

“Putting Out Fires”

Presented by Elizabeth (Beth) Engelhardt
Professor – University of Dayton, Dayton, Ohio

eengelhardt1@notes.udayton.edu

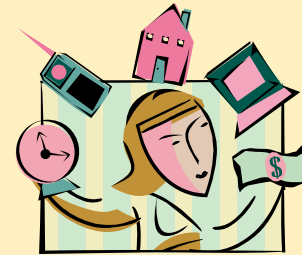
937-229-3572



What are my goals as facilitator for this webinar?

🔥 Explain three of the fires in Child Care centers and offer some suggestions and pose some questions for reflection.

🔥 Type A : **Day-to-day common place problems**



🔥 Type B: **Staff issues**

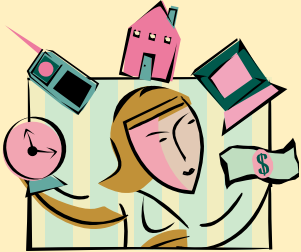


🔥 Type C: **Family Issues**





Three Types of Fires:



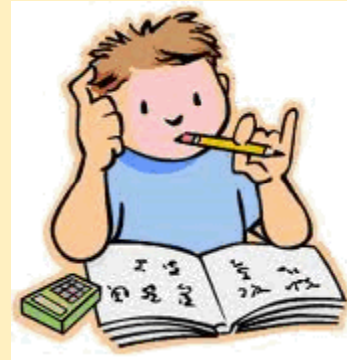
Class A:

🔥 Let's consider the ordinary combustibles to be the **day-to-day common place problems** that occur. What are those and how do you deal with them now?



Poll Question:

- 🔥 What are the main types of problems you deal with on a daily basis?
- 🔥 A. finances
- 🔥 B. repairs
- 🔥 C. paper work
- 🔥 D. all of the above





Budget Line Items

Income:

- 🔥 *Registration fees*
- 🔥 *Materials fees*
- 🔥 *Tuition*
- 🔥 *Late Fees*
- 🔥 *Food Program*
- 🔥 *Fund raising*
- 🔥 *Grants*
- 🔥 *Donations*



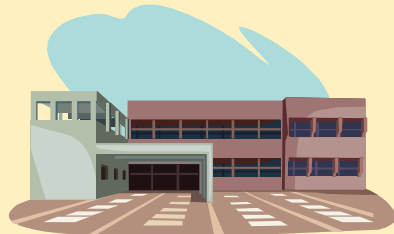


Budget Line Items Expenses

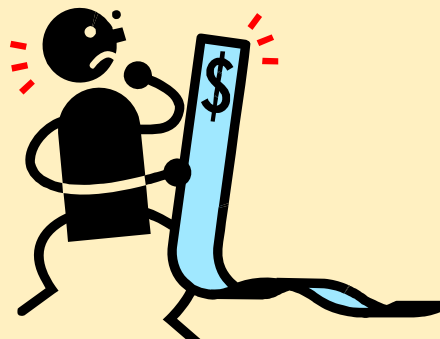
Personnel



Facilities



Program



Personnel



Benefits

- *Health Insurance*
- *Child Care*
- *Payroll*
- *FICA*
- *Unemployment Compensation*
- *Workers Compensation*



Facilities

Mortgage/Rent

Electric

Telephone

Waste Management

Water

Building Maintenance

Building Cleaning

Insurance

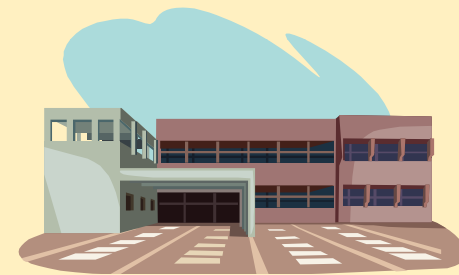
Legal Fees

Accounting Fees

Postage

Security

Contingency Fund



Program

Licensing Fees

Student Scholarship

Classroom Equipment

Classroom Consumables

General Program supplies

Office Supplies

Copying

Equipment service/repair

Outside Printing

Marketing

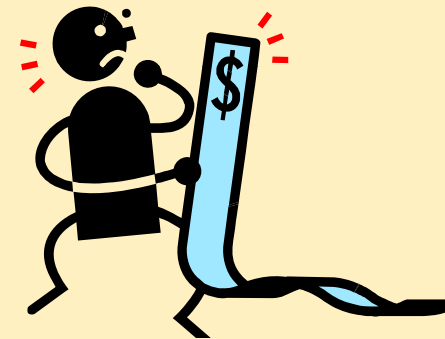
Advertising of Staff Positions

Professional development travel

Professional resources

Dues and Memberships

Internet related expenses





Questions?????

🔥 Inquiring minds want to know?

🔥 1.

🔥 2.

🔥 3.



