

Reach out and Connect

Contact the regional BAS staff to be added to an email list for notification about upcoming training sessions and for more information on the BAS training.

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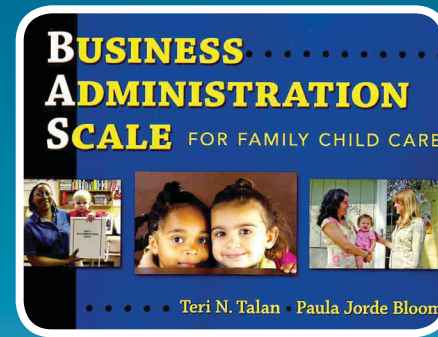
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Implementing Best Practices in your Family Child Care Home

Managing a high-quality family child care program and maintaining your business can be challenging. This training will provide the tools needed to improve your family child care business practices, help you to move forward on the path to quality, and position your program for Maryland EXCELS, the new Quality Rating and Improvement System.



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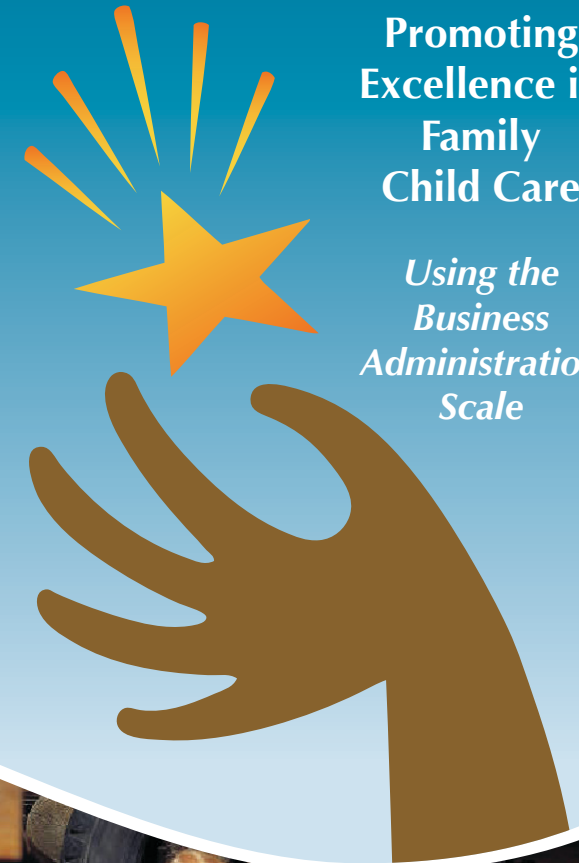
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http://www.marylandpublicschools.org/MSDE/divisions/child_care/

The Continuous Quality Improvement Project

Promoting Excellence in Family Child Care

Using the Business Administration Scale



Looking at Quality from a Business Administration Perspective

Ongoing Assessment and Improvement



Providing quality care and education programs for young children gives them a great start in life.

There is growing recognition that both leadership and management skills are critical in operating quality early care and education programs. The Continuous Quality Improvement Project is designed to help family child care providers gain critical skills to better manage their child care programs. The Continuous Quality Improvement Project is a key component in Maryland's efforts to create high quality early learning environments for young children.

The goal of this voluntary initiative is to give family providers a deeper understanding of quality administrative processes in a child care program and how to use a proven assessment tool, the Business Administration Scale (BAS). Participating providers will receive:

- Information on 'best practices'
- A program assessment
- Technical assistance to implement improvements and
- Sample documents that may be adapted for use.

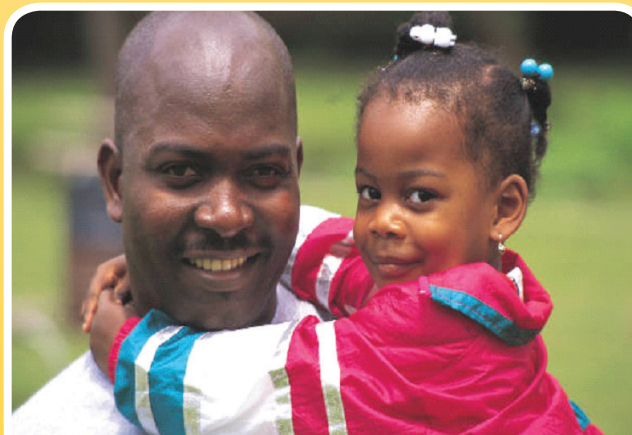
The BAS is a user-friendly, researched and tested tool that measures the quality of business practices in the family child care home. The BAS measures quality in five major areas: work environment, fiscal management, record keeping, communication between provider and parent, and marketing and public relations. More information on the Business Administration Scale can be found at <http://cecl.nl.edu/evaluation/bas.htm>

PROJECT COMPONENTS

Training will be provided by certified BAS trainers in each licensing region that is convenient, affordable and accessible for family child care providers. A certified assessor/mentor will work with you to complete a program assessment and provide mentoring for five months following completion of the training.

BAS TRAINING

This professional development training is designed for family child care providers who hold a current child care credential at level 2 or higher or are accredited. The training stresses the importance of professional contracts, parent handbooks, and marketing materials that will help you promote your program, identify best practices, and improve record keeping for your business.



Trainings will be held in every child care region of the state for easy access. At least four training sessions will be offered yearly on days and at times convenient for providers in each jurisdiction.



Quality business practices support quality in the family child care home.

BAS ASSESSMENT

Following the training, a certified BAS mentor/assessor will complete your program assessment and discuss the results with you. The mentor/assessor will support you by reviewing documents, offering suggestions, and sharing resources. At the end of the project, a final assessment will be completed.

ONGOING IMPROVEMENT

As part of Maryland EXCELS, the new Quality Rating and Improvement System (QRIS), a BAS assessment will be conducted every three years at EXCELS Levels 4 and 5. Participants who complete the initial BAS program will be eligible to participate in any additional BAS activities when offered.