Child Care Strength and Sustainability Index (CCSSI)

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1. Licensing and Operations						
1.1 Child Care License *The provider's child care license is current and up to date.*	☐	☐	☐			☐
1.2 CPR and First Aid Certifications *The provider's CPR and First Aid certifications are current and up to date.*	☐	☐	☐			☐
1.3 Child Enrollment Records *The provider's child enrollment records for licensing up to date (i.e. immunizations, physical).*	☐	☐	☐			☐
1.4 Business Plan *The provider has a business plan (within the last 5 years).*	☐	☐	☐			☐
1.5 Active Business Insurance Policies *The provider maintains all necessary business insurance policies (liability, home/renters, auto).*	☐	☐	☐			☐
1.6 Local Government Business License (not applicable for FCCs in Califoria - SB234) *The provider has a business license or business tax certificate.*	☐	☐	☐			☐
1.7 Local Government Zoning Permit (not applicable for FCCs in Califoria - SB234) *The provider has a zoning permit.*	☐	☐	☐			☐
1.8 Employer Identification Number (EIN) *The provider has an EIN.*	☐	☐	☐			☐
2. Continuing Education						
2.1 Professional Development *The provider has attended professional development trainings in the last year (providers with employees should answer this question for each staff member).*	☐	☐	☐			☐
2.1a Professional Development *Staff member 1 has attended professional development trainings in the last year.*	☐	☐	☐			☐
2.1b Professional Development *Staff member 2 has attended professional development trainings in the last year.*	☐	☐	☐			☐
2.1c Professional Development *Staff member 3 has attended professional development trainings in the last year.*	☐	☐	☐			☐
2.1d Professional Development *Staff member 4 has attended professional development trainings in the last year.*	☐	☐	☐			☐
2.2 Postsecondary Education *The provider has completed education credits in the last year (providers with employees should answer this question for each staff member).*	☐	☐	☐			☐
2.2a Postsecondary Education *Staff member 1 has completed education credits in the last year.*	☐	☐	☐			☐
2.2b Postsecondary Education *Staff member 2 has completed education credits in the last year.*	☐	☐	☐			☐
2.2c Postsecondary Education *Staff member 3 has completed education credits in the last year.*	☐	☐	☐			☐
2.2d Postsecondary Education *Staff member 4 has completed education credits in the last year.*	☐	☐	☐			☐

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2.3 Child Development Permit (as defined by state government) *The provider has a child development permit (i.e. California CDP; CDA credential; providers with employees should answer this question for each staff member).*	☐	☐	☐			☐
2.3a Child Development Permit (as defined by state government) *The Staff member 1 has a child development permit (i.e. California CDP; CDA credential).*	☐	☐	☐			☐
2.3b Child Development Permit (as defined by state government) *The Staff member 2 has a child development permit (i.e. California CDP; CDA credential).*	☐	☐	☐			☐
2.3c Child Development Permit (as defined by state government) *The Staff member 3 has a child development permit (i.e. California CDP; CDA credential).*	☐	☐	☐			☐
2.3d Child Development Permit (as defined by state government) *The Staff member 4 has a child development permit (i.e. California CDP; CDA credential).*	☐	☐	☐			☐
2.4 Teaching Credential *The provider has teaching credentials that are current and up to date (providers with employees should answer this question for each staff member).*	☐	☐	☐			☐
2.4a Teaching Credential *Staff member 1 has teaching credentials that are current and up to date.*	☐	☐	☐			☐
2.4b Teaching Credential *Staff member 2 has teaching credentials that are current and up to date.*	☐	☐	☐			☐
2.4c Teaching Credential *Staff member 3 has teaching credentials that are current and up to date.*	☐	☐	☐			☐
2.4d Teaching Credential *Staff member 4 has teaching credentials that are current and up to date.*	☐	☐	☐			☐
3. Policies & Contracts						
3.1 Provider/Client Contract *The provider is satisfied with their contract for enrolling families into their program.*	☐	☐	☐			☐
3.1a Provider Days Off *The provider has policies for families for provider PTO and sick days.*	☐	☐	☐			☐
3.1b Emergency Response *The provider has emergency response policies.*	☐	☐	☐			☐
3.1c Payment *The contract outlines clear policies for terms of payment (i.e. collecting copayments and family fees).*	☐	☐	☐			☐
3.1d Fees *The provider has fee policies in place such as activity fees, late payment fees, early drop-off/late pickup fees?.*	☐	☐	☐			☐
3.1e Termination *The contract outlines clear policies for contract termination.*	☐	☐	☐			☐
3.2 Family Handbook *The provider is satisfied with the policies and regulations in their family/client handbook.*	☐	☐	☐			☐
3.3 Family Orientation *The provider offers an orientation or time for new families to review provider policies.*	☐	☐	☐			☐
3.4 Employee Policies *The provider has policies for employees and they are satisfied with those policies.*	☐	☐	☐			☐

