

A group of people in a meeting room. A man with curly hair and a beard is smiling and looking towards a woman with long dark hair. They are standing in front of a whiteboard covered in sticky notes and papers. Another man is visible in the foreground, looking down at something. The background is a white wall with various papers and notes pinned to it. The overall atmosphere is collaborative and professional.

A ROADMAP

Community Child Care Capacity Building

MONTANA CHILD CARE BUSINESS
CONNECT

Small Business Support. Big Community Impact.

This roadmap is intended to help provide a general overview of building child care capacity through a community-driven approach. The overarching goal is to have an engaged community go through a thoughtful process to identify creative solutions to increase access to quality, affordable child care.

A COMMUNITY IS INTERESTED

- Overall goal is to increase child care access through community collaboration
- Has a minimum of 3-5 individuals dedicated as a core team
- One community/radius in focus

- Only one person leading the work
- Community goal that does not meet the cohort goal
- Unwillingness to be collaborate
- No community/radius defined

THE COMMUNITY IS READY

The community completes application to participate in the next available Community Cohort.

THE COMMUNITY IS NOT READY

MCCBC staff contacts the interested community and provides additional information, resources, and referrals as needed.

Each applicant is scored using a scoring rubric that assesses:

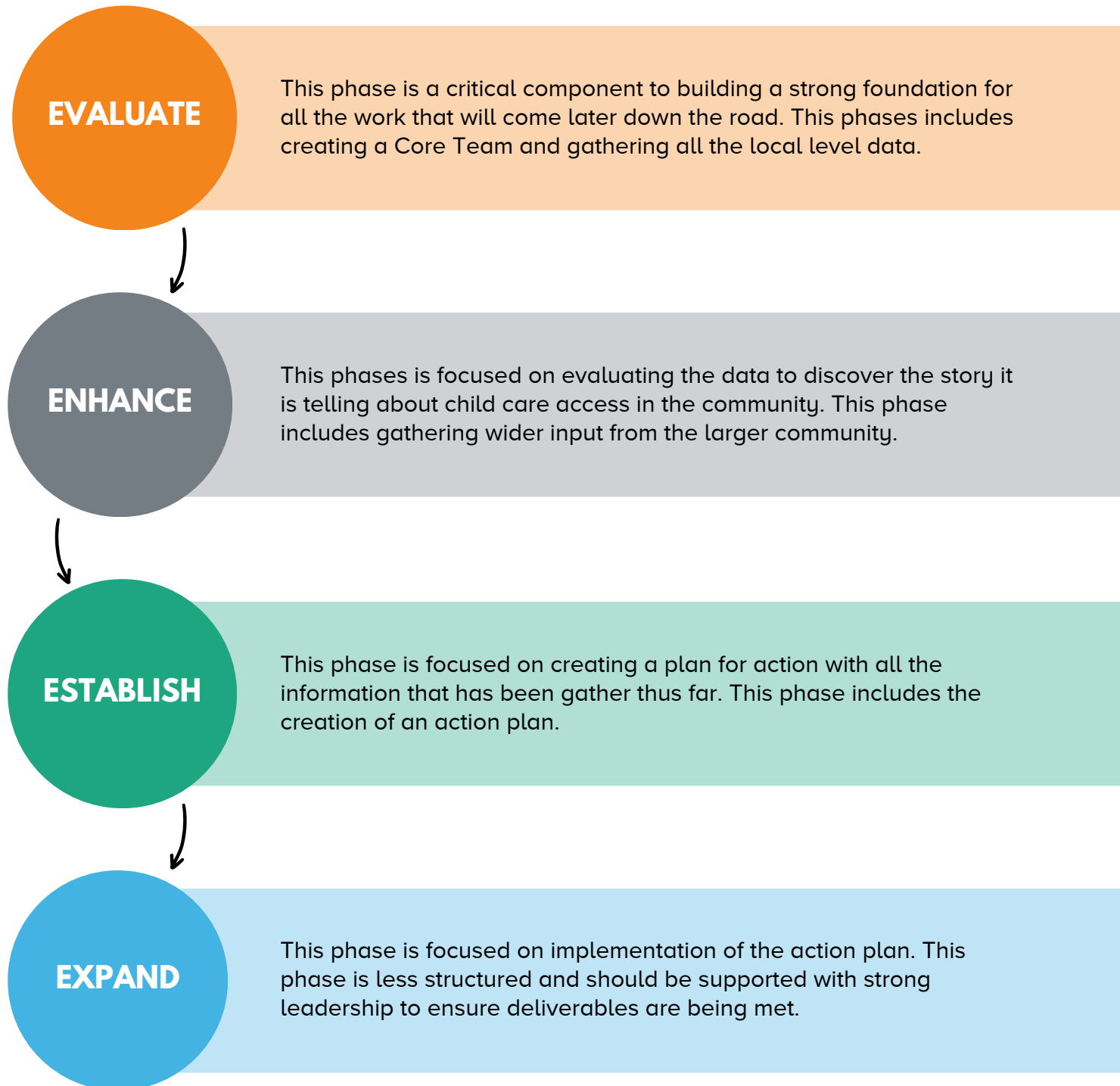
- Child care desert status
- Accessibility and availability of child care options
- Readiness to collaborate across sectors
- Demonstrate evidence of commitment to equity and inclusion
- Lack of additional funding for early childhood development
- Clear and defined goal setting

