

Summary of Current Efforts to Support Business Practices

Office of the State Superintendent of Education (OSSE) in the District of Columbia

Overview

The Office of the State Superintendent of Education (OSSE), in collaboration with grantees, namely, the Building and Sustaining Quality in Early Care and Education (BSQECE) and the Quality Improvement Network (QIN), has compiled a compendium of current efforts and resources to support the business practices of child development centers and homes, including both those supported by OSSE and additional resources supported by District Government and national organizations. This list is not exhaustive as there are many efforts, both locally and nationally, focused on supporting business practices in child care and beyond. This document is intended for center directors and facility owners and is designed to provide information on available resources to support the sustainability efforts of facilities serving children and families, birth to school age in child care settings. This resource list is developed in response to identified needs as a result of the coronavirus, COVID-19, health emergency in the District. These resources support business practices, training opportunities and third-party community support available to child care facilities at little to no cost.

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Program Area 1: Capital Quality						
Community of Practice (CoP) Meetings	The Capital Quality team hosts monthly CoPs for child development centers and homes. During each session, EC Share DC business resources are shared. In addition, several Peer to Peer Exchange sessions were held and continue to be held focusing on supporting facilities in enhancing their business practices during the pandemic.	Onsite administrators, center directors and owners	Monthly	June 2020 July 2020 Jan. 2021 Future Dates TBD	Must be a Capital Quality participant. Click here to join Capital Quality.	Families First Early Education
Capital Quality Community Learning System (CQCLS) Business Series	<p>CQCLS is the online training portal for the Capital Quality community. A two-part series on business practices was held in January 2021.</p> <p>Module I was Strengthening Fiscal Management of Child Development Facilities: Budgets, Projections and Planning.</p> <p>Module II is Strengthening Fiscal Management of Child Development Facilities: Financial Reports and Internal Controls.</p> <p>Module III is Marketing Your Program for Center-Based Child Care Facilities</p>	Onsite administrators, center directors and owners	Quarterly	Jan. 14, 2021 Jan. 28, 2021 April 22, 2021 May 20, 2021 Future Dates TBD	Must be a Capital Quality participant. Click here to join Capital Quality.	Session host, Early Learning Strategies and Solutions, LLC

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	Module IV is Recruiting and Retaining Staff for Center-Based Child Care Facilities					
Business Practices Coaching Series for Quality Facilitators (QFs)	QFs participated in a two-part, business development series designed to ensure all QFs have the requisite skills and knowledge to assist Capital Quality participating providers in their completion of section III of the continuous quality improvement plan (CQIP).	QFs	Semi-Annually	June – Aug. 2020 Future Dates TBD	Must be a Capital Quality participant. Click here to join Capital Quality.	Session host, Realia Early Care and Education, LLC
Subject Matter Expertise	QFs provide ongoing business practices support. QFs assist providers in developing business plans and financial systems. In an effort to ensure QFs have the capacity to support the Capital Quality community in their business practices, they are trained on valid and reliable tools used for measuring and improving the overall quality of business and professional practices. These tools are the Program Administration Scale (PAS), designed to measure the leadership and management practices of center-based early childhood organizations and the Business Administration Scale for Family Child Care (BAS), which is	Business Owners and	Ongoing	Ongoing	Must be a Capital Quality participant. Click here to join Capital Quality.	NA

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	designed to measure the business administration practices of a family child care program. BAS and PAS training dates have been scheduled for Feb. 2021.					
Program Area 2: DC Child Care Connections (DC CCC)						
Financial literacy trainings in the Professional Development Information System (PDIS)	Hosted by the DC Shared Services Business Alliance (DC SSBA), monthly trainings on business practices are held in PDIS for child development centers and homes. Training sessions topics include fiscal management and Risk Mitigation, Planning for Success Writing Effective Business Plans and Effective Marketing Strategies.	Onsite administrators, business manager, center directors and owners	Monthly	Nov. 6, 2020 Nov. 13, 2020 Dec. 4, 2020 Dec. 18, 2020 Jan. 15, 2021 Feb. 5, 2021 Feb. 12, 2021 March 12, 2021 April 9, 2021 April 28, 2021 May 14, 2021 June 11, 2021	Register in PDIS DC	Session host, DC SSBA
Subject Matter Expertise	DC CCC leadership attended PAS training in Spring 2020 and completed the Strengthening Business Practices training of trainers. All licensed facilities have access to the in-house expertise of the DC CCC team. DC CCC staff support providers in identifying resources to guide their opening of the child development centers and homes.	DC CCC Leadership	NA	Ongoing	Please contact the DC CCC Hotline, (202) 829-2500 or (202) 678-0027. Monday to Friday: 9 a.m.-5 p.m. Translation services provided.	DC CCC
EC Share DC	Early Childhood Share DC is a resource-rich platform full of	Onsite administrators,	Ongoing	Ongoing	Click here to register.	Bainum Family Foundation

