

## Authors Additional Notes and Montana Notes for BAS

### General Notes:

*The Montana Notes from Items 2-10 are additional notes only and are meant to clarify the indicators in the book.*

*In order to receive credit for an indicator that states "reviewed annually," documentation must be verified from each of the last three years (Item 6 Risk Management, 7.1).*

*"Current" is considered within the past 12 months.*

### 1. Qualifications and Professional Development

This item is to be omitted from MT scoring.

### 2. Income and Benefits

#### Authors Additional Notes:

- **1.1-7.1** Credit for these indicators may be given if the provider has increased a fee or introduced a new fee during the time period being measured with each indicator.
- **3.2 – 7.2** Days of paid time off must be included in the terms of the parent-provider contract. If the provider receives days of paid time off, but they are not included in the parent-provider contract, credit cannot be given at 3.2, 5.2, and 7.2.
- **1.2-7.2** The holidays listed under the \*\* in the Notes section are examples of commonly observed federal holidays. If the program is closed and the provider is paid for other holidays that are commonly observed they can be substituted for the six listed under the \*\*.
- **5.3** A provider receiving social security retirement benefits (SSDI) would still need to contribute to a retirement plan, to receive credit for this indicator.

#### Montana Notes:

- **7.2** The provider can contract with an approved secondary caregiver to keep the facility open during the providers paid time off. In order to get credit this must be mentioned in the Parent Contract with the expenses (cost of providers vacation time, how added to weekly tuition). Must also be added to the Budget.

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### 3. Work Environment

#### Authors Additional Notes:

- **1.2 – 3.2** The intent of these indicators is that the child care space should include one or more pieces of furniture primarily designed for comfort (e.g., folding chairs and desk chairs do not meet the criteria).
- **7.2** All the storage space used for the program in the child care area of the home must be at a height that promotes the health and safety of the provider.
- **7.2** This indicator refers to all the storage space used for the program in the child area of the home.
- **7.2** The \*\*\* should read “The provider’s posture and gestures demonstrate ease of access to all stored child care materials: provider is able to fully grasp and remove stored objects without standing on tip=toes, or using a chair, stool, or ladder.”

#### Montana Notes:

- **3.1** As an assessor, look at the space to see if the space meets the families living needs; is there adequate storage, has the provider planned the space to meet the needs for both care and family life?
- **5.1** Caregiver does not need a separate office space. However, the Caregiver must have a plan and demonstrate how they separate office work time for business from child care duties. i.e. kitchen table may be suitable during non-childcare hours.
- **7.1** Internet access requirement can be omitted in rural locations. In these cases score the item without the internet requirement.

### 4. Fiscal Management

#### Authors Additional Notes:

- **1.1– 7.1** This indicator strand is concerned with an operating budget which is a projection of the amount of money (revenue) that will be made from the child care business and the amount of money (expenditures) that will be spent to run the child care business during the fiscal year.
- **5.2 – 7.2** Quarterly cash-flow projections are developed from the operating budget and provide a summary of anticipated revenues and expenditures at three-month intervals.
- **7.3** Indicator should read “Income and expenses are summarized on a quarterly basis and compared to quarterly cash flow projections.”

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- **5.4 – 7.4** If a provider’s business is incorporated, he or she would fill out either Form 1120 or 1120S. If the provider is incorporated as a single person LLC, then the tax forms to be filled out are the same as for a sole proprietor (Form 1040 Schedule C, Form 8829). If a provider is set up as a partnership they would file Form 1065.

#### Montana Notes:

- **3.1** Operating budget must be separate from a household budget and is a financial plan for the current year; the plan must include anticipated revenue and anticipated expenditures. The operating budget does not have to include income and expense statements.

## 5. Recordkeeping

#### Authors Additional Notes:

- **1.2 – 3.2** These indicators address the number of meals and snacks served to children.
- **7.3** The documentation needed must include what business related tasks the providers is doing as well as the time spent.
- **7.4** The documentation needed is the completed IRS Form 8829 and the corresponding tax return for the last fiscal year. (Note: only a sole proprietor or single person LLC utilizes Form 8829. Therefore, 7.4 should be rated N/A if documentation is provided of partnership or incorporation status).

## 6. Risk Management

#### Authors Additional Notes:

- **1.1– 5.1** The written policies that reduce risk may be those included in the notes or may include additional written policies and/or procedures identified by the provider. Note: it is possible to give credit for more than one policy and/or procedure per bullet point. For example, if a provider has written procedures to follow in the event of fire, written procedures to follow in the event of a tornado, and written procedures for universal precautions, the provider would get credit for at least three written policies that reduce risk and 3.1 should be rated “Y.”
- **7.1** Note that the risk management plan can be a part of an operational binder or parent handbook but must be clearly labeled “risk management.”
- **5.3-7.3** “Displayed” includes drill records maintained in a clearly labeled notebook accessible to parents on a daily basis or as drill records posted on the wall.

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- **7.3** This indicator should read “The displayed fire and disaster drill records include the length of the drills and notes about improvements needed.”
- **3.4 and 7.4** Credit can be given even if the information is posted in a confidential manner (e.g., posted on the inside of cabinet door, posted with a cover sheet marked Children with Allergies).
- **5.4** Emergency information must include the daytime numbers for parents and any allergy/medical conditions of the children.
- **7.4** Backup contacts refer to two additional contacts in the event that parents cannot be reached.

**Montana Notes:**

- **1.1, 3.1, 5.1, 7.1** Credit can be received if the Risk Management Plan is part of another document (e.g., operational handbook) but it must be clearly labeled “Risk Management” in order to receive credit.
- **1.3, 3.3** To receive credit programs must have completed 8 fire drills within the past year.
- **3.3** Two documented severe storm/disaster drills are required within the calendar year.

## **7. Provider-Parent Communication**

**Authors Additional Notes:**

- **5.1 – 7.1** The written contract must clearly identify the names of the provider and parent (or sponsoring agency) within the body of the contract. Credit cannot be given for indicators 5.1 or 7.1 if the parties are only identified by their printed and signed names at the end of the contract.

**Montana Notes:**

- **1.4-3.4** Do not have to communicate in family’s primary language if they also speak English.

## **8. Community Resources**

This item is to be omitted from MT scoring

## **9. Marketing and Public Relations**

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- **1.4** This indicator should read “The provider does not attend at least two events per year sponsored by one or more organizations in the community.” \*\*\*
- **3.4** This indicator should read “The provider attends at least two events per year sponsored by one or more organizations in the community.”\*\*\*
- **1.4 – 7.4** This indicator strand measures the provider’s involvement with organizations in the community that are not focused on early care and education or family child care.
- **7.3** This indicator should read, “The provider uses a scrapbook, photo album, or a visual display in the home showing the benefits of the program.” Photographs on a website or social media site would not receive credit.
- **5.2** This indicator refers to one business day.

**Montana Notes:**

- **1.4, 3.4, 5.4, 7.4** Early Childhood associations do count for the purposes of Montana. Community organizations can include but are not limited to; PTA, School Readiness, Head Start Policy Council, and NAEYC or NAFCC Committees.

## **10. Providers as employers**

***General Note: Keep in mind those individuals providing care cannot be considered into ratios unless they are 18 or older. Staff that work less than 160 hours annually or less than 10 hours per week, not to exceed 160 hours/year total, are excluded in scoring this item.***

**Authors Additional Notes:**

- **5.2 – 7.2** In order to be considered monthly, meetings must have occurred in each of the past three months.

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