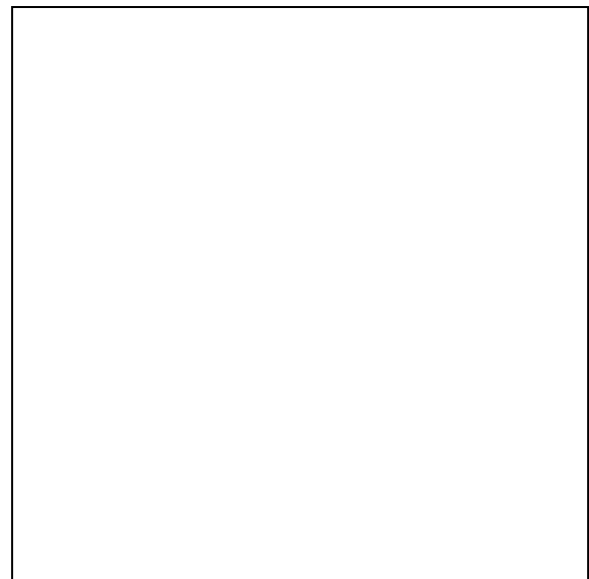
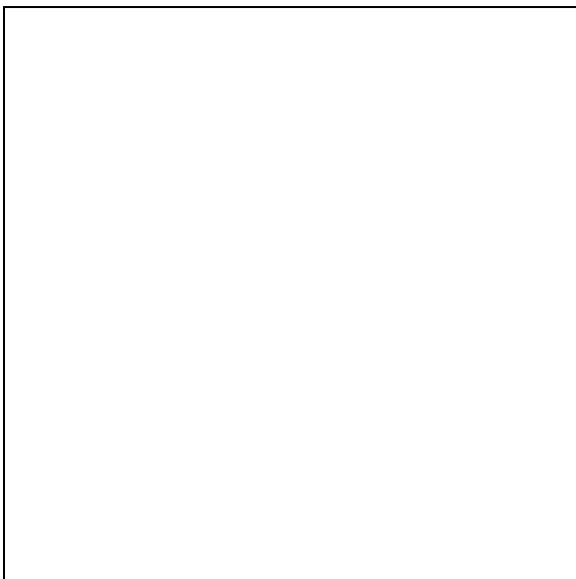
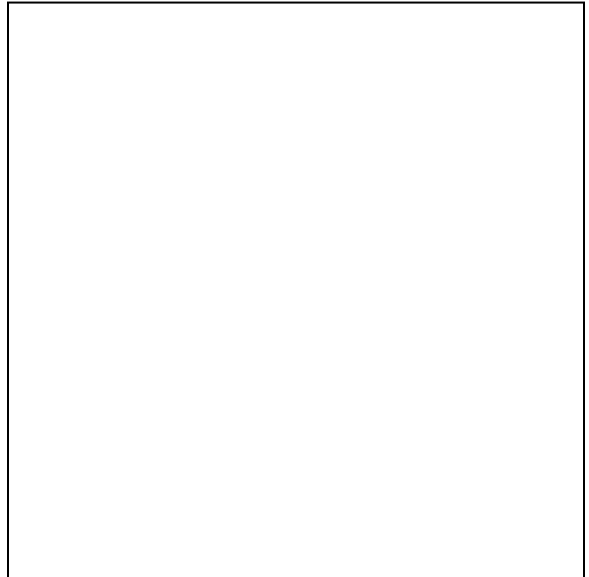
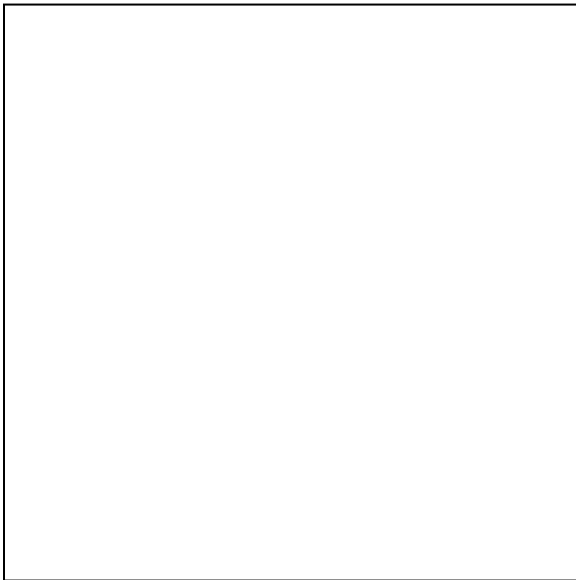
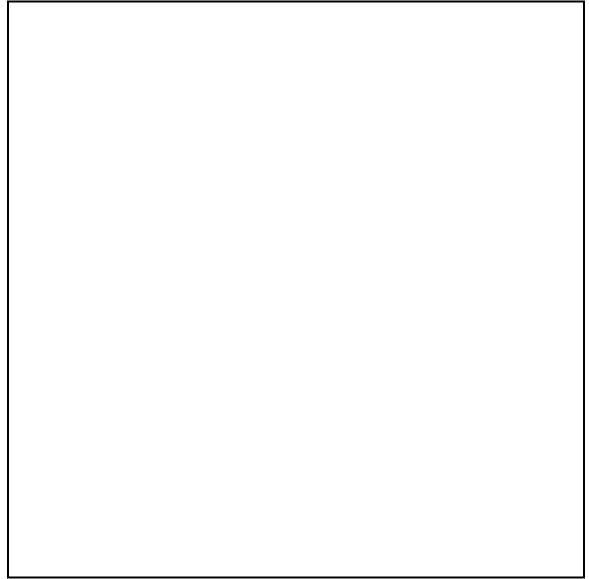


