

## Business Practices in Family Child Care

### HOW CONFIDENT ARE YOU?

Examine the practices listed below, and circle your degree of confidence in each one. If your confidence level is below a 4, you can use the identified *Business Administration Scale for Family Child Care* (BAS) item to support your growth in that area.

Business Practice	Confidence Level (1 = no confidence, 5 = high confidence)	Related BAS Item
Creating an operating budget	1 2 3 4 5	Item 4: Fiscal Management
Implementing practices to protect cash-flow	1 2 3 4 5	Item 4: Fiscal Management
Claiming business-related expenses on tax forms	1 2 3 4 5	Item 5: Recordkeeping
Writing a contract for child care services	1 2 3 4 5	Item 2: Income and Benefits Item 7: Provider-Family Communication
Having written policies and procedures to reduce the risk of doing business in the home	1 2 3 4 5	Item 6: Risk Management
Obtaining appropriate business-related insurance	1 2 3 4 5	Item 6: Risk Management
Learning about the child and family during enrollment	1 2 3 4 5	Item 7: Provider-Family Communication
Increasing knowledge and skills on business-related topics	1 2 3 4 5	Item 1: Qualifications and Professional Development
Marketing strategies to attract potential clients	1 2 3 4 5	Item 9: Marketing and Public Relations
Providing families with resources to reduce child care costs	1 2 3 4 5	Item 8: Family Support and Engagement
Implementing written employment agreements with assistants and substitutes	1 2 3 4 5	Item 10: Provider as Employer
Creating defined office space to conduct business	1 2 3 4 5	Item 3: Work Environment

Adapted with permission from Talan, T. N., & Bloom, P. J. (2009). *Business Administration Scale for Family Child Care* (2<sup>nd</sup> ed.). Teachers College Press.