

Business Administration Scale for Family Child Care

Additional Notes

BAS 2ND EDITION, 1ST – CURRENT PRINTING | NOTES UPDATED 03.20.2022

Item 1 Qualifications and Professional Development

- 1.2 – 7.2 If school-aged children are enrolled, then elementary education and/or recreation coursework can meet the specialized education requirement of the second strand.
- 5.2 – 7.2 These indicators measure college credit only.
- 1.3 – 7.3 These indicators assess clock hours of business or management training. If a provider has college credit in business or management, semester hours can be converted into clock hours of training for this strand. Each semester hour of completed college credit equals 15 clock hours.
- 1.1 – 7.1, 1.2 – 7.2, and 1.3 – 7.3 Credit for these indicators should be based on the education the provider has attained **throughout their lifetime**. For example, if the provider earned a baccalaureate degree five years ago, credit is received for indicators 1.1. – 7.1.
- 1.4 – 7.4 Credit for these indicators should only be based on the number of clock hours of professional development that the provider completed **during the last calendar year**.
- 1.4 – 7.4 These indicators assess clock hours of professional development during the last calendar year. If the provider has completed college course work during the last calendar year, semester hours can be converted into clock hours of training for this strand. Each semester hour of completed 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 5 Recordkeeping

- 5.4 – 7.4 These indicators may be rated N/A for two reasons; 1) the person is not living in the home where the child care business occurs, or 2) the business has a legal status other than sole proprietorship or single person LLC.

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.
- 7.3 This indicator should read, “Displayed or posted drill records include the length of the drills and notes about improvements needed.”
- 7.3 To receive credit for this indicator, the displayed or posted fire and disaster drill records form must provide a designated space for noting improvements needed and there must be at least two improvements noted during the past 12 months.
- 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.
- 1.4 – 3.4 If the provider and at least one member of the family share a common language that they can use to communicate, credit is received.

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.

Documentation Verification Guidelines

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

- Interview ratings are tentative until documentation is verified.
- Documentation must be verified for any indicator with a “D” that received credit during the interview. This level of verification includes verifying that the documentation exists.
- When indicators with a D have been rated “No” during the interview put a slash through the D. Once documentation for indicators that received credit during the interview is verified, put a slash through the D (a slash through the D indicates that the indicator has been finalized). At the completion of the assessment, all of the D’s should have a slash through them.
- 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 you do not feel the rating is a clear “yes” or “no” during the interview, provide a rating that gives the benefit of the doubt and circle the “D”. The circled “D” will indicate the interview response was *not* a solid “yes” and you need to follow-up on what was ambiguous to determine the final rating.
- If during an interview you indicate that documentation should be looked at more closely (e.g., you circled the “D” as a reminder to review this document with extra care because the answer given during the interview was ambiguous, the administrator was unresponsive to the question asked, the response conflicts with another answer given) greater scrutiny of the documentation is necessary to address the concern when verifying documentation.
- Ratings should be based on existing policies and procedures, not past practice or plans for the future (existing policies and procedures means they have been in effect within the past 12 months from the date of the assessment).
- In order to receive credit for an indicator that states “annual review” or otherwise refers to something happening annually, documentation must be verified from *each* of the last three years.
- “Current” is considered within the past 12 months.
- Plural means more than one (i.e., if an indicator reads “Families participate in an at-home learning activity that the provider makes available” governing/advisory board” there needs to be evidence that more than one family participates in an at-home learning activity that the provider makes available).
- If the indicator at the 1 level is the parallel opposite of the indicator at the 3 level within the same strand and the indicator at the 3 level is rated a “N” (No) due to documentation not being verified, the rating at the 1 level must be changed to a “Y” (Yes).
- If you find documentation that contradicts what the administrator reported in the interview, the rating should be based on the documentation.