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	editable procedures, handbooks and business templates and more to support high quality Early Childcare Education business operation in Washington, DC (District of Columbia).	business managers, center directors and owners				
Lending Library	DC CCC manages a lending library which includes a host of books and articles on the best business practices for child development centers and homes.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to visit the DC CCC website.	DC CCC
Community Partnerships	Using information and resources shared by community partners, such as the Deputy Mayor's Office for Planning and Economic Development and Low Income Investment Fund, DC CCC shared business-related resources via an established distribution list.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to join the listserv.	DC CCC
Child Care Recovery Best Practices site	Developed in response to the pandemic, DC CCC developed and manages the Child Care Recovery Best Practices site. The site provides a host of resources, vendor discounts and funding opportunities to support the business practices of child development homes of centers. Resources and information are updated regularly and shared with site subscribers.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to visit the Child Care Recovery Best Practices site.	DC CCC

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Directors' Corner	DC CCC will host quarterly business trainings for licensed facilities in the District. Using resources from the National Center on Early Childhood Quality Assurance, participants will learn about available Federal and local funding sources, developing grant budgets and compelling grant narratives.	Onsite administrators, business managers, center directors and owners	Quarterly	March 20, 2021 May 15, 2021 July 17, 2021 Sept. 18, 2021	Click here to join the listserv.	DC CCC
Program Area 3: DC Shared Services Business Alliance						
Bi-monthly Member Meetings	The DC SSBA teams hosts bi-monthly meetings for members. Meetings are designed to support the business practices of members.	DC SSBA Members	Bi-monthly	Ongoing	Must be a DC SSBA member. Click here to join DC SSBA.	DC SSBA Session host, Early Learning Strategies and Solutions, LLC
Financial Literacy Series	During Winter 2021, DC SSBA is hosting a six-part financial literacy series designed to assist members in implementing sound fiscal practices and aid in understanding new and existing tax requirements. Sessions are held in English and Spanish.	DC SSBA Members	Ongoing	Jan. – September 2021	Must be a DC SSBA member. Click here to join DC SSBA.	Families First Early Education Talent, LLC
One on One Support by Financial Literacy Expert	Tier 2 DC SSBA members are afforded one on one support with a financial advisor and business practices expert quarterly. Support is provided in English and Spanish.	DC SSBA Members	Ongoing	As Needed	Must be a DC SSBA member. Click here to join DC SSBA.	Families First Early Education Talent, LLC
Subject Matter Expertise	DC SSBA leadership attended PAS and BAS training in Spring 2020. All members have access to	DC SSBA Members	Ongoing	Ongoing	Must be a DC SSBA member.	DC SSBA

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	one-on-one support from a DC SSBA child care specialist.				Click here to join DC SSBA.	
Low Income Investment Fund (LIIF)						
Business Supports and Subject Matter Expertise	During COVID-19, LIIF's DC Early Care and Education team created and is maintaining a list of business supports for District child care business owners. The list includes links to resources for understanding and accessing federal relief programs, local and national grant opportunities and local small business support organizations. District child care providers can also find information on LIIF's partnership with Community Reinvestment Fund to help DC child care business access the Paycheck Protection Program (PPP) loan program with technical assistance from LIIF staff.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to access the resource list. Please contact the LIIF team, childcareDC@liifund.org , to receive PPP technical assistance.	Low Income Investment Fund
Quality Improvement Network (QIN)						
Provide shared services back office supports.	These supports can include, but are not limited to the following: <ul style="list-style-type: none"> a. staffing support b. professional cleaning services c. human resources d. payroll e. business development 	QIN Child Care Partner (CCPs)	Monthly	Ongoing	Must be a member of the QIN.	Ambrosia Philanthropy Advisors, LLC

