FACT SHEET

2019

az TOOLKIT 🔧

Resources to Improve Quality and Business Administration Practices

azaeyc

Arizona Association for the Education of Young Children

AZTOOLKIT
HIGHLIGHTS

.

AZToolkit helps early learning providers meet the daily demands of the business administration side of their work by providing the resources needed to manage their programs more efficiently and effectively. With more than 1,800 tools and resources currently available on AZToolkit, professionals are given the much needed bandwidth to spend fewer resources on administrative tasks — and more time focusing on improving quality for children and families.

How We Built AZToolkit

AzAEYC built AZToolkit through an extensive process over a nine month period in 2017 in collaboration with CCA for Social Good. AZToolkit is powered by CCA Global. The platform is generously supported in Arizona by a three-year grant from the Virginia G. Piper Charitable Trust. AzAEYC joins organizations in over 30 states that have adopted and customized their own ECE Shared Resources platform by working with CCA Global. The result is a comprehensive shared services system for early education professionals across the country.

AZTOOLKIT
BENEFITS

Addressing the business administration needs of early learning programs in Arizona

Designed for Early Learning Providers
Serving Children Birth through Age 8

Arizona's early childhood professionals can find resources for business operations, insurance, family engagement, health, handbooks, and more in AZToolkit. Resources include...

- Essential documents and information to build business administration practices right at your fingertips.
- Complex state and federal requirements just a quick click away
- Resources consistent with the national shared resources and services initiatives.
- Instant buying power by joining an existing nationwide pool of purchasers.
- Savings on everything from child care, office, and safety supplies to credit card processing and payroll services. Typical savings are 20-50%.
- Curriculum ideas and classroom materials
- Human resource tools, templates, forms and policies
- Discounts at leading vendors/retailers
- Direct links to key forms and relevant websites
- Many of the resources needed to successfully advance quality - located in one central location.

AZTOOLKIT
CONNECTIONS WITH CCDBG

Supporting Arizona in implementing required components for the FY19-21 CCDF State Plan

CCDF Plan Section	Topic	Meets
✓ 1.6	Public-Private Partnerships	The ECE shared services platform will foster public-private partnerships – collaborations between non-profit organizations like AzAEYC, ECE Shared Resources, business partners, and state agencies.
✓ 1.7	Coordination with CCR&R Systems	CCR&R staff can use the platform in onsite visits and provider and family engagement strategies
✓ 2.5	Additional Consumer & Provider Education.	AZToolkit offers resources to promote provider education and the development of business administration practices. AzAEYC offers training and technical assistance on business administration.
✓ 5.2.3	Health & Safety Training for CCDF Providers on Required Topics	AZToolkit provides many vetted resources and links to training to support CCDBG health and safety requirements.
✓ 6.2.8	Develop & Implement Strategies to Strengthen Business Administration Practices and Improve Quality	AZToolkit includes many business TA resources such as ready-to-use templates which can be supplemented with deeper shared services within communities to provide onsite business TA linked to platform resources.
✓ 7	Support Continuous Quality Improvement	AZToolkit was designed with Arizona-specific resources including links to Quality First resources and materials. Expansion of these resources expected Fall 2019.

AZTOOLKIT
CONNECTIONS WITH PDG B-5

Supporting AZ to meet all 5 activity areas under the PDG B-5 Grant

PDG B-5 Required Grant Activities	Topic	Meets
✓ 1	Support Statewide ECE Providers Based on Community Need	AZToolkit helps to support statewide outreach to early learning providers so that they have easy access to the resources they need to be successful (a viable business offering a safe, quality setting for children).
✓ 2	Support the AZ ECE Strategic Plan	The ECE shared services platform will offer a collaboration between AzAEYC, business, and state agencies to support AZ's strategic plan to expand and strengthen the quality of early learning settings throughout the state.
✓ 3	Maximize Parent Choice & Family Engagement	AZToolkit offers ECE programs specific family engagement resources and activities to support active engagement of families in the healthy development of their children (inside and outside early learning settings).
✓ 4	Share Current Research and Culturally- and Contextually-Responsive Practices	AZToolkit is a clearinghouse of vetted resources and templates that represent a one-stop location for providers to connect national resources into their practices.
✓ 5	Develop & Implement Strategies to Strengthen Business Administration Practices and Improve Overall Quality	AZToolkit is the first tier of a statewide shared services construct, which will also include deeper shared services offered within communities based on practices in AZ and other states (and communities). AzAEYC will work collaboratively to support communities with deeper shared services customized at the local level.

AZTOOLKIT

Resources to Improve Quality and Business Administration Practices

AZToolkit Training and Technical Assistance

Saving time and money sharpens focus on what matters most - providing high quality child care to children and families. AzAEYC provides training and technical assistance on using the AZToolkit, improving business administrative practices, and developing Shared Services Alliances.

Interested in more info or support?

TheTeam@AzAEYCToolkit.org or (480) 734-2440.

www.azaeyc.org | www.azaeyc.org/toolkit

We are building new enhancements in AZToolkit!
Stay tuned for updates in Fall 2019.

Individual Account Fees for 2019-2020

NAEYC Member	$5/month	$50/year (50% savings)
Staff of NAEYC Accredited Centers	$7.50/month	$75/year (25% savings)
Non-NAEYC Member	$10/month	$100/year

About the Arizona Association for the Education of Young Children

AzAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

azaeyc
Arizona Association for the Education of Young Children