

Start-Up Training and Support:
An Assisted Application Process



Community Childcare Cultivator
CONNECTING COMMERCE TO CARE

Family or Group Childcare Homes Workbook

This training will reference licensing and performance standards published by the State of Alabama Department of Human Resources effective September 13, 2021.



WORKBOOK

For Family or Group Childcare Homes

Training Manual and Session Presentations

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3by3childcare.com

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Community Childcare Cultivator: Connecting Commerce to Care,
otherwise known as 3by3,
is providing training and materials in good faith.

At the time of session compilation, training, and material-sharing, the information provided meets the standards noted above as published, distributed, and enforced by the Alabama Department of Resources (AL DHR).

AL DHR is aware and supportive of both the creation and provision of training by 3by3.

Training participants are responsible for their own understanding of these standards and how they affect each individual occurrence of licensure and childcare provision.



Introductory Material

Including a welcome to the course, an overview of the plan and purpose of this training, contact information, what you can expect, and a proposed schedule, workbook overview, and locations for sessions.



WELCOME


It is our hope that this course changes your life,
and directly impacts our communities.

The purpose of this training program is to help each of you establish a new, licensed, high-quality Family or Group Daycare Home. Remember that going forward, you will most likely hear me use childcare instead of daycare.

Tuscaloosa County is a unique place to live, partially due to a large number of manufacturing, construction, and utility jobs. Many of these jobs are dependent on shift work. This can leave families in a rough spot, needing childcare at night. These families are often relying on other family members or friends to provide the needed childcare coverage. While this may work for a few, it in no way meets the needs of a large percentage of our population.

In comparing the number of children under the age of 5 in our county versus the number of childcare spots, Tuscaloosa County is short by almost 8,000 spots. When you combine the shortage with shift-based work, one thing becomes clear. Tuscaloosa County needs more childcare for its families AND part of that care at night. Families are hesitant to place children in center-based care for overnight shifts.

West Alabama Works, Paths for Success, AL DHR, and Shelton State believe part of the answer can be found in new family childcare homes. This lets parents and guardians feel more comfortable with overnight care that emulates their own homes and provides an opportunity for revenue to the new providers in a way that has the opportunity to meet their unique needs too.



At the same time we are working to meet the need for childcare for our community, we also get to encourage a whole new group of entrepreneurs to jump into small business creation.

To be clear, our hope and our goal is to change the shape of our communities in positive ways by facilitating growth and change. The project will support new business creation, stable care, family values, cultural sustainability, and community engagement. In a few short words, we are working together to change our communities for the better. And we get to invite you along for the ride.

So, we welcome you to today's introductory session. We hope you came to explore the possibility of this opportunity for growth.

This first session will explore the how now that the what and why have been defined. Following this session, we will pause before diving a little deeper in the next session.

After the first session, if you decide this opportunity isn't for you, or maybe not for you at this time, we hope you'll continue to think about it. Let us know if you aren't quite ready either as you leave for lunch or during the break. We'll stay connected and may see you again for a later session.

Contact Information for Assistance

Holly Glasgow, Shelton State Community College,
205-391-2689, hglasgow@sheltonstate.edu; or

Sabrina Thomas, West Alabama Works,
205-758-7588, sthomas@westalabamachamber.com



Spend the evening in our introductory session. Take this time to have a very honest self-talk about the fit of this program for you and your family. If you know you want to commit to this process, use the link listed in Canvas or that can be reached using this QR code.



Here are a few points of information on the form and its completion.

- Please note that this does not commit you to the complete process of licensing and onboarding children.
- This commitment is only to complete the necessary training and preparation steps.
- However, applicants will not be eligible for follow-up training, assistance, or the micro, enhancement grants.
- Please only complete this form once per site location.
 - You may re-submit once if you make an error while completing the form.
 - The information on the latest form will be used.
- If you need other technical assistance in correcting errors or other connectivity issues, please reach out through email to hglasgow@sheltonstate.edu

Later in the process, before grants are awarded, we will ask for a firm decision in your commitment to completing the process, with the intent to own and operate a licensed, high-quality, family or group childcare home.

What you

CAN EXPECT:

1

24 hours of Training in 6 areas as required by AL DHR for submission of an application for new family or group childcare homes.

3

Information about and connection with several auxiliary programs and supports that would be beneficial for childcare homes, including links to business and industry with employees searching for childcare

2

Direction and support through the application and additional documents required for submission with the application.

