

FCC Business Master 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 health in the family child care environment Possible Codes: I = identifies, D = describes, I = implements, O = observes in practice		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	
		emergency medical and first aid procedures	
		ongoing wellness (providing instructions and required documentation for administration of different medicines and approved medical treatments and health 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		
BUS2: Describes appropriate identification and evaluation strategies for business, security, and technology systems	Business: Business Plans...		
		start-up plan	
		hopes and goals statement	
		marketing plan	

supportive of family child care business management Possible Codes: D = describes, P = provides example of		insurance plan	
		program plan	
		professional development plan	
		record-keeping plan	
		financial plan	
		budget	
	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, Procure, 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		standards of practice	
		codes of conduct	
		ethical codes	
		state guidelines and standards	
		federal standards and guidelines	

Possible Codes: D = describes, P = provides example of		procedural safeguards			
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
BUS4: Develops effective fiscal, organizational, and financial goals and plans, marketing materials, and human resource documents to successfully operate family child care programs	Develops and promotes effective fiscal, organizational, and financial goals and plans, marketing materials, and human resource documents to successfully operate family child care programs	Formulates effective fiscal, organizational, and financial plans and human resource documents to successfully operate family child care programs	Develops some fiscal, organizational, and financial plans and human resource documents to operate family child care programs	Cannot develop fiscal, organizational, and financial plans and human resource documents needed to effectively operate and maintain a family child care program	
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
BUS5: Develops effective family child care business plan for increasing competencies and application of professional standards in business ethics, legal and regulatory oversight, and administrative management	Creates and promotes an effective family child care business plan for increasing competencies and application of professional standards in business ethics, legal and regulatory oversight, and administrative management	Creates effective family child care business plans for increasing competencies and application of professional standards in business ethics and administrative management	Tries to create a family child care business plan reflective of competencies and application of professional standards in business ethics and administrative management	Creates ineffective family child care business plans which ignore competencies and application of professional standards in business ethics and administrative management	
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
BUS6: Uses professional knowledge to implement and evaluate program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation in written goals and business	Expands and deepens professional knowledge to implement and evaluate model program administration, organizational planning, human resource management, program operation and facilities management, and professional evaluation	Uses professional knowledge to implement program administration, organizational planning, human resource management, program operation and facilities management in business practices	Implements program administration, organizational planning, human resource management, program operation and facilities management practices that are inconsistently based in knowledge of best practice	Implements ineffective program administration, organizational planning, human resource management, program operation and facilities management practices with no basis in knowledge of best practice	

practices	practices in written goals and business practices				
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
BUS7: Uses research-based and ethical standards in choosing and facilitating technology use and security for family child care program management, professional development, and quality improvement	Employs research-based and ethical standards in modeling and advocating technology use and security for family child care program management, professional development, and quality improvement	Employs ethical standards in choosing and facilitating technology use and security for family child care program management	Attempts to utilize ethical standards in choosing and facilitating technology use and security for family child care program management	Employs unethical practices and choices in technology use and security for family child care program management	

Yellow= Level II

Green=Level III

Orange=Level IV

Blue=Level V