

# Selecting Your Child Care Partnership Coordinator

## What is a Child Care Partnership Coordinator (CCPC)?

Each Early Head Start (EHS) program that participates in the Early Head Start for Family Child Care Project will work with a Child Care Partnership Coordinator (CCPC) who will support the development and implementation of the team's work plan. As part of your application for the Early Head Start for Family Child Care Project, you will identify three possible candidates to be the CCPC for your local team. Zero to Three (ZTT) staff will interview the candidates and will work with the Office of Child Care and the Office of Head Start to select each program's CCPC based on applicable skills and experience. ZTT will contract with the CCPC to provide up to 52 hours of consultation per month.



## What are the ideal qualifications of the Child Care Partnership Coordinator (CCPC)?

The CCPC should have specific experience and skills in the following areas:

- Knowledge of Head Start Program Performance Standards and of child care, including family child care, in their community
- Familiarity with community-based agencies and experience developing partnerships among different agencies
- Facilitation skills and ability to work with adults

## What are the responsibilities of the CCPC?

The CCPC will consult on the implementation of the work plan. Responsibilities include:

- Attend a 4 day meeting in Washington, D.C. in January 2011
- Assist programs to develop a project work plan
- Facilitate the implementation of the work plan
- Provide consultation to the project team for up to 52 hours each month
- Participate in two 1½ hour interactive Webinars
- Assist in coordinating and/or linking Early Head Start designated family child care providers, child care staff, and EHS grantees to professional development opportunities
- Assist with community and state-level FCC partnership-building
- Participate in regular telephone and conference calls to discuss issues and assist in evaluating the framework
- Submit requests to ZTT for funds to purchase materials, supplies and/or professional development opportunities
- Submit monthly reports to ZTT on progress



## What are some examples of activities the CCPC might provide for your program?

A CCPC's role is to support the partnership you are building. The specific activities will vary based on the work plan you develop. Some activities include:

- Share information about state and local professional development opportunities
- Meet with the Head Start State Collaboration Director and the state Child Care and Development Fund administrator to discuss opportunities to strengthen collaborations at the state level
- Share resources that support the development of partnerships and quality care
- Facilitate a meeting to share OHS and OCC policies and procedures
- Assess resources already available in the community and additional supports and services that could be leveraged for family child care providers



## Who can I call with questions about choosing our CCPC?

Betsi Closter: 202-412-9550  
or [bcloster@zerotothree.org](mailto:bcloster@zerotothree.org)

OR

Sherrie Rudick: 202-459-4128  
or [srudick@zerotothree.org](mailto:srudick@zerotothree.org)