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3.4a Position Descriptions *All employees have position descriptions outlined in the employee contract or manual.*	☐	☐	☐			☐
3.4b Staff Orientation *The provider offers an orientation for any new employees.*	☐	☐	☐			☐
3.4c Employee Manual *The provider has an employee manual.*	☐	☐	☐			☐
3.4d Wages *Assistants or employees are paid at least minimum wage.*	☐	☐	☐			☐
3.4e Salary Scale *The provider has an updated salary scale.*	☐	☐	☐			☐
3.4f Benefits: Paid Time Off *The provider has policies for PTO.*	☐	☐	☐			☐
3.4g Benefits: Health Insurance *The provider offers health insurance.*	☐	☐	☐			☐
3.4h Benefits: Dental Insurance *The provider offers dental insurance.*	☐	☐	☐			☐
3.4i Benefits: Vision Insurance *The provider offers vision insurance.*	☐	☐	☐			☐
3.4j Benefits: Life Insurance *The provider offers life insurance.*	☐	☐	☐			☐
3.4k Benefits: Retirement *The provider offers a retirement plan to employees.*	☐	☐	☐			☐
3.4l Benefits: Discounted Child Care *The provider offers staff discounted child care.*	☐	☐	☐			☐
3.5 Employee Orientation *Does the provider offers an orientation for new employees to review provider policies.*	☐	☐	☐			☐
4. Recordkeeping						
4.1 Complete Child Enrollment Records *The provider has a system to maintain and store records for each child required for licensing (i.e. immunizations, physical).*	☐	☐	☐			☐
4.2 System for Tracking Business Expenses *The provider has a system for tracking and storing receipts for business expenses.*	☐	☐	☐			☐
4.3 System for Tracking Hours *The provider has a system for tracking hours of care for children and hours conducting business activities (for tax purposes).*	☐	☐	☐			☐
4.3a System for Tracking Hours Caring for Children *The provider has a system for tracking hours caring for children (for tax purposes).*	☐	☐	☐			☐
4.3b System for Tracking Hours Conducting Business Activities *The provider has a system for tracking hours conducting business activities (for tax purposes).*	☐	☐	☐			☐
4.4 Technology Use for Operating Business (i.e., Child Care Management System - CMS) *The provider utilizes technology and automation to operate their business (i.e., Care Connect, Bright Wheel).*	☐	☐	☐			☐

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4.4a CCMS: Attendance *The provider uses CCMS to record child attendance.*	☐	☐	☐			☐
4.4b CCMS: Family Engagement *The provider uses CCMS to send notices, pictures, updates to families.*	☐	☐	☐			☐
4.4c CCMS: Timekeeping *The provider uses CCMS to record time spent on their business.*	☐	☐	☐			☐
4.4d CCMS: Billing *The provider uses CCMS for billing.*	☐	☐	☐			☐
4.4e CCMS: Fee Collection *The provider uses CCMS to track fee collection.*	☐	☐	☐			☐
4.4f CCMS: Payroll *The provider uses CCMS for payroll.*	☐	☐	☐			☐
4.4g CCMS: Child Recordkeeping *The provider uses CCMS for child enrollment and recordkeeping purposes.*	☐	☐	☐			☐
4.4h CCMS: Staff Recordkeeping *The provider uses CCMS for staff recordkeeping.*	☐	☐	☐			☐
4.4i CCMS: Automated Enrollment *The provider uses CCMS enrollment.*	☐	☐	☐			☐
4.5 Payment Receipt for Tuition and Fees *The provider supplies receipts for payment of tuition and fees to each family.*	☐	☐	☐			☐
4.6 End of Year Statement for Tuition and Fees *The provider supplies an end of year statement of tuition and fees to each family.*	☐	☐	☐			☐
5. Financial Management						
5.1 Business Bank Account *The provider has a business bank account exclusively for their FCC business.*	☐	☐	☐			☐
5.2 Business Savings *The provider has financial reserves or a savings account for their business.*	☐	☐	☐			☐
5.3 Retirement Account *The provider has a savings account or account for retirement.*	☐	☐	☐			☐
5.4 Filed Income Taxes as Business *The provider filed income taxes for their business last year.*	☐	☐	☐			☐
5.5 Business Use of Home *The provider accurately reported the business use of home with a calculated time-space percentage on last year's income taxes.*	☐	☐	☐			☐
5.6 Operating Budget *The provider has a current operating budget for tracking monthly revenue and expenses.*	☐	☐	☐			☐
5.7 Cost of Care and Rates *The provider's rates reflect the cost of care per child. The provider has increased rates in the last 3 years.*	☐	☐	☐			☐
5.8 Subsidy Participation *The provider accepts children on subsidy.*	☐	☐	☐			☐

