“Putting Out Fires”

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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
“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
“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
“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.
Poll

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

“\textit{It takes a whole team approach to build positive relationships ad 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,

2. *The Anti-Ordinary Think book*
   by Bonnie Neugebauer

3. *Training Teachers, A Harvest of Theory and Practice*
   by Margie Carter and Deb Curtis
5. *Feelings, Facts and Feedback*
   by Jane Harris, 566 Sequoia Tr., Roselle, Il 60172

6. *Preschool Publications*
   Teacher/Parent Communication 1-800-726-1708

   by Peter Senge, Richard Ross, Bryan Smith, Charlotte Roberts and Art Kleiner
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
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/
For those of you who would like a one on one half hour follow up session with me you may contact me directly at:

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