

Home Descriptive Information

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

Assessor Name (*please print*): _____

Provider: _____		
Family Child Care Business: _____		
Street: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	_____

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 _____

What is the business structure of the family child care program?

_____ Corporation (S or C corporation) _____ Partnership
 _____ Limited Liability Company (LLC) _____ Sole Proprietorship

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.

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

yes no

Employees of a family child care program may include assistants and/or substitutes.

- 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.

Number of assistants who **currently** (within the past 12 months) work in your family child care business:

full-time (35 hrs/wk or more)	part-time (20-34 hrs/wk)
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Number of Assistants: _____

- 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.

Number of substitutes who **currently** (within the past 12 months) 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
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Number of Substitutes: _____

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

Assistants: _____ Substitutes: _____