

# Family Child Care Provider

## Skill Standards Inventory For Self-Assessment and Planning Professional Improvement

### Inventory Description

This inventory identifies Skill Standards necessary to function effectively as a Family Child Care Provider. Family Child Care Providers serve as the business manager and caregiver of children in a home based business. Providers may care for mixed ages of children from infants to 12 year olds on a daily basis.

The six critical work function areas:

- A. Create and Maintain a Safe and Healthy Family Child Care Home
- B. Support Each Child's Growth and Development
- C. Plan and Provide a Children's Program
- D. Support Family Systems
- E. Manage the Family Child Care Business
- F. Commit to Professional Development

The key activity under each critical work function further identifies the usual responsibilities of a family childcare provider.

*\*Self Assessment Tool developed for ECE Skill Standards by  
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## Directions

1. Please read each item and rate your current level of development according to the rating scale defined below:

NA → This does not relate to my job responsibilities as I understand them.

LOW → I have minimal understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or  
function in relation to this item.

MODERATE → I have enough understanding, confidence, and/or  
Knowledge/Skill capability to actively contribute and/or function with minimal  
supervision for this item.

HIGH I have enough understanding, confidence, and/or Knowledge/Skill  
capability to contribute and/or function effectively  
without supervision for this item.

VERY HIGH I have understanding, confidence, and/or capability to  
Knowledge/Skill contribute and/or function effectively, and enough expertise to  
teach/lead other family child care providers.

2. In the space provided under each skill standard area, please indicate which key activities is a training priority for you.
3. Summarize those items that need improvement in each skill standard area on the “Professional Improvement Plan Summary.”
4. Complete the “Professional Improvement Plan Goal Statement.”

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Critical Work Function A:**

**Create and Maintain a Safe and Healthy Family Child Care Home**

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As a family child care provider, to what level are you able to:	NA	Low	Mod.	High	Very High
<b>A1</b>	Develop and implement safety procedures and precautions.					
<b>A2</b>	Develop and apply health standards.					
<b>A3</b>	Maintain the physical site.					
<b>A4</b>	Plan and document a nutritionally balanced food program.					
<b>A5</b>	Prepare and serve a variety of foods that meet the needs of children in care.					
<b>A6</b>	Maintain sanitary and safe food handling and storage practices.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function B:**

**Support Each Child’s Growth and Development**

*Please √ your present level of development ~*

**Rating Scale**

Key Activity	As a family child care provider, to what level are you able to:	NA	Low	Mod.	High	Very High
<b>B1</b>	Interact with children to nurture a positive self concept.					
<b>B2</b>	Provide a home environment that supports the whole child’s developmental and individual needs.					
<b>B3</b>	Guide children’s developing independence, self-control and social skills.					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function C:**

**Plan and Provide the Children’s Program**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a family child care provider, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>C1</b>	Plan and provide for learning through play and daily living experiences.					
<b>C2</b>	Maintain a flexible routine which allows for emergent interests and experiences.					
<b>C3</b>	Organize space and equipment to encourage initiative, independence and responsibility.					
<b>C4</b>	Record, collect and share children’s interests, activities and progress.					
<b><i>Comments about strengths or need for growth for this work function:</i></b>						

**Critical Work Function D:**

**Support Family Systems**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a family child care provider, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>D1</b>	Communicate with families in multiple ways.					
<b>D2</b>	Demonstrate acceptance and respect for family diversity.					
<b>D3</b>	Respond sensitively to family issues, concerns and requests.					
<b>D4</b>	Encourage and facilitate family involvement.					
<b><i>Comments about strengths or need for growth for this work function:</i></b>						

**Critical Work Function E:**

**Manage the Family Child Care Business**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a family child care provider, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>E1</b>	Develop and administer a continuing business plan.					
<b>E2</b>	Maintain accurate record keeping systems.					
<b>E3</b>	Hire appropriate staff. (optional/as needed)					
<b>E4</b>	Supervise staff development and performance. (optional/as needed)					
<i>Comments about strengths or need for growth for this work function:</i>						

**Critical Work Function F:**

**Commit to Professional Development**

*Please √ your present level of development ~*

**Rating Scale**

<b>Key Activity</b>	<b>As a family child care provider, to what level are you able to:</b>	<b>NA</b>	<b>Low</b>	<b>Mod.</b>	<b>High</b>	<b>Very High</b>
<b>F1</b>	Plan for professional and personal growth.					
<b>F2</b>	Participate in professional networking.					
<i>Comments about strengths or need for growth for this work function:</i>						

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Family Child Care Provider Improvement Plan Summary**

<b>Critical Work Function</b>	<b>Strengths</b>	<b>Areas for Growth</b>
<b>A. Create and Maintain a Safe and Healthy Family Child Care Home</b>		
<b>B. Support Each Child's Growth and Development</b>		
<b>C. Plan and Provide the Children's Program</b>		
<b>D. Support Family Systems</b>		
<b>E. Manage the Family Child Care Business</b>		
<b>F. Commit to Professional Development</b>		

Professional improvement goal(s) and projected plan for how goals might be accomplished:

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