

**QRIS Business Administration Self-Study  
for Family or Group child care facilities**



This document is used in conjunction with the *Business Administration Scale* as a self-study tool for family child care providers. Completing this self-study will help evaluate business practices currently in place in your facility, and guide you as you plan improvements to existing business practices.

If you are participating in the IdahoSTARS QRIS, the self-study will guide your work through the tiers of quality. A completed self-study is required in Tier 5 of Business Practices in the QRIS, and many of the quality indicators in Tiers 1-4 are based on the *Business Administration Scale*. If requested, the completed self-study will be validated during a STAR Rating verification visit when you apply for a STAR rating.

More information on the *Business Administration Scale* can be found by visiting [www.idahostars.org](http://www.idahostars.org) and clicking on **More About the Standards for Family and Group Child Care**.

**Date:** \_\_\_\_\_

**Program name:** \_\_\_\_\_

**Owner/Director name (please print):** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Phone #:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**General Description of the Child Care Facility and Special Circumstances**

**Describe your facility here:**

**This is a Family Child Care with a licensed capacity of 6 children. Currently there are 5 children enrolled on a daily basis. The children range in age from 2 to 5 years old. I am the only caregiver and we are open from 5:30 am to 6:30 pm Monday – Friday.**

**Quality scores of less than 5 in *Fiscal Management and Risk Management* were largely due to me not claiming expenses on my IRS Forms and I don't have a risk management plan.**

**Being the only teacher in a classroom I'm frustrated with the lack of a bathroom in or adjacent to the space that I conduct my program. The bathroom used is down a hallway, it is often necessary for all the children to go at once. If a child needs to use the bathroom, I have to take the whole class to insure adequate supervision. I have one child still in diapers and cannot adequately support toilet training.**

**Strengths: Items with Scores of 5 and Above**

Items with scores of 5 and above are described in this section. Scores in this range are considered by the *Business Administration Scale* to reflect best practices ranging in quality from ‘Good’ (5 points) to ‘Excellent’ (7 points). These items are considered to be strengths because they promote and support positive business administration and practices.

Item	Score	Indicators/Comments
1 Qualifications and Professional Development	<b>Record score here</b>	<b>Use this space to reflect on indicators currently in place, and those not yet in place. Consider <i>why</i> or <i>how</i> or <i>if</i> higher level indicators will be incorporated.</b>
2 Supervision & Performance Appraisal		
3 Work Environment		
4 Fiscal Management		
5 Recordkeeping		
6 Risk Management		
7 Provider-Parent Communication		
8 Community Resources		
9 Marketing and Public Relations		
10 Provider as Employer		

**Needs Improvement: Items with scores less than 5**

Items with scores of 4 and below are described in this section. Scores in this range are considered by the *Business Administration Scale* to reflect practices ranging in quality from ‘Inadequate’ (1 point) to ‘almost Good’ (4 points). These items may be considered for targeted improvement.

*Keep in mind that no program will score high in all areas and it is the average total score (not any of the single items by themselves that is viewed as the level of quality.*

Item	Score	Indicators/Comments
1 Qualifications and Professional Development		
2 Supervision & Performance Appraisal		
3 Work Environment		
4 Fiscal Management		
5 Recordkeeping		
6 Risk Management		
7 Provider-Parent Communication		
8 Community Resources		
9 Marketing and Public Relations		
10 Provider as Employer		

<b><i>My average subscale scores are:</i></b>	
1. Qualifications and Professional Development	<b>Record score here</b>
2. Supervision & Performance Appraisal	
3. Work Environment	
4. Fiscal Management	
5. Recordkeeping	
6. Risk Management	
7. Provider-Parent Communication	
8. Community Resources	
9. Marketing and Public Relations	
10. Provider as Employer	
Total score	<b>(A) Total of scores</b>
<b>Overall average score on this date:</b> <b>Total of scores (A) / 10 = overall average score</b>	<b>Overall average</b>
<b>Today's date</b>	