

Earn 15
PQAS
Hours!



Early Childhood Education **Intermediate Business Administration Series** For Center Directors

These sessions are only open to providers that have completed the Beginners ECE Business Series

5 Thursday Sessions: 12:30PM-3:30PM

all sessions will be held virtually on Zoom



Review of beginner series content - May 11th



Iron Triangle Deep Dive - May 18th



Enrollment tracking best practices - May 25th



HR (Salary Scale, Benefits, payroll) best practices - June 1st



Chart of Accounts/Budgeting best practices - June 8th

Requirements

Participants are expected to: 1) Attend all Sessions; 2) arrive on time; 3) stay for the entire scheduled session; 4) participate during sessions; 5) complete a pre/post assessment

Apply By May 3rd before spots run out!

Complete the form on the 2nd page of this flyer. e-mail it as an attachment to: HuanC@childrensvillagephila.org

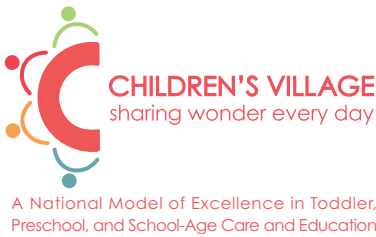
Email any questions you may have to Huan Chen at: HuanC@childrensvillagephila.org



A National Model of Excellence in Toddler,
Preschool, and School-Age Care and Education

Children's Village at 125 North 8th Street, Philadelphia, PA 19106

Limited spots. To apply please complete the application (below) and email to huanC@childrensvillagephila.org



Early Childhood Education

Intermediate Business Administration Series for Directors of Child Care Centers

APPLICATION

NAME: _____ PHONE NUMBER: _____
TITLE: _____ EMAIL: _____
NAME OF CENTER: _____
ADDRESS: _____
STAR LEVEL: _____ NUMBER of STAFF: _____ NUMBER of SITES: _____ PD Registry ID#: _____

TYPES of FUNDING (CCIS, Head Start, PA PreK, PHL PreK, private pay, etc): _____

What are the biggest Challenges you face in meeting the administrative demands of your business? _____

What do you hope to gain by attending this course? _____

Please describe your experience as a business manager? _____

