

Program:		SFN 1946 Question	Score:	Value:
<b>Grow Child Care Grant Rubric</b>				
1	<p><b>Score 5:</b> Applicant details all incomes and expenses</p> <p><b>Score 3:</b> Applicant gives partial income and expenses</p> <p><b>Score 0:</b> Does not answer the question.</p>	<b>Completed Income/Expense Worksheet</b>		5
2	<p><b>Score 20-11:</b> Applicant demonstrates knowledge of all expenses and income that their program will incur for the next 12 months. Detailed examples could include details of how they achieved their calculations, gaps they noticed in either income or expenses, an evaluation of the worksheet.</p> <p><b>Score 10-6:</b> Applicant demonstrates understanding of both without detailed examples</p> <p><b>Score 5-1:</b> Applicant gives a general answer to the question, not giving a clear understanding of their annual budget</p> <p><b>Score 0:</b> Does not answer the question</p>	<b>Describe your budget and business finances from the previous page.</b>		20
3	<p><b>Score 10-6:</b> Applicant demonstrates knowledge of their programs vision and services and gives clear examples of both their vision and services provided. The program provides their vision statement, clarifies the businesses meaning and purpose, explains how they have or are planning to accomplish the services and vision.</p> <p><b>Score 5-3:</b> Applicant demonstrates understanding of either their vision or the services.</p> <p><b>Score 2-1:</b> Applicant gives a general answer to the question, not giving clear understanding of their vision or services</p> <p><b>Score 0:</b> Does not answer the question</p>	<b>Give a detailed overview and vision of your program and services you will offer.</b>		10
4	<p><b>Score 5:</b> Applicant gives an answer to the question</p> <p><b>Score 0:</b> Does not answer the question</p>	<b>Describe other funding sources you are using to start your child care business.</b>		5
5	<p><b>Score 10-6:</b> Gives several examples and has a clear understanding of their target audience and how to reach them.</p> <p><b>Score 5-3:</b> Gives a couple examples which shows they have some understanding of their target audience and how to reach them.</p> <p><b>Score 2-1:</b> Applicant gives a general answer to the question, not giving a clear understanding</p>	<b>Describe your target audience/customer and how will you reach them.</b>		10
6	<p><b>Score 10-6:</b> Applicant gives detailed information about their management structure and full job descriptions and wages for all staff- Staff Member wages match annual staff wages from top section of SFN form</p> <p><b>Score 5-3:</b> Applicant demonstrates understanding of management structure, job descriptions and wages without detailed information.</p> <p><b>Score 2-1:</b> Applicant gives a general answer to the question, not giving clear understanding of their management structure job descriptions and wages</p>	<b>Describe your management structure, as well as job titles, job descriptions, and average wages for each staff member.</b>		10
7	<p><b>Score 10-6:</b> Applicant gives a detailed answer and has a clear understanding of their business structure.</p> <p><b>Score 5-3:</b> Applicant demonstrates understanding of business structure without detailed information.</p> <p><b>Score 2-1:</b> Applicant gives a general answer to the question, not giving clear understanding of their business structure.</p>	<b>Describe your business structure. (Limited Liability Company, LLC, Sole Proprietorship, Partnership, Corporation, etc.)</b>		10
8	<p><b>Score 10-6:</b> Applicant demonstrates knowledge and refers to record keeping tools , policies, procedures, guidelines, web resources along with supportive measures that would be implemented</p> <p><b>Score 5-3:</b> Applicant demonstrates the need for record keeping and policies but does not describe their practices.</p> <p><b>Score 2-1:</b> Applicant gives a general answer to the question, not giving a clear understanding of record keeping or policies</p>	<b>Describe your plans for record-keeping and business policies.</b>		10
9	<p><b>Score 20-11:</b> Applicant gives several examples that could include: long term career and program aspirations, desire for program advancement,exploration of quality practices. Program describes the goals as SMART goals.</p> <p><b>Score 10-6:</b> Applicant gives some examples that could include: long term aspirations, desire for advancement, ability to explore other parts of the EC delivery system.</p> <p><b>Score 5-1:</b> Applicant gives a general answer to the question, not giving a clear understanding</p> <p><b>Score 0:</b> Does not answer the question</p>	<b>What are your business's long-term goals, 3-5 yrs?</b>		20

Write objectives using the SMART format:

**S – Specific:** Learning objectives must be specific, meaning the result is defined by “who,” “what,” and “where” e.g. what the learner is required to do (performance), under what conditions it is to be done (conditions) and how well it is to be done (standards). Focus on one specific skill/knowledge area for each objective.

**M – Measurable:** Learning objectives also need to be measurable. You must be able to quantify and/or qualify the expected output from a learner. Ask yourself, “How will the skill be demonstrated?” and “How will I know if the learner has met the learning objective?”

**A – Attainable:** Learning objectives must be realistic given the set amount of time and resources. You cannot expect learners to capably demonstrate a complex skill given just an hour of training.

**R – Relevant:** Learning objectives need to define for learners why they are in the training and what they can get out of it. How will the skills and knowledge they are going to learn help them perform better at work or make their work more effective with children and families?

**T – Time-bound:** There is a saying that a goal without a deadline is just a dream, and the same also applies to creating learning objectives. For most Level 2 courses, the deadline to meet the objective is the end of the session although depending on the structure of the course, it could be a few days or even longer.