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Needs assessment	Complete a needs assessment of current CCPs' shared services related vendor expenses; utilize needs assessment data to customize a menu of QIN Shared Services based on identified program needs.	QIN CCPs	Annually	Ongoing	Must be a member of the QIN.	Ambrosia Philanthropy Advisors, LLC
Complete program assessments	Assess the program and business administration practices of QIN expansion sites using the Program Administrator Scale and other Director leadership/administrative tools.	QIN CCPs	Monthly	Ongoing	Must be a member of the QIN.	Ambrosia Philanthropy Advisors, LLC
Ongoing supports	The shared services hub provides EHS-CCP Child Care Center Directors and/or Administrative staff with ongoing supports, to include, but not limited to: shared services onboarding, business development community of practices, business management and leadership development trainings and PAS technical assistance.	QIN CCPs	Monthly	Ongoing	Must be a member of the QIN.	Ambrosia Philanthropy Advisors, LLC
Provide cleaning and pest control services.	These services are provided to included facilities.	QIN CCPs	Monthly	Ongoing	Must be a member of the QIN.	Ambrosia Philanthropy Advisors, LLC
Supplemental Resources						
All Our Kin Early Head Start	In response to the challenges that family child care educators are navigating, All Our Kin has developed a new	Onsite administrators, business managers,	Ongoing	Ongoing	Click here to learn more about All of Our Kin	NA

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	<p>publication, Open, Healthy Family Child Care Programs: A Family Child Care Provider Guide to Reopening and Staying Open During the COVID-19 Pandemic.</p> <p>The guide provides concrete strategies to support family child care educators in running their programs during this global health crisis. The information in this publication builds on state and local health and safety regulations and should be used in conjunction with these. The guide is intended for family child care educators who have decided to keep their programs open or are in the process of reopening in accordance with these regulations. The guide is also available in Spanish: Programas de Cuidado Infantil Abiertos, Saludables: UNA GUÍA PARA PROVEEDORES DE CUIDADO INFANTIL FAMILIAR DURANTE LA PANDEMIA DEL COVID-19.</p>	center directors and owners				
Child Care Associates	<p>Child Care Associates, in partnership with Civitas Strategies developed The Stimulus Navigator, a workbook that helps child care programs determine eligibility for the</p>	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to learn more about Child Care Associates.	NA

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	<p>Paycheck Protection Program and apply using a step-by-step process.</p> <p>The navigator is available in Spanish, Navegador de estímulos. A webinar offers an overview of the application process.</p>					
Civitas Strategies	<p>Civitas Strategies supports systems change and collective impact initiatives that transform communities, regions, and states. Since 2009, Civitas has helped clients improve the lives of over one million at-risk children and families.</p>	<p>Onsite administrators, business managers, center directors and owners</p>	Ongoing	Ongoing	<p>Click here to learn more about Civitas Strategies.</p>	NA
Coalition for Nonprofit Housing and Economic Development (CNHED)	<p>CNHED is a dynamic, 501(c)3 member association that supports the nonprofit housing and economic development industry in Washington, DC. CNHED's strength is in its convening power, highly successful advocacy, robust communications and information sharing and equipping its members with tools and resources for their work. CNHED offers a variety of trainings and events that can be found here.</p>	<p>All District-based businesses</p>	Ongoing	Ongoing	<p>Click here to learn more about CNHED.</p>	NA

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Department of Small and Local Business Development	The Department of Small and Local Business Development (DSLBD) supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial corridors	All District-based businesses	Ongoing	Ongoing	Click here to learn about DSLBD grant opportunities.	NA
Department of Treasury, Internal Revenue Service (IRS)	The Extension and Expansion of the Employee Retention Tax Credit (ERTC) is a refundable tax credit that extends the Employee Retention Tax Credit (ERTC). The ERTC, established in the CARES Act, has been extended. The extension of this tax credit through July 1, 2021 is designed to keep additional U.S. workers on payroll and more small businesses and nonprofits across the country afloat. The IRS COVID-19 Tax Relief Tool can help determine if businesses are likely to qualify for one or more of the tax relief options currently available.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here to learn more.	NA
First Children's Finance	First Children's Finance helps children, families, and communities thrive by increasing the availability, affordability, and quality of early care and education. First Children's	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here for more information.	NA

