**Business Administration Scale (BAS) for Family Child Care**

**WHAT IS IT?**

**BUSINESS ADMINISTRATION SCALE**

The Business Administration Scale (BAS) for *Family Child Care* is a reliable and easy-to-administer tool for measuring the overall quality of business and professional practices in family child care settings.

The BAS includes 37 indicator strands clustered in ten items. The instrument was constructed to complement the widely used Family Child Care Environment Rating Scale-Revised (FCCERS-R) by Harms, Cryer, and Clifford (2007). Both the BAS and the FCCERS-R measure quality on a 7-point scale and both generate a profile to guide program improvement efforts. When used together, these instruments provide a comprehensive picture of the quality of the family child care learning environment and the business practices that support the program.

**EXAMPLE**

The scale is from 1 (Inadequate) 3 (Minimal) 5 (Good) to 7 (Excellent). Programs can score anywhere from 1 to 7.

The *Recordkeeping* item ranges from (partial list only):

1.1 The provider does not keep track of tuition, fees, and other income received.

1.2 The provider does not keep track of meals and snacks served to children.

1.3 The provider does not keep track of caregiving hours in the home.

1.4 The provider does not keep track of business expenses.

To

7.1 The provider gives parents receipts for each payment of tuition/fees.

7.2 The provider keeps track of meals and snacks that are not reimbursed but are served to children.

7.3 The provider keeps track of business hours worked in the home when children are not present (e.g.; paying bills, cleaning, curriculum planning)

7.4 The provider has reported the Time-Space Percentage for shared expenses associated with the business use of the home.

**WEBSITE:**

For more information, please visit [http://cecl.nl.edu/evaluation/bas.htm](http://cecl.nl.edu/evaluation/bas.htm)