chronic medical conditions, and allergies, likes and dislikes, and family preferences regarding childrearing practices ❑ an effort is made to determine whether the provider and family are a good fit ❑ the enrollment process provides for a gradual transition	▪ enrollment, intake, or "all about me" forms ▪ enrollment policies or written procedures ▪ family handbook ▪ enrollment checklist ▪ sample menus ▪ list of references
4	**Communication with families**	Evidence that: ❑ information is communicated to families in various ways	▪ family handbook ▪ newsletters ▪ bulletin boards ▪ notes ▪ website ▪ e-mail ▪ phone call records ▪ text messages ▪ social media ▪ letters ▪ invitations for families to participate in special events

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8. Family Support and Engagement

Indicator Strand	Theme	Criteria	Possible Documentation
1	**Community resources available to families**	Evidence that: ❑ the provider has descriptive information regarding community resources for families including information for developmental screening services ❑ descriptive information regarding supports to help reduce child care costs	▪ descriptive information on community resources ▪ descriptive information on developmental screening services in the community ▪ pamphlets or printed information on tax credits, child care subsidies, and/or employer child care benefits ▪ family handbook ▪ enrollment packet
2	**Sharing information regarding child development, childrearing issues, progress, and goals**	Evidence that: ❑ the provider shares written information about child development or childrearing issues with families ❑ the provider meets with families individually to discuss their children's progress and mutually set goals	▪ pamphlets, printed articles, newsletters, magazines, or books ▪ flyers, letters, or sign-up from for family conferences ▪ a policy about family conferences
3	**Family engagement activities**	Evidence that: ❑ the provider facilitates events for families to build community ❑ families participate in routine program activities ❑ the provider makes at-home learning activities available to families	▪ flyer, letter, agenda, sign-up, minutes or sign-in from family meetings or events ▪ lending library

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9. Marketing and Community Relations

Indicator Strand	Theme	Criteria	Possible Documentation
1	Public relations tools	Evidence that: ❑ the provider utilizes different public relations tools	▪ flyers ▪ brochures ▪ business cards ▪ logo ▪ letterhead stationery ▪ newsletter ▪ website ▪ banner ▪ promotional items ▪ signage ▪ social media site
2	Responding to prospective clients	Evidence that: ❑ the provider has voice mail or an answering machine ❑ records are kept of calls and responses to inquiries are made within one business day ❑ records are kept of all prospective clients who inquire about care and what follow-up action is taken	▪ answering machine or voice mail ▪ dated log of inquiries and follow-up action ▪ email records
3	Program's appearance	Evidence that: ❑ the home appears safe and inviting ❑ the provider's credentials and/or evidence of training are displayed ❑ the provider has a visual display demonstrating the benefits of the program	▪ posted or displayed credentials or training certificates ▪ scrapbook ▪ photo album ▪ bulletin board
4	Provider's involvement in the local community	Evidence that: ❑ the provider plays an active role in a community organization the provider plays a leadership role in community organization	▪ meeting minutes or agendas ▪ newsletters ▪ certificates of attendance or membership ▪ leadership role assignments ▪ business card ▪ letters or emails

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

Indicator Strand	Theme	Criteria	Possible Documentation
1	Orientation of assistants and/or substitutes	Evidence that: ❑ orientation includes meeting children and families before assuming responsibilities ❑ orientation includes receipt of a written job description and written program policies	▪ orientation checklist or packet ▪ staff handbook ▪ family handbook ▪ written job description ▪ written program policies
2	Meetings with assistants and/or substitutes	Evidence that: ❑ the provider meets with assistants and/or substitutes at least quarterly to share observations and plan activities ❑ the provider meets with assistants and/or substitutes at least once a to share observations and plan activities ❑ 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
3	Compensation for assistants and/or substitutes	Evidence that: ❑ 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 ❑ the provider pays worker's compensation insurance covering assistants and/or substitutes ❑ there is a written employment agreement or salary scale for assistants and/or substitutes identifying 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

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