



SPONSORING

ORGANIZATIONS

Southwest Human Development

2850 N. 24th Street
Phoenix, Arizona 85012

www.swhd.org

CONTACT PERSONS

Ginger Ward

CEO

(602) 266-5976

gward@swhd.org

DATE PROGRAM/ ALLIANCE BEGAN

Program was launched in
October 2019

March, 2022

EARLY CHILDHOOD BUSINESS MANAGEMENT PROGRAM | PROFESSIONAL DEVELOPMENT INSTITUTE AT EDUCARE ARIZONA

Phoenix, AZ

SERVICE DELIVERY AREA

Statewide—Arizona

TYPE OF ORGANIZATION

Team of 5 Business Specialists coaching positions. Currently serving 120 sites.

SUMMARY OF APPROACH

The Early Childhood Business Management Program (ECBMP) is currently working with 15 child care centers/preschools collectively serving approximately 849 children (pre-COVID-15). Most of these programs serve at-risk children and families.

The Early Childhood Business Management project will support and instruct early care and education program administrators in the operational aspects of their role. A core component of the project will include the implementation of, and, successful utilization of child management software.

SERVICES PROVIDED

Participating leaders will receive on-site coaching and technical assistance focused on the following areas:

- **Staff management:** determining staffing needs, staff hiring and onboarding, employee records requirements, staff retention, leadership, and ongoing mentoring/coaching and development of staff
- **Program operations:** using automation to manage and streamline administrative activities, including child attendance, enrollment, subsidy requirements, program compliance tracking, item management and vendor contracts. Support on budgeting and finances, the Iron Triangle Business Model, and marketing and advertising materials
- **Communications:** families/staff/senior management, community outreach and networking
- **Four pillars of program:** Iron Triangle, individualized coaching, automation, AzToolkit (vetted policies and procedures)

STAFF AT ECBMP

- Program Manager
- Business Practice Coaches

FUNDING

- Helios Education Foundation
- Arizona Department of Economic Security