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5.9 Private Pay *The provider accepts private pay tuition.*	☐	☐	☐			☐
5.10 No Outstanding Tuition Payments and Fees *The provider's payments owed for child care are up to date (no more than 30+ days past due).*	☐	☐	☐			☐
5.11 High Credit Score Rating *The provider's credit score is rated "good" (670 or higher).*	☐	☐	☐			☐
5.12 Business Credit Card *The provider has a business credit card exclusively for their FCC business.*	☐	☐	☐			☐
6. Networks and Provider Programs						
6.1 CACFP Participation *The provider is enrolled in CACFP.*	☐	☐	☐			☐
6.2 Quality Rating Improvement System Participation *The provider is enrolled in the state's QRIS.*	☐	☐	☐			☐
6.4 Head Start Participation *The provider participates in Early Head Start or Head Start.*	☐	☐	☐			☐
6.5 FCC Network Membership *The provider is a member of any FCC networks.*	☐	☐	☐			☐
6.6 FCC Union Membership *The provider is a member of the local FCC union.*	☐	☐	☐			☐
6.7 Workforce Registry Membership *The provider joined their state's Workforce Registry.*	☐	☐	☐			☐
7. Business Growth and Promotion						
7.1 Increase License Capacity *The provider is satisfied with their license capacity (i.e. if the provider wants to change from a small to a large license, mark as Business Practice Needed).*	☐	☐	☐			☐
7.2 Maximize Desired Enrollment Capacity *The provider is satisfied with enrollment capacity (i.e. if the provider wants to enroll more children, mark as Business Practice Needed).*	☐	☐	☐			☐
7.3 Marketing Tools for Advertising *The provider utilizes marketing tools for advertising (i.e. business cards, flyers, stickers, etc.).*	☐	☐	☐			☐
7.4 Business Website *The provider has a website and the website is current and up to date.*	☐	☐	☐			☐
7.5 Social Media *The provider utilizes social media to promote their child care.*	☐	☐	☐			☐
7.6 Internet Search Engine Registration *The provider is registered with search engines (i.e. Google My Business).*	☐	☐	☐			☐
7.7 Digital Placement Services *The provider uses digital placement services.*	☐	☐	☐			☐
7.8 Regularly Updates Program File with Referral Programs *The provider updates their child care program file with referral programs.*	☐	☐	☐			☐

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7.9 Enrollment Waitlist *The provider maintains a waitlist for enrollment.*	☐	☐	☐			☐
7.10 Business Loan *The provider has a business loan to improve or grow their business.*	☐	☐	☐			☐
7.11 Additional Capital Funding Sources *The provider receives additional capital funding for their business (i.e. grants, stipends).*	☐	☐	☐			☐
7.12 Business Infrastructure or Resources *The provider is satisfied with their business infrastructure and resources (i.e. indoor or outdoor physical space, learning materials).*	☐	☐	☐			☐
7.13 Staffing Levels *The provider is satisfied with the number of staff they have for their child care business.*	☐	☐	☐			☐
8.0 Communication						
8.1 Regular Communication with Families *The provider uses communication tools to disperse information to families (i.e. newsletters, emails).*	☐	☐	☐			☐
8.2 Automates Communication with Business Software *The provider uses Child Care Management Software (CCMS) for their business to communicate with families (i.e. CareConnect, Brighwheel, Playground, etc.).*	☐	☐	☐			☐
8.3 Community or Family Resources *The provider comunicates community resources to families.*	☐	☐	☐			☐
8.4 Family Feedback *The provider has a system for collecting feedback from families and informs how the feedback will be used.*	☐	☐	☐			☐

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