Three Types of Fires:



Class B:

🔥 “These can get out of control quickly and are harder to extinguish

🔥 **Staff issues.** What happens when a staff person calls off? What are some ways to care for your staff, promote their professional development and challenge them? (educate, nurture and support)



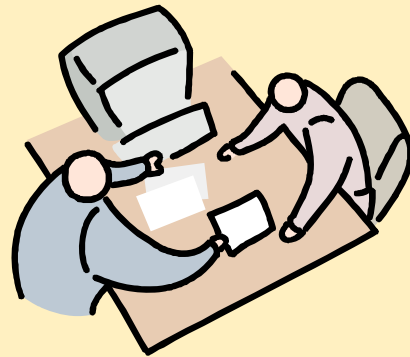
Poll Question

- 🔥 When dealing with staff issues I find the following the most challenging?
- 🔥 A. Delegating
- 🔥 B. Communication
- 🔥 C. Retention
- 🔥 D. Scheduling
- 🔥 E. Professional Development



Delegation

🔥 *“Delegating work works, provided the one delegating works, too.”* - Robert Half





Communication

🔥 *“It's important to keep in mind two things: communication is the responsibility of both the speaker and the listener and that there is more to great communication than a conversation.” - Julie Bartkus*





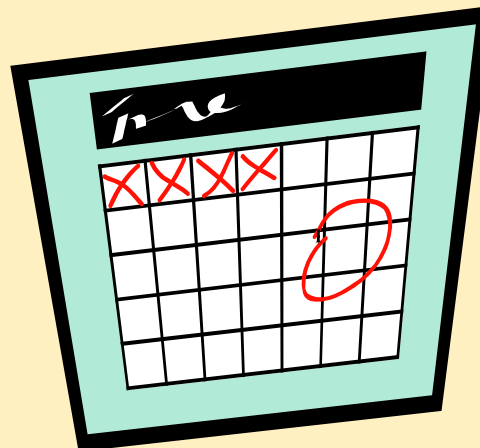
Retention

🔥 *“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.”* - Leo Buscaglia



Scheduling

🔥 *“Find a job you like and you add five days to every week.”* - H. Jackson Browne





Professional Development

🔥 *“A person can grow to his or her fullest capacity only in mutually caring relationships with others.”* - Fred Rogers





Questions?????

🔥 Inquiring minds want to know?

🔥 1.

🔥 2.


🔥 3.



Three Types of Fires:



Class C:

 **Family Issues** requires knowledge of family, center, psychology like knowing your appliances but can explode at any time.



- 🔥 What areas you center to work on in regards to working with Families?
- 🔥 A. Making families feel welcomed at the center
- 🔥 B. Building a working relationship with teachers and families
- 🔥 C. Communicating with families on a regular basis
- 🔥 D. Gathering feedback from families



Relationship building

- 🔥 *“It takes a whole team approach to build positive relationships and to build a program in which parents and providers work together for what’s best for the children”*
- Sue Baldwin, Lifesavers for Early Childhood Managers



Welcoming Families

- 🔥 Families are welcomed and encouraged to participate in the center contributing to the sense of community.



Family Involvement

🔥 Families are invited to meetings, conferences and other events that ask for their input.

- Family Interest Survey

- I would like to assist in the classroom
- I have a special skill or hobby I can share_____
- I can prepare or work on projects while at home.
- I would like to help on special events
- My place of employment can donate the following



Family Feedback

- 🔥 Family survey is an integral part of your yearly or more frequent feedback.



Questions?????

🔥 Inquiring minds want to know?

🔥 1.

🔥 2.

🔥 3.

Resources

🔥 1. ***Exchange Magazine***

Director's Magazine -1-800-726-1708,
<http://childcareexchange.com/>

🔥 2. ***The Anti-Ordinary Think book***

by Bonnie Neugebauer

🔥 3. **Training Teachers, A Harvest of Theory and Practice**

by Margie Carter and Deb Curtis

Resources Cont.

🔥 5. *Feelings, Facts and Feedback*

by Jane Harris, 566 Sequoia Tr., Roselle, IL 60172

🔥 6. *Preschool Publications*

Teacher/Parent Communication 1-800-726-1708

🔥 7. **The Fifth Discipline Fieldbook: Strategies and Tools for Building A Learning Organization**

by Peter Senge, Richard Ross, Bryan Smith, Charlotte Roberts and Art Kleiner


Resources Cont.


- 🔥 8. **Managing from the Heart**
by Hyler Bracey, Jack Rosenblum, Aubry Sanford and Roy Trueblood


- 🔥 9. **The Seven Habits of Highly Effective People**
by Stephen Covey

- 🔥 10. **1001 Ways to Reward Employees**
by Bob Nelson

Resources Cont.

-  11. **Care Packages for the Work Place**
by Barbara A. Glanz

-  12. **Lifesavers for Early Childhood Managers**
by Sue Baldwin

-  13. **The Art of Leadership, Managing Early Childhood Organizations**
Edited by Roger and Bonnie Neugebauer

Internet Links

🔥 Child Care Exchange –Directors Magazine They also have a free newsletter sent to your e-mail

<http://www.ccie.com/>

Locating websites

<http://www.ecewebguide.com/>

National Association for the Education of Young Children

<http://www.naeyc.org/>

🔥 Zero to Three

<http://www.zerotothree.org/>



Closing

🔥 For those of you who would like a one on one half hour follow up session with me you may contact me directly at:

eengelhardt1@notes.udayton.edu

937-229-3572