Ongoing support through at least the first year of licensure.

4

Supportive Home Visits before official licensing visits by AL DHR, Fire Marshal, and Health Department.



Training Schedule for July 2023: Home Childcare Sessions

Week 1: Beginning July 10, 2023

Date	Day	Time	Topic	Location
July 10, 2023	Monday	5-7:00 p.m.	Purpose and Plan	Synergic Center
July 11, 2023	Tuesday	4-8:00 p.m.	Quality Childcare and Licensing	Synergic Center
July 12, 2023	Wednesday	4-8:00 p.m.	Child Development	Synergic Center
July 13, 2023	Thursday	4-8:00 p.m.	The Childcare Professional & the Family	Zoom
July 15, 2023	Saturday		Mandatory Reporting for Child Care Providers	Online

Week 2: Beginning July 17, 2023

Date	Day	Time	Topic	Location
July 17, 2023	Monday	4-8:00 p.m.	Positive Discipline and Guidance	Synergic Center
July 18, 2023	Tuesday	4-8:00 p.m.	Health, Safety, & Universal Precautions	Zoom
July 19, 2023	Wednesday	5-8:00 p.m.	Auxiliary Programs	Synergic Center
July 20-23, 2023; Thursday-Saturday			Online Modules by Cox Campus	Online
			Compiling Information for Your Program	Online/Canvas

Week 3: Beginning July 24, 2023

Date	Day	Time	Topic	Location
July 24, 2023	Monday	5-7:00 p.m.	Management and Record Keeping	Synergic Center
July 25, 2023	Tuesday	5-7:00 p.m.	Business Basics and Resources	The Edge @ UA
July 26, 2023	Wednesday	5-8:00 p.m.	Dinner and Deadlines	Synergic Center
July 29, 2023	Saturday	TBA	Pediatric & Adult CPR, AED, & First Aid Training	TBA

* Additional training may be added or shared for topics like Official USDA CACFP training, ServSafe, Program Management Software, etc.

This workbook contains information on

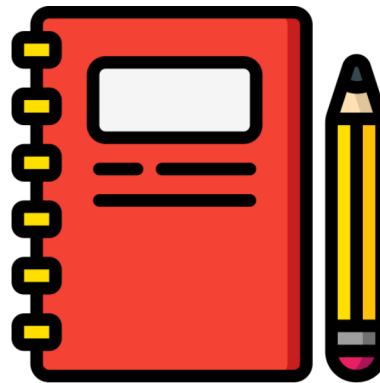


The Original Alabama DHR Application for Licensing for New Family or Group Childcare Homes

This form may not be altered. However, there is both a paper form and a fillable pdf version. Upon completion, the application must be in paper format.

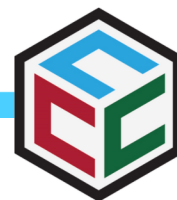
Session-Specific Materials

Each session will have its own section in the Workbook. These materials will be provided at regular intervals, not in totality at the beginning.



Directions for Accessing Online Modules, Platforms, and Content

In addition to this workbook and face-to-face learning sessions, online modules, platforms, and content will be utilized. Directions, including set-up, user names, and passwords will be provided for each participant.



Licensing and Performance Standards and Health and Safety Guidelines from Alabama DHR

This course will utilize the Licensing and Performance Standards and the Health and Safety Guidelines from Alabama DHR, effective September 13, 2021



Auxiliary Programs, Agencies, and Resources

This training will include additional information from partnering agencies, departments, schools, etc. that are utilized in conjunction with Family or Group Childcare Homes.

Home Visits Information and Checklists

This section will include information on required home visits by Alabama DHR, Fire Marshal, and Health Department.



Addresses for Face-to-Face Training Sessions

Synergic Center

3500 5th Street
Northport, AL 35476
(most sessions)

The Edge

2627 10th Ave,
Tuscaloosa, AL 35401
(business basics)

Skilled Trades of West Alabama

1300 James I Harrison Jr Pkwy,
Tuscaloosa, AL 35405
(possibly CPR, AED, FA)



Changes to schedule or location will be posted as an announcement in your Canvas course and through email.

For other questions or concerns, Holly may be reached at
(205) 391-2689 [office],
(205) 242-7464 [cell], or
hglasgow@sheltonstate.edu