**Child Care Providers Coalition of Kansas - 2021 Provider Of The Year Notebook Content**

**Section One – Autobiography**

In 300 words or less tell us about yourself and what things in your life influenced the decision to become a family child care provider.

**Section Two – Philosophy**

Include beliefs and values about working with children, family, and community in context to child care.

**Section Three – Education**

* Copies of educational transcripts
* Early Childhood Credentials
* Inservice Hours for the last 5 years – Can include list of hours or copies of certificates – Form included
* NAFCC Accreditation
* Kansas Quality Rating Certificates
* Other Awards

What was the most valuable class attended and why? How did you implement the knowledge/skills gained in your program?

**Section Four – Child Care Program Documentation**

Describe your family child care program. Include information on how you maintain a safe, healthy, learning environment. Describe learning activities used that promote children’s social, emotional, physical, intellectual, and creative development. Describe how you record children’s accomplishments and implement children’s interests into program activities.

* Daily Schedule
* One month of lesson plans for all age groups in your program
* One month of menus
* Outdoor Environment – Diagram and Pictures – 3 Pages or Less
* Indoor Environment – Diagram and Pictures – 3 Pages or Less
* Copy of KDHE License and the last three Notice of Survey Findings
* Copy of Parent Contract and Policies
* Observation tool used for planning individualized activities

**Section Five – Family Involvement**

What is your approach to family involvement? What opportunities are available for families to be a part of your program?

* 3 Letters of recommendation from current families in care

**Section Six – Professional Goals and Professional Development Plan**

List your professional development goals? Include a professional development plan on how you plan to accomplish your professional development goals.

**Section Seven – Managing a successful family child care business and balanced home life**

What is your approach on managing a successful child care business while maintaining a balanced home life for the children/families enrolled in your program, your family and taking care of yourself? Examples: budget, planning for future, family support

**Section Eight – Memberships and Professional Organizations**

**Section Nine – Community Involvement**

* 3 Letter of recommendation for to support community involvement
* List of community involvement and child care activities outside you business, examples: Resource and Referral Agency mentor, board member of professional organization, involvement in community activities