## Post It Note / Sticky Note: 3" X 3"

1. PRINT THIS PAGE ONLY FIRST
2. Place sticky notes over the top of each square.
3. Print page 2
4. Remove sticky notes
5. Repeat step 2 and print 1 page at a time.



# Post It Note / Sticky Note: 3" X 3"

## 1. Qualifications and Professional Development

This item is to be omitted from MT scoring.

## 2. Income and Benefits

**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 Income & Benefits:

- **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.

## 3. Work Environment

### Authors Additional Notes:

**1.1-3.1** Dual use of space may be considered adequate to meet the needs of both the enrolled children and the provider's family if the toys, equipment, and materials can be covered and/or contained at the end of the caregiving part of the day.

**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. 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 Work Environment:

- **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.

**5.3** A qualified tax preparer refers to a certified public accountant (CPA), an enrolled agent (EA), or other tax preparer with expertise in family child care taxes.

**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.

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## Montana Notes Fiscal Management:

- **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.
- **5.3** If a program is non-profit and they do not complete an IRS Form 1040 Schedule C, there must be evidence elsewhere on tax forms that at least three types of expenses are claimed by the provider.

## 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.
- 3.4 – 5.4** Expenses are 100% business-related if they are for supplies, equipment, advertising, professional services, or other items used exclusively in the family child care business.
- 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.

### Risk Management cont.

**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.

**1.5 – 3.5** Business liability insurance must provide coverage for accidents and lawsuits against the family child care business.

## Montana Notes Risk Management:

**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-Family 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.

**5.3** This note should read: A good fit is determined by a face to face exchange of information in which the provider explains the terms of the enrollment contract and program policies. The provider offers families sample menus and contact information for two or more references.

**5.4** Modes of communication may include: face to face conversations, newsletters, bulletin board, notes that go home with children, Website, e-mail, phone calls, parent conferences, family workdays, or planned social activities.

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## 8. Family Support and Engagement

### Author's Additional Notes

1.1-5.1 Examples of community resources could include: child care R&R's, city recreation department, public library, housing authority, family resource center, crisis hotline, Easter Seals, public health clinic, YMCA/YWCA, recycling center, consumer credit counseling, SSA, Child find or developmental screening services available through local early intervention organizations and public schools, other.

7.1 Supports may include: tax credit, state child care subsidy (CCAP), private child care subsidy (sliding fee scale, second child discounted tuition), employer sponsored child care benefit, other.

## Family Support and Engagement cont.

1.2-3.2 Child development and childrearing topics may include: language/literacy, brain development, school readiness, guidance and discipline, fussy eaters, challenging behavior, sibling rivalry, other.

7.2 Childrearing issues may include: guidance and discipline, fussy eaters, children with challenging behaviors, toileting, school readiness, or sibling rivalry.

1.3-3.3 Events hosted by the provider may include: family meeting (discussion of topic), holiday celebration, family work day, potluck/picnic, fieldtrip, other.

## 9. Marketing and Public Relations Authors Additional Notes:

5.2 This indicator refers to one business day.

7.3 Photographs on a website or social media site would not receive credit.

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.

## Montana Notes Marketing & Public Relations:

- **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. Provider as employer *N/A is allowed*

**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.