- Share readiness criteria
- Share resources
- Share next cohort application date
- Add to next cohort release list serve
- Refer to T/TA —Jason (need some additional assistance)
- Refer to Mentor Program (advanced in the process)

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THE FOUR PHASES

There are four phases a community will go through to build child care access at the local level. Each phase should be completed before moving into the next phase to ensure a strong foundation of the work.



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EVALUATION PHASE: the foundation

THE CORE TEAM IS ESTABLISHED.

Community child care capacity building is rooted in collaboration and shared leadership. The core team must have a minimum of three to five individuals to ensure the work moves forward collectively. One person will be the Core Team Lead. This person is the main contact and provides leadership to the Core Team.



THE CORE TEAM IDENTIFIES THEIR RADIUS.

Each community is unique so the radius of the work will also vary. This could be a neighborhood, city, county, or multiple counties.



Collaborator Mapping Worksheet

THE CORE TEAM ATTENDS THE COMMUNITY COHORT KICK-OFF IN-PERSON GATHERING.

A minimum of two core team members must attend the kick-off. This is a place to learn more about the cohort process, ask questions, and learn some basics of community-driven work and child care business.

 ON THE AGENDA
Collaboration and Facilitation Basics
Child Care Business Overview
Community Child Care Assessment

THE CORE TEAM BEGINS COLLECTING DATA FOR THEIR COMMUNITY CHILD CARE ASSESSMENT SUMMARY.

The Community Child Care Assessment is a document that compiles multiple data points the Core Team will gather. It is an easy way to share the information. There is initial data and secondary data.

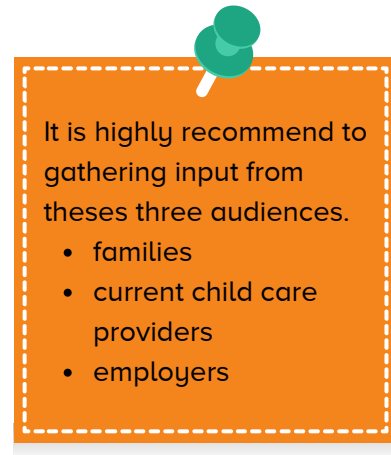
SUPPORT

MCCBC will provide some initial data points.

- Supply vs. Demand
- Childcare Deserts, Gap, and Provider Type Analysis
- Labor Force and Wages

THE CORE TEAM IDENTIFIES WHAT ADDITIONAL DATA NEEDS TO COLLECTED AND HOW IT WILL BE GATHERED.

A collection of comprehensive data of the community is crucial to ensure a strong knowledge base of the Core Team. Some data cannot be gathered from research and will require a hands-on approach. This data will be compiled, analyzed, and condensed. It is the Core Team Lead's responsibility to hold the Core Team accountable in this effort.



It is highly recommend to gathering input from theses three audiences.

- families
- current child care providers
- employers



Becoming Aware of Local Resources and Efforts Worksheet



Survey Examples: Employers, Families, Child Care Providers



Cohort Roundtable Learning: The Data

SUPPORT

MCCBC's Community Navigator will attend one of the initial Core Team meetings to learn more about the community and provide support.

THE CORE TEAM MEETS.

This meeting is an important meeting and may require more than just one! This meeting should only happen after all the necessary data and information about the community is gathered. The Core Team will review and evaluate all the information collected, analyze what the data is saying so far, compile the information, and decide how they will present the data at their community conversation.



