

MEMBER APPLICATION (CONT'D)

AREAS OF INTEREST

Please check the Shared Services you are most interested in.

Full enrollment ____	Marketing ____	Professional Dev. for Staff ____
Business Bootcamp _____	Joint Purchasing _____	Child Assessment _____
Fully Staffed ____	Human Resources _____	Budgeting ____
Bookkeeping, Billing _____	Fee Collection _____	Food Service ____
Health and Wellness _____	Other- Please specify _____	Other- Please specify _____

Please share why you are interested in applying for membership to the Alliance.

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MULTI-SITE ADDENDUM

To be completed if agency has multiple locations and is interested in having more than one location participate in the Shared Service Alliance. Please complete information for each location to be considered for membership. Add additional sheets if necessary.

Name of Parent Agency	
Name of Contact Person/Title for each potential SSA location	
Location Program Name	
Location Address of each potential SSA member	
Phone	
Email	
Name of Contact Person/Title for each potential SSA location	
Location Program Name	
Location Address of each potential SSA member	
Phone	
Email	

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APPLICANT QUESTIONNAIRE

Staff Support & Supervision

How do you recruit and retain staff? If you are experiencing challenges in this area, please describe briefly.

How and when do you evaluate and give feedback to your staff?

How do your teachers receive their professional development hours and is it paid time? Which methods are used to help them get the hours they need for the year? (Ex. In person, On-line)

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Is there an onboarding process for your new hires and what does it entail?

Family Engagement

How do you communicate with your families?

How do you keep parents informed on their child's development? Do you meet with them and how many times a year?

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How do you keep your families informed on events in the program and how they can be involved?

Enrollment & Marketing

Describe how you currently market your program.

What social media outlets do you use to promote your program and how often is it updated?

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Community Engagement and Collaboration

In what ways have you been involved with the early childhood community? How are you involved in your local community?

Business Practices

How are you managing the program's business and financial practices?

Do you use a child care management system? what system do you use and what is it used for?

***When you are sending over your application, please include your most recent Financial Statements containing a Balance Sheet and a Profit & Loss Statement.**