

Leadership & Equity Advancement Network

LEAN RESOURCE GUIDE



BCDI

Black Child
Development Institute

ATLANTA

LEAN Resource Guide

Overview

The Leadership & Equity Advancement Network (LEAN) is a coalition of early education stakeholders that support ECE leaders in Georgia. The coalition is a forum for sharing information and ideas to ensure Expand ECE fellows are learning the most current skills.

This toolkit provides information and strategies designed to offer early childhood professionals, owners and leaders a blueprint for success. The toolkit is divided into 6 categorical topics:

- Hiring & Talent Management
- Stakeholder Engagement
- Minding Your Business
- Money Matters
- Technology
- Relationships 101

LEAN Resource Guide

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HIRING & TALENT MANAGEMENT



Staffing

The hiring process is perhaps the single most important element of a successful business manager's job. Learn the most important steps to take when hiring, how to retain educators, and what to consider when hiring Black teachers.

What steps do leaders need to take to hire employees?

[Attracting and Retaining Quality Teachers and Staff](#)

[Learn How to Hire an Employee in 7 Steps](#)

How do I retain educators once I've hired them?

[Attracting and Retaining the Best and the Brightest Early Childhood Educators](#)

What do I need to consider for the hiring and retention of Black teachers?

[9 Things that Matter When Hiring Black Teachers](#)

Human Resources

Formal policies are key for employees and help workplaces to run smoothly. Knowing how to define and manage these processes can help to improve the quality of your program.

What human resource policies do I need to keep in place?

[Human Resources: Elements of a High Quality Childcare Center](#)

[Extensive Guide to Human Resources Management in Childcare](#)

What are some best practices for managing human resources?

[8 Reasons You Should Have a Company Employee Handbook](#)

[Best Practices: Maintaining Personnel Files](#)

How do I train new and existing employees?

[7 Key Steps for Better Training and Development Programs](#)

Benefits & Insurance

Accidents happen. That is why early childhood programs and employees must be protected. Learn about the insurance options to protect your business as well as insurance that can be offered to your employees.

How do I protect my center?

[Insurance for the Protection of
Preschool & Child Care](#)

**Which healthcare options
can I offer my employees?**

[Various Healthcare Options for Child Care
Providers and Employees](#)

Health & Wellness

Mental well-being is significant when fostering a workplace culture that honors the humanity of all staff, children, and families. Prioritizing health and wellness is key for a thriving business.

What mental health resources are available for employees?

[Mental Health Resources For Supporting Employees](#)

[Active Minds CALM Toolkit](#)

How can I support the health and wellbeing of Black children?

[Black Babies Awareness Month Campaign](#)

[Helping Children Respond and Cope: NBCDI Resources](#)

[Health & Wellness Resources: BCDI-Atlanta](#)

What mental health resources are available for families?

[13 Mental Health Resources for Black Parents](#)

[Barriers to Mental Health Care is Essential for Children to Thrive](#)

[Evokate Mental Health Toolkit](#)

STAKEHOLDER ENGAGEMENT



Nurturing Staff, Families & Community Partnerships

Care is at the core of an early care and learning programming, therefore it must also be foundational to the ways a leader supports staff and families. Learn the basics on nurturing staff and families, and how community partnerships can help improve your program's quality.

**How do I nurture
employee engagement?**

[How to Nurture and Retain Best Talent at
Your Workplace](#)

**How do I engage
community partnerships to
support staff and families?**

[Quality Care for Children](#)

Cross-Training Staff

Cross-Training staff is key for developing your team's skill set and to ensure that processes run smoothly without an abrupt change in staff. Learn more about the benefits of cross-training employees and best ways to do so.

What are the benefits to cross-training my staff?

[Pros and Cons of Cross-Training Employees](#)

How do I effectively cross-train my staff?

[The Power of Cross-Training](#)

Art of Delegation and Follow -up

Leaders must have a sense of direction for their centers. Effective delegating skills can ensure that leaders properly utilize and support their team to further the organization's vision. Learn how to delegate and follow-up for successful task completion.

How do I delegate responsibilities to my team?

[Building Effective Teams Through Delegation and Recognition](#)

[5 Tips to Make Delegating Easy at Your Childcare Center](#)

[7 Steps to Follow When Someone Delegates Work to You](#)

How do I follow-up and give feedback on delegated tasks?

[The Art of Delegation: Following up With Feedback](#)

MINDING YOUR BUSINESS



Day-to-Day Operations & Practices

Business owners have their hands in many pots. Having processes in place for day-to-day operations and program management is key to operating more efficiently as you continue to grow your business.

How can I run my child care program more effectively?

[Three Pillars of Child Care Operations](#)

What program practices are key for daily operations?

[Operating a Child Care Center - Program Practices](#)

Time Management

Balancing a busy work schedule and the work schedule of others can be daunting. Therefore, strong time management skills are essential. Examine how you are currently spending your time and find tools for better time management.

Why is prioritizing time management beneficial?

[How Self-Care and Time-Management Go Hand-In-Hand](#)

[Planning and Controlling How Much Time to Spend on Specific Activities](#)

What steps can I take to manage time more efficiently?

[10 Tips for Mastering Time Management at Work](#)

[Time Management Templates and Examples to Enhance Efficiency](#)

Crisis Management

Emergencies and disasters can happen during the school day. Take steps now to prepare and help protect the staff and children in your care.

What do I need to plan for disasters?

[Georgia Statewide Child Care Emergency Plan](#)

[Taking Steps Now Can Help Protect the Students in Your Care](#)

How can I support children and families during and after a disaster?

