



Quality ChildCare

For Registered Home-Based Providers

LEARNING TO GROW ★ WINDWARD COMMUNITY COLLEGE Vol. VII, No. 7

10 Hallmarks of Quality Child Care

- ★ Build trusting relationships
- ★ Provide consistent care
- ★ Support children's health
- ★ Provide a safe environment
- ★ Provide positive guidance
- ★ Provide a language-rich environment
- ★ Foster curiosity and development through play
- ★ Individualize care and learning activities
- ★ Partner with parents
- ★ Pursue personal and professional growth

This Month's Hallmark of Quality Child Care

Pursue Personal and Professional Growth

Making Technology Work for You

“Work smarter, not harder” is a commonly used phrase that means using your skills to minimize tasks and extra steps so that you can use your time more effectively. For family child care providers, you consistently put this phrase into practice as you juggle your many roles as a business owner, administrator, teacher, cook, parent educator, and more! On top of that, the COVID-19 pandemic forced many of you to pause and pivot some of the child care and business practices that you've been doing for years.

Technology is one tool you can use. Child Care Management Software (CCMS) is a system specifically designed to help child care providers automate their day-to-day operations so that you have more time to spend with children. According to Louise Stoney, an independent consultant specializing in early care and education finance and policy, “a Child Care Management Software will help streamline enrollment and manage your waitlist, track and report daily attendance, generate invoices and collect payment electronically, monitor and manage child ratios, manage professional development certifications and payroll, and communicate with families easily and consistently.” Additionally, in response to COVID pandemic procedures, most CCMS systems have no-contact sign-in for families and log for child health check-ins.

There are many CCMS systems for child care providers to consider. Child Care Aware has a Business Automation webinar series that discusses what to look for (see training opportunity section for details). In addition, locally, *Ka 'Upena* is a pilot program that features a CCMS for family child care providers through a partnership with Early Learning Ventures.

While this option may work for some providers, there are other incremental ways that you can update your business practices through the use of technology. We'll focus on these strategies in this newsletter: electronic forms and payments, and virtual communication.



Electronic Forms

Reducing the number of paper files and forms can save you hours. The simplest way to start is to provide families with electronic documents to complete, rather than handing out paper forms. Whether you are gathering information for new enrollments or just need to update your records, consider emailing the forms you require in a Word or PDF document, or even use a cloud-based document such as Google Forms. The family can easily complete it from their computer or phone and send the forms back to you. Having this information enclosed in digital files makes it easier to find, search and update records.

Google Forms is an application that is free to anyone with a google email address. In Google's Workspace Learning Center, there is detailed information to walk you through the process, but here's some information to get you started. First, log into your account using your Gmail information and find the "Google Form" button in the "Google Apps".

- Press create a new form.
- Add a title such as "Child Enrollment"
- Click to add questions such as "Child's First Name" and select the appropriate type of response (e.g., short answer).
- Press the + to add questions and repeat until complete



- You can press the eye button on the top to preview your form at any time.
- Click Send and enter family's email addresses.
- Click Send.
- Click Responses to see people's replies to date.
- Press the green "Create Spreadsheet" button to link it to a spreadsheet where you can see the responses as they come in.

Electronic Payments

According to Tom Copeland, a national expert in the business of child care, there has been an increase of family child care providers using electronic bank transfer apps (also called peer-to-peer apps) to receive parent payments. Funds are transferred ACH-style, meaning the sender has the equivalent of direct debit from their designated checking account, and the recipient receives the funds securely as a direct deposit.

To start, you and the parents of the children in your care would download the app to your smartphones. You would then set up a bank transfer from the parent's account to your account. Apps such as Venmo and Zelle (operates through banks or credit unions) are popular because they are free and you can receive payments quickly. Inquire with your bank or credit union about options and research various payment apps to make sure it's the right fit for you.

Virtual Communication

To ensure health and safety, many providers have restricted visitor access to their programs. However, it's still important to meet prospective parents and share about your program before enrolling the child. Have you thought of conducting new parent interviews using video conferencing? Applications such as FaceTime, Google Meet, and Zoom offer the user a way to use their smartphone, tablet, or computer to connect with others. For example, Zoom offers a free version (called basic user) that can host meetings with up to 100 participants. If 3 or more participants join, the meeting will time out after 40 minutes.

You can use any of these applications to “walk” a new family through your program. Your device’s camera allows the family to see your program as you walk through the entranceway, hallways, kitchen, and all the rooms where children spend their day. You can also show them the toys you have available and where the sleeping area is. When preparing for this, make sure the rooms are clean and that children are not in the videos unless you have photo releases. Just like an in-person meeting, you can also share a little background on your program, remembering to hit on the important points that most parents care about (safety, cleanliness, curriculum, policies, etc.).



In addition to connecting with new families virtually, you can use the same method to ensure on-going communication and parent engagement with existing families in your program. Use video conferencing to:

- **Conduct parent conferences** – Use this time to share the child’s work as well as talk about how the family and child are doing.
- **Family activity nights** – Encourage the families to join a video conference together while you present an activity or read a book aloud. At the same time, you can go over any updates you have regarding your program. While it’s not safe to gather in groups, gathering virtually even for a short activity allows families to be see one another as well as continue learning activities from your program to their home. The possibilities are endless!

Training Opportunity

No certificate is given for this webinar.

“Why Business Automation Matters to ECE Providers”

by Child Care Aware

https://www.youtube.com/watch?v=6hMKBzrLe7I&feature=emb_logo

Featured Activity

Kalua Pua'a

Adapted from: Polynesian Cultural Center



What You Need:

- 3 lbs Pork butt
- 3 T Hawaiian (or sea) salt
- ½ gallon water
- Ti leaves (rinse and remove core)
- ½ tsp Liquid Smoke (optional)

What to do:

1. Have keiki help pour water into medium roasting pan.
2. Rub salt on pork.
3. Help the child wrap pork with ti leaves and place it in the roasting pan.
4. Cover roasting pan with aluminum foil.
5. Bake at 350 degrees for 2–3 hours, or until meat is soft.
6. As it is cooking, talk about the cultural practice of cooking in an “Imu” (underground oven) and show him how the traditional imu is built through sharing pictures or videos such as <https://vimeo.com/141860403>
7. Remove foil and ti leaves, debone and shred pork.
8. Add liquid smoke and more Hawaiian salt to taste.

Suggested Books

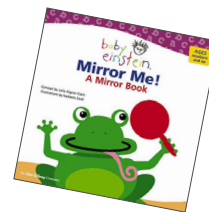
Discover these books and more at the Hawai'i State Public Library www.librarieshawaii.org

Infants and Toddlers

Baby Einstein: Mirror Me!

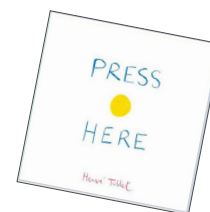
by Julie Aigner-Clark

This book has a mirror on each page that encourages little ones to recognize the parts of their face in a playful way.



Press Here by Herve Tullet

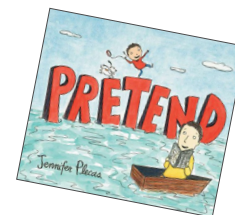
See how a simple dot multiplies, changes direction, and grow in size using the power of imagination.



Preschoolers

Pretend by Jennifer Plecas

This book celebrates the power of imagination by taking a little boy and his father from their living room couch into an adventure.



Citations

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Learning to Grow Quality Child Care for Registered Home-Based Providers is a project of University of Hawai'i, Windward Community College with funding from the Hawai'i Department of Human Services ★ 808-462-4700 ★ www.learningtogrowhawaii.org