Cohort Roundtable Learning: Analysis and Child Care Business Models

SUPPORT

MCCBC's Community Navigator will help you complete a finalized version of your Community Child Care Assessment document.

2 ENHANCE PHASE: awareness, interest, input

THE CORE TEAM PLANS A COMMUNITY CONVERSATION.

Having a conversation with the larger community provides many benefits. There are different roles that each Core Team member can play in the community conversation. This event will take time to plan, so keep that in mind! The Core Team Lead is generally in charge of overall logistics of this event, however anyone on the Core Team can take the lead.

Things to consider for the Community Conversation:

- A meal is served to attendees
- Kids are welcome or child care is provided
- The location is accessible



A Guide for Fostering Community Conversations and Actions



Cohort Roundtable Learning: Community Conversations

SUPPORT

MCCBC's Community Navigator will be available to attend your community conversation as a support, however the Community Navigator is not the lead of this conversation.

THE CORE TEAM HOSTS A COMMUNITY CONVERSATION.

The Community Conversation has two main components. The first component is for the Core Team to share the data they have collected and making the link between quality child care, rural economic development and viable communities. The second component is to receive input and ideas and learn about additional resources and assets in the community.

the question to the attendees:
What could solve our child care issue?

Basic Structure of the Community Conversation

Presentation of the Data

Large Group Discussion

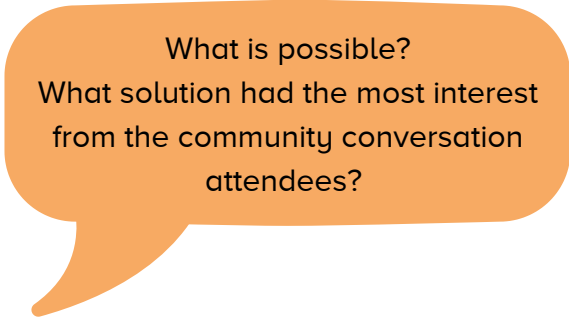
Small Group Discussion

Small Group Presentation

Closing

THE CORE TEAM MEETS AND ASSESS THE ADDITIONAL INFORMATION GATHERED FROM THE COMMUNITY MEETING.

The Core Team assesses all of the data and information they have including the initial and secondary data, as well as, the information collected for the community conversation.



THE CORE TEAM MAKES A DECISION ON HOW THEY WILL MOVE FORWARD.

In the event that the team's decision is not feasible, it is a good idea to have a backup or a few different ways the decision could be executed.

THE CORE TEAM COMPLETES A FEASIBILITY STUDY.

A feasibility study will tell the Core Team if their decision is attainable and practical.



MCCBC's Community Navigator will provide you with some general feasibility study guidance if needed.



MCCBC's Senior Child Care Business Advisor is available to help complete a feasibility study through one-on-one support.

THE CORE TEAM CREATES AN ACTION PLAN.

An action plan is exactly that, a plan to take action. Actions plans generally include:

- A well-defined description of the goal to be achieved
- The tasks/steps that need to be carried out to reach the goal
- People who will be in charge of carrying out each task
- When will these tasks be completed (deadlines and milestones)
- Resources needed to complete the tasks
- Measures to evaluate progress



Cohort Roundtable Learning: Action Planning and Business Planning



MCCBC's Community Navigator will provide you with some action planning resources for the Core Team.

THE CORE TEAM CONNECTS TO APPROPRIATE RESOURCES.

Depending on the Action Plan, there may be additional individuals, organizations, or supports the Core Team will need to connect with.



Cohort Roundtable Learning: Wrap Up

SUPPORT

MCCBC's Community Navigator will provide referrals as needed.




MCCBC's Senior Child Care Business Advisor is available to provide one-on-one business support.

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EXPAND PHASE: the action

THE CORE TEAM EXECUTES THE ACTION PLAN.

Executing the action plan is the exciting part. It may take some time to get to this phase. The Core Team Lead generally holds the individuals outlined in the action plan accountable however this role could shift throughout the process.



Regular check-in meetings are a good idea to assess the progress of the action plan.

REFLECTION & EVALUATION

What were you trying to accomplish and were you successful?

What were the challenges and successes?

Was there a shift in your work?

Are there additional items that need to be adjusted?

DATA

Data helps to share the story of the work and can also help to show the outcome of the work!

Collect data on a regular basis to see the impact your work is making (every 1 or 2 years).

THE CORE TEAM GOES THROUGH THE PHASES AGAIN FOR QUALITY IMPROVEMENTS.

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