[Coping with Disaster](#)

[Early Childhood - Related Resources](#)

Minding Your Business: Additional Resources

[Child Care and COVID-19](#)

Your state's hub for information, resources and guidance for child care and COVID-19.

[Child Care Licensing](#)

Your child care regulatory office.
Phone: (404) 657-5562 Provider Complaint Line: (404) 657-5562

[Inspection Reports](#)

Find out what programs in your area are in compliance with licensing regulations

[Child Care Fact Sheet](#)

Basic facts about child care in your area.

[Georgia Child Care Information](#)

Information and resources for parents looking for child care in Georgia.

[Child & Adult Care Food Program \(CACFP\)](#)

Reimburses child care providers for healthy meals and snacks. Phone: (404) 656-5987
[Find a Local Sponsor \(FCCs\)](#)
[Find a Local Sponsor \(Centers\)](#)

[Criminal Background Checks](#)

Understanding criminal background checks requirements in your area.

[Quality Rating and Improvement System \(QRIS\) – Quality Rated](#)

Child care providers earn a rating when they meet quality standards. These ratings can help families choose quality care and can assist child care providers to improve and communicate their quality.
Phone: 1(877) 255-4254

[Quality Care for Children Provider Resource Hub](#)

A one-stop location for ECE professionals for policies, forms, regulations, guidance, discounts, and more to save time, reduce costs, and improve quality (Note: typically requires purchase of a subscription or membership).

[SBA Learning Platform](#)

SBA's online learning programs are designed to empower and educate small business owners every step of the way.

MONEY MATTERS



Business Finances & Budgeting

Running an ECE program is expensive, so managing finances is a top priority to ensure resources are allocated to appropriately support families, children and staff.

How can I manage finances for my center?

[5 Strategies to Improve the Financial of Your Child Care Business](#)

[7 Financial Management Tips for Early Childhood Education Business](#)

[8 Top Financial Management Tips for Small Child Care Businesses](#)

How can I reduce expenses?

[22 Ways to Reduce Expenses for Your Child Care Business](#)

Funding Opportunities & Tools

Finding the right funding opportunities and solutions for your ECE program. Whether you are looking for grants or business loans, being aware of the various opportunities is the first step.

What grants are available for child care programs?

[A Focus on Sustainable Financing](#)

Department of Early Care and Learning: Funds through Competitive Grants

What are options for loan financing?

[Financing Solutions for Child Care and Early Learning Centers](#)

Investment & Retirement Planning

Employee benefits are key to support them and their families in times of need. What tools do you have for your employees to invest and plan for retirement?

How can I stay up-to-date on Retirement Law for early care workers?

[The Uncertainty of Retirement for a Child Care Provider](#)

What organizations provide benefits for early care & learning workers?

[Employee Benefits](#)

TECHNOLOGY



Choosing Appropriate Software

Technology is available that can streamline almost all of the paperwork, administrative tasks, and emails that child care centers have to deal with. They also free-up teachers time so they can focus on what is most important, the children.

What should I look for in a child care management app?

[How to Choose the Right Child Care Management Software](#)

[How to Compare Child Care Management Software](#)

What are some great apps that I can choose from?

[Top 10 Most Popular Child Care Management Software](#)

[Work Smarter Using Tech](#)

Virtual Learning

Online teaching and learning is inevitable in the world we live in, including the early childhood contexts. Discover the best practices and tools to support your staff, students, and families with online learning.

What are best practices for virtual learning?

[NAEYC: Position Statement on Technology & Interactive Media](#)

[Remote Learning in Early Childhood](#)

[Technology and Media Use in Preschool Classrooms](#)

[Early STEM Learning and the Role of Technology](#)

What are tools that support virtual learning & communication?

[Class Dojo](#)

[Kidido](#)

[Ruvna Health](#)

What virtual learning opportunities can I offer my staff?

[Bright From the Start Training](#)

[Technology Professional Development for Teachers](#)

RELATIONSHIP

101



Effective Communication

Communication with staff and families is at the foundation of a thriving early childhood business.

How can I effectively communicate with my staff?

[12 Tips for Effective Communication in the Workplace](#)

[11 Tips for Effective Employee Communication](#)

How do I effectively communicate with families?

[Strategies for Effective Parent Inclusion & Engagement](#)

[Strategies for Improving Communication in the Classroom](#)

[How to Promote Effective Communication in Child Care](#)

Networking

Networking is a powerful tool for community building that can strengthen your early childhood business.

What steps should I take to network and make connections?

[Why Networking Is Important in Child Care](#)

[Home-Based Child Care Networks: Making Connections to Make a Difference](#)

[Are Networks the Key to the Future of Family Child Care?](#)

How can I help my families build connections with one another?

[Building Connections with Your Community.](#)

Advocacy & Professional Memberships

Professional early childhood education associations help educators grow in their knowledge, skill, and advocacy. These organizations offer volunteer and networking opportunities, which can also help educators further career goals.

What do I need to know about professional organizations?

5 Professional Early Childhood Education Associations

National Association for the Education of Young Children

Council for Exceptional Children: Division for Early Childhood

NCTE Early Childhood Assembly

What state-level professional associations support advocacy in early childhood?

BCDI-Atlanta

Georgia Association for the Education of Young Children

Voices for Georgia's Children

Care Alliance of Georgia

Georgia Child Care Association

What other state-level professional membership associations should I be familiar with?

Georgia Head Start Association

Georgia Preschool Association

Care Alliance of Georgia

Georgia Child Care Association



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www.bcdiatlanta.org/lean