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	<p>Finance provides financial and business development assistance to high-quality child care businesses serving low- and moderate-income families and building partnerships that connect these vital businesses with the resources of the public and private sectors.</p> <p>The online Business Resource Centers provide tools, knowledge, and connections to help run child care businesses and are customized for family providers or child care centers.</p>					
SCORE	<p>SCORE provides mentoring and education to small businesses across the United States. With the nation’s largest network of volunteer, expert business mentors, SCORE has helped more than 11 million entrepreneurs since 1964. Mentors are available to participate in remote mentoring sessions via phone, email, and video.</p> <p>The SCORE website has a Payroll Protection Program calculator, an array of small business webinars in English</p>	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here for more information.	NA

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	and Spanish , and other resources .					
Small Business Development Centers	Small Business Development Centers are hosted by universities, colleges, state economic development agencies, and private partners. They are funded in part by the U.S. Small Business Administration. There are nearly 1,000 local centers available to provide no-cost business consulting and low-cost training to new and existing businesses.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here for more information.	NA
Tom Copeland, The Nation's Leading Expert on the Business of Family Child Care	Tom Copeland assists family child care educators to become more successful in their business. Family child educators can learn how to save money on their tax returns, how to market their business, how to establish a business relationship with parents through a contract and policies, how to reduce risks through insurance, and how to manage money and plan for retirement.	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here for more information.	NA
U.S. Small Business Administration (SBA)	The SBA can help overcome the challenges created by this health crisis. SBA offers multiple funding options for those seeking relief. Information about these	Onsite administrators, business managers, center directors and owners	Ongoing	Ongoing	Click here for more information.	NA

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	<p>resources is available in multiple languages SBA website.</p> <p>Local Assistance The SBA works with local partners to counsel, mentor, and train small businesses. Find local assistance using the SBA's search tool.</p> <p>SBA Economic Injury Disaster Loan Program (EIDL) The SBA administers the COVID-19 Economic Injury Disaster Loan Program. Small businesses, nonprofit organizations of any size, or U.S. agricultural businesses with 500 or fewer employees that have suffered a substantial economic injury resulting from the coronavirus pandemic, can apply for the COVID-19 EIDL.</p> <p>The application for the EIDL is available from the SBA. Business owners can find out if they are eligible and complete the application on the SBA's website.</p> <p>SBA Paycheck Protection Program (PPP)</p>					

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	<p>The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. The PPP has been increased and extended to add considerations for businesses with fewer than 10 employees. Early care and education providers are eligible for first and second loans. SBA will forgive loans if all employee retention criteria are met, and the funds are used for eligible expenses.</p> <p>Contact the local federally insured depository institution, federally insured credit union, or Farm Credit System institution to see if it is participating. Use the Small Business Development Center's search engine to find a local center.</p>					

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Online Resources Approved by OSSE for Annual Professional Development Credit					
To access click the hyperlink below, but you must be signed in to your Quorum account to complete the course. Administrative Leadership	The purpose of this course is to familiarize early childhood professionals with the knowledge and skills necessary to be an effective administrative leader. Administrative leadership is divided into two categories – operational leadership and strategic leadership. Operational leadership includes the tasks included with hiring and developing staff and creating and managing budgets. Strategic leadership involves leading the program with the future in mind and ensuring that all staff are working toward a common vision. This course explores both operational and strategic leadership. This is a 3-hour course worth 0.3 CEUs.	Center directors; administrative support staff	May take once a year for credit	Quorum account holders have 24/7 access	Quorum (distributed by Kaplan)
To access click the hyperlink below, but you will have to manually upload your completion certificate to your PD History in PDIS. Bracing for COVID-19: What Early Childhood Programs Need to Know and Consider Now	Most of us are not prepared for the impact of COVID-19. While we may have heard tips to mitigate the spread, you may be scrambling to figure out the many other details that will impact your program’s business. It’s time to take a deeper dive into all aspects of disaster preparedness including policies and procedures, health considerations, and the long term consequences of possible program closures.	Center directors; administrative support staff	24/7 access	Archived Recording of Session, Slides, and Other Handouts	Early Childhood Investigations
To access click the hyperlink below, but you will have to manually upload your completion certificate to your PD History in PDIS. COVID-19 Financial Survival Strategies for Early Childhood Programs: Emergent Resources and Advice	Join us to learn: <ul style="list-style-type: none"> ● How to use financial data to inform decisions ● Managing a program with reduced enrollment/operations ● Managing the temporary closure of a program ● Planning for the reopening of your business ● Explore access to emergency operating capital 	Center directors; administrative support staff	24/7 access	Archived Recording of Session, Slides, and Other Handouts	Early Childhood Investigations