Credential AREA: Family Child Care Credential (Levels 2, 3, & 4)
TOPIC: Leadership/Advocacy and Business Stackable Multi-Domain Assessment Example
Leadership/Advocacy and Business Planning

I. Assessment Competency & Standard Alignment

Gateways Competencies Assessed
BUS1: Identifies, describes and implements, at a basic level, procedures and practices that ensure safety, protection and health in the family child care environment.
LA1: Identifies policies, legislation, issues and trends, and community connections and resources supportive of children, families, family child care programs, and the family child care professional.
BUS2: Describes appropriate identification and evaluation strategies for business, security, and technology systems supportive of family child care business management.
BUS3: Describes relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and outlines family child care plans for compliance.

The following assessment measures competencies for both the Leadership and Advocacy and Business content areas, as indicated below. The assessment addresses competencies at levels 2, 3, and 4.

For this assessment you will complete a critical analysis of **an existing manual** which reflects the policies and procedures that guides a child care center **or** family child care home. Identify whether it covers the following: (LA 1; BUS 1, 2,3)

Illinois Licensing Standards for Day Care Homes and include policies and procedures for:
- http://www.ilga.gov/commission/jcar/admincode/089/08900407sections.html
    - o Admission and Discharge of Children
    - o Application Procedures
    - o Health, Safety & Wellness
    - o Behavior and Discipline
    - o Activities, Curriculum & Instruction
    - o Nutrition
    - o Transportation

      o Fiscal Policies and Procedures (tuition, fees, etc.)
      o Technology Policies and Procedures (appropriate and ethical use)
      o Night Care (if applicable)

<div align="center">**OR**</div>

Licensing Standards for Day Care Centers and include policies and procedures for
- https://www.illinois.gov/dcfs/aboutus/notices/Documents/Rules_406.pdf
  - Admission and Discharge of Children
  - Application Procedures
  - Health, Safety & Wellness
  - Behavior and Discipline
  - Activities, Curriculum & Instruction
  - Nutrition
  - Transportation
  - Fiscal Policies and Procedures (tuition, fees, etc.)
  - Technology Policies and Procedures (appropriate and ethical use)
  - Night Care (if applicable)

Make a list of any missing policies or procedures in the existing manual and make suggestions for any additional areas that should be addressed.

III. Assessment Rubric

FCC Leadership and Advocacy and Business Custom Rubric		
Competency	**Competent**	**Unable to Assess**
	Checklist Criteria	
BUS1: Identifies, describes and implements, at a basic level, procedures and practices that ensure safety, protection and	steps in reporting abuse and neglect	
	maintenance of a safe and risk-free indoor environment for children in which hazards are identified, risks assessed, and threats responded to with appropriate corrective action	
	maintenance of a safe and risk-free outdoor environment for children in which hazards are identified, risks assessed, and threats responded to with appropriate corrective action	
	food preparation, and handling procedures	

health in the family child care environment **Possible Codes:** I = identifies, D = describes, I = implements, O = observes in practice		emergency medical and first aid procedures	
		ongoing wellness (providing instructions and required documentation for administration of different medicines and approved medical treatments and heath appraisals)	
		contagious disease prevention	
		contagious disease procedures	
		nutritional practices	
		record keeping related to health and safety (risk analysis documentation, accident reports, etc.)	
		standards & regulations related to health & safety	

Competency	Competent	Unable to Assess
	Checklist Criteria	
LA1: Identifies policies, legislation, issues and trends, and community connections and resources supportive of children, families, family child care programs, and the family child care professional **Possible Codes:** N = names, E = explains	issues & trends at federal level	
	issues & trends at state level	
	issues & trends at local/ community resources	
	federal legislation/ policies	
	state legislation/ policies	
	local legislation/ policies	
	federal resources	
	state resources	
	local/ community resources	

Competency	Competent	Unable to Assess
	Checklist Criteria	
BUS2: Describes appropriate identification and evaluation strategies for business, security and technology systems supportive of family child care	**Business: Business Plans…**	
	start-up plan	
	hopes and goals statement	
	marketing plan	
	insurance plan	
	program plan	
	professional development plan	
	record-keeping plan	

business management.	financial plan		
	budget		
Possible Codes: D = describes, P = Provides examples of	**Security**…		
	entrance and exit security		
	access policies for children		
	access policies for families/ guardians		
	access policies for tours & guests		
	access policies for deliveries		
	emergency policies and procedures		
	child check-in and check-out policies & procedures		
	Technology…		
	specific software programs supportive of business management (example systems include tadpoles, EZCare, Kindertales, Procare, Brightwheel, etc.)		
Competency	**Competent**		**Unable to Assess**
	Checklist Criteria		
BUS3: Describes relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and outlines family child care plans for compliance **Possible Codes:** D = describes, P = provides example of	standards of practice		
	codes of conduct		
	ethical codes		
	state guidelines and standards		
	federal standards and guidelines		
	procedural safeguards		

Yellow = Level 2   Green = Level 3   Orange = Level 4   Blue = Level 5

IV. Data Collection & Analysis Tool

Competency & Standards Alignment	Cumulative Assessment Data				
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable To Assess

BUS1: Identifies, describes and implements, at a basic level, procedures and practices that ensure safety, protection and health in the family child care environment.					
LA1: Identifies policies, legislation, issues and trends, and community connections and resources supportive of children, families, family child care programs, and the family child care professional.					
BUS2: Describes appropriate identification and evaluation strategies for business, security, and technology systems supportive of family child care business management.					
BUS3: Describes relevant standards of practices, codes of conduct, state and federal regulations and procedural safeguards, and outlines family child care plans for compliance.					