



Funding for this project provided by



Early Childhood Education **Business Administration Series**

PHLpreK providers and providers interested in applying for PHLpreK slots are invited to participate in this series designed to improve your fiscal and human resources practices.

4 Wednesday Sessions: 12:30PM-3:30PM



Iron Triangle - ECE Finance - December 4th



Budgeting & Financial Statements - December 11th



Personnel Management - December 18th



PHLpreK Budget and Contract Requirements - January 15th
(for applicants and participants)

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 November 15th before spots run out!

Complete the form on the back of the flyer. Scan and e-mail it as an attachment to: HuanC@childrensvillagephila.org

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

****Those that successfully complete the Business Administration Series will be eligible to apply for the Advanced Series which includes technical assistance and will be held from January through May 2020*



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 **Business Administration Series**

APPLICATION

NAME: _____ PHONE NUMBER: _____

TITLE: _____ EMAIL: _____

NAME OF CENTER: _____

ADDRESS: _____

STAR LEVEL: _____ NUMBER of STAFF: _____ NUMBER of SITES: _____ PD Registry ID#: _____

Are you new to PHL PreK? Yes No

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

1. Please describe the process you used to create the PHLpreK budget that you submitted as part of the application. What staff/consultants were involved? what data and systems did you use? _____

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?
