



# **ANNOUNCEMENT**

## **2-DAY TRAINING IN ADMINISTRATIVE BEST PRACTICES FOR CHILD CARE CENTER OWNERS AND DIRECTORS**

### **IN THE**

### **PROGRAM ADMINISTRATION SCALE (PAS)**

**This training is designed as a companion tool for establishing a quality administrative foundation for child care programs. It compliments:**

- The NAEYC, NFCCA, and Maryland accreditation standards for the classroom
- The ITERS, ECERS and FCERS classroom assessments

**Implementing PAS helps programs get ready to succeed that are planning to participate in accreditation or the Maryland Excels program through:**

- Identifying best practices
- Providing samples of policies and procedures
- Offering advanced training in key administrative areas

**The Goal of PAS is to empower owners and directors to implement best practices by encouraging them to:**

- Set high performance standards
- Implement processes for continuous quality improvement in your center
- Develop appropriate infrastructure and business practices to support excellence in teaching

#### **PAS PROGRAM DESIGN**

This training and follow-up technical assistance will enable programs, over a one-year period, to achieve and measure improvement in administrative operations, as well as improve the skills of key management personnel. This is valuable training for persons responsible for day-to-day center operations and is an important indicator of program quality.

The PAS is a research validated child care center management assessment tool developed by the McCormick Tribune Center for Early Childhood Leadership, Nation-Louis University in Chicago, Illinois. The tool is designed to measure the quality of leadership and management in child care centers and equip directors to measure and improve center administrative operations. Directors frequently use the PAS to prepare for state or national accreditation.

Participants attend a two-day training in using the PAS, developing improvement plans, and managing change. State approved PAS assessors will complete a pre-assessment to provide information regarding program strengths, areas that may be improved. Based on assessment findings, centers will select the

areas that they want to improve during the year by developing an improvement plan to achieve their goals. Technical assistance will be available. A post-assessment will be completed to document success and help administrators understand how to use the assessment tool.

**PARTICIPANTS WHO COMPLETE THE ENTIRE PAS PROGRAM MAY EARN 3 COLLEGE CREDITS**

Participants who complete the 2-day training and pre-assessment take 6 additional classes in administrative best practices in:

- Center Management
- Financial Management
- Human Resources Management
- Program Planning & Evaluation
- Risk Management
- Staff Qualifications

**INTERACTIVE WORKSHOP SESSIONS**

**9:00am – 4:00pm**

**DAY 1:** Introduction and overview of the PAS and instruction in the nature of organizational change.

**DAY 2:** How to use the PAS for measuring and benchmarking improvements, complete an assessment, and create an action plan for program improvement.

**CLOCK HOURS** – Training participants will earn **12 Core of Knowledge clock hours** toward the Maryland State Child Care Credential. Within one-year of completing training, participants are required to **successfully complete** a PAS post-assessment for their child care facility. After the entire process is completed, **two (2) Professional Activity Units** will be awarded for the Credentialing program.

**All prospective participants must meet and comply with the criteria below.**

- Prospective participants must currently work in a center where there are no outstanding licensing infractions and the center is not operating under a corrective action plan.
- The participant must attend both days of the training (12 clock hours)

**REGISTRATION** – Please contact Ms. Smith, see contact information below, to learn training dates and times. A completed Registration Form (**APPENDIX A**) must be received at the MSDE Office of Child Care **AT LEAST 1 WEEK BEFORE THE SESSION YOU WISH TO ATTEND** for acceptance into the training. Hand-delivered registrations **MUST BE RECEIVED** on or before the due date.

**ATTACHMENTS**

- Copy of current license for child care facility
- Office of Child Care-Licensing Branch corrective action plan
- Proof of accreditation (or process) from issuing body
- Proof of child care credential (or process) from MSDE/Office of Child Care – Credentialing Branch
- Provide Authorized Signature (in **BLUE INK**) and dated Application Registration

**RETURN COMPLETED REGISTRATION WITH REQUIRED DOCUMENTS TO:**

Maryland State Department of Education  
Division of Early Childhood Development  
200 W. Baltimore Street - 10<sup>th</sup> Floor  
Baltimore, Maryland 21201-2595  
**ATTN: AUDREY R. SMITH**

## TRAINING REGISTRATION FORM - PROGRAM ADMINISTRATION SCALE (PAS)

**REQUESTED TRAINING DATE:** \_\_\_\_\_  
**REQUESTED LOCATION:** \_\_\_\_\_

### CONTACT INFORMATION

Child Care Center Name:		Federal Employer# (FEIN):	
Contact Person (if different from applicant):		This program is: <input type="checkbox"/> For Profit <input type="checkbox"/> Not-for-Profit	
Address:			
City:	County:	State:	Zip Code:
Center Phone: (    )	The address above is: <input type="checkbox"/> mailing and/or <input type="checkbox"/> program location		
Center Fax: (    )	Center E-mail:		
License/LOC Number:		<b>(Attach a copy of the center license/LOC letter.)</b>	
How long has this center been operating?			

### APPLICANT INFORMATION

Applicant Name:	Title/Position:	Maryland Child Care Credential Level	Number of teaching staff	Number of Credentialed Lead Staff

### PROGRAM INFORMATION

Age Category	Center Capacity	# Current Enrolled	Additional Center Information
<b>Infants</b> (6 weeks to 14 months)			Operates: <input type="checkbox"/> 12 months <input type="checkbox"/> 10 months
<b>Mobile Infants</b> (15 months to 23 months)			Operating Hours: _____ am to _____ pm
<b>2 Year Olds</b> (24 to 35 months)			Type of Center: <input type="checkbox"/> Head Start <input type="checkbox"/> Judy Center
<b>Preschool</b> (36 months to 59 months)			<input type="checkbox"/> Nursery School <input type="checkbox"/> Other
<b>School-age</b> (60 months to 12 years)			Partner/Parent Agency: _____
<b>Total</b>			Curriculum Used: _____

Is your program accredited?  Yes  No  Attach documentation of accreditation from issuing body.  
 Accrediting Organization:  NAEYC  NECPA  NAA (NSACA)  NAC (NAECEP) Expiration Date: \_\_\_\_\_

Is the center operating under a corrective action plan related to provision of care to children?  Yes  No  Attach copy of plan  
 Does the child care center currently have outstanding licensing non-compliances?  Yes  No  
 Does the center currently care for children receiving Child Care Subsidy (POC)?  Yes  No If so, how many?

I certify that the above information is true and accurate and neither I nor center staff is under investigation for child abuse or listed in the tracking system. I grant permission for Division of Early Childhood Development staff or their agent to have access to the facility during the assessment process. In addition, I commit to full implementation of the Program Administration Scale Assessment at the child care facility, and I will adhere to the Leadership Training Participation Guidelines for the Program Administration Scale (PAS).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SUBMIT COMPLETED APPLICATION TO:** MARYLAND STATE DEPARTMENT OF EDUCATION  
 DIVISION OF EARLY CHILDHOOD DEVELOPMENT  
 OFFICE OF CHILD CARE  
 200 W. BALTIMORE STREET, 10<sup>TH</sup> FLOOR  
 BALTIMORE, MARYLAND 21201-2595  
**ATTN: AUDREY SMITH**