

# **Family Child Care Provider**

## **Skill Standards Inventory For Mentor/Supervisor Assessment**

### **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 child care provider.

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

**1.0 Assess each critical work function based on student performance and according to the criteria described below:**

**Always → Fully meets criteria: 20 – 17 points**

The student always meets this standard. (Please note a commendation for this standard.)

**Usually → Moderately meets criteria: 16 – 13 points**

The student usually meets this standard with occasional, exceptions. (Please explain. Note a commendation and/or a recommendation for improvement for this standard.)

**Needs Improvement → Minimally meets criteria: 12 – 0 points**

The student needs to work on improving this standard. (Please give a recommendation for improvement in this standard.)

**2.0 Award points for each category on the summary page, based on the 20 point grade criteria:**

- Fully meets criteria ~ 20 – 17 points
- Moderately meets criteria ~ 16 – 13 points
- Minimally meets criteria ~ 12 – 0 points

**3.0 Total of possible points and awarded points on summary page:**

**4.0 Return original assessment report to student with an exit conference.**

Name \_\_\_\_\_

Date \_\_\_\_\_

**Critical Work Function A: Create and Maintain a Safe and Healthy Family Child Care Home**

**Rating Scale**

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function: \_\_\_\_\_**

**Explanation:**

**Commendation:**

**Recommendation:**

**Critical Work Function B: Support Each Child's Growth and Development**  
**Rating Scale**

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function C: Plan and Provide the Children’s Program

### Rating Scale

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function D: Support Family Systems

### Rating Scale

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<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.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function E: Manage the Family Child Care Business

### Rating Scale

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts Needs Improvement
		Always	Usually	
<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)			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

## Critical Work Function F: Commit to Professional Development

### Rating Scale

Key Activity	At what level is the family child care provider able to:	20-17 pts	16-13 pts	12-0 pts
		Always	Usually	Needs Improvement
<b>F1</b>	Plan for professional and personal growth.			
<b>F2</b>	Participate in professional networking.			

**Points awarded for this function:** \_\_\_\_\_

**Explanation:**

**Commendation:**

**Recommendation:**

Name \_\_\_\_\_

Date \_\_\_\_\_

### Family Child Care Provider Summary of Points Possible

Critical Work Function	Points Possible	Points Awarded
<b>A. Create and Maintain a Safe and Healthy Family Child Care Home</b>	<b>6 x 20 = 120</b>	
<b>B. Support Each Child's Growth and Development</b>	<b>3 x 20 = 60</b>	
<b>C. Plan and Provide the Children's Program</b>	<b>4 x 20 = 80</b>	
<b>D. Support Family Systems</b>	<b>4 x 20 = 80</b>	
<b>E. Manage the Family Child Care Business</b>	<b>4 x 20 = 80</b>	
<b>F. Commit to Professional Development</b>	<b>2 x 20 = 40</b>	
<b>Attendance, participation and professional work ethics with children, staff (100 hrs), conferences, meetings (10 hrs)</b> <i>Criteria: Arrives on time for all scheduled participation. Calls in advance if unable to attend scheduled time.</i>	<b>40</b>	
<b>TOTAL POINTS:</b>	<b>500</b>	