Families are searching for care in Adams County!
Are you prepared?
New Website is LIVE @ www.childcare-adamsco.org

- child care
- preschool
- school-age
- before/after school
- summer program

Update your FREE provider profile online, support is on hand;

https://providers.childcare-adamsco.org/

ECPAC
EARLY CHILDHOOD PARTNERSHIP
OF ADAMS COUNTY

HOW TO INCREASE ENROLLMENT:
Create a strong profile

Is your Provider Profile Up-to-Date?
https://providers.childcare-adamsco.org/
Login using your email associated with your license

Add openings to help families find you!

Look for weekly email reminders to update your openings/availability
Emails are sent from: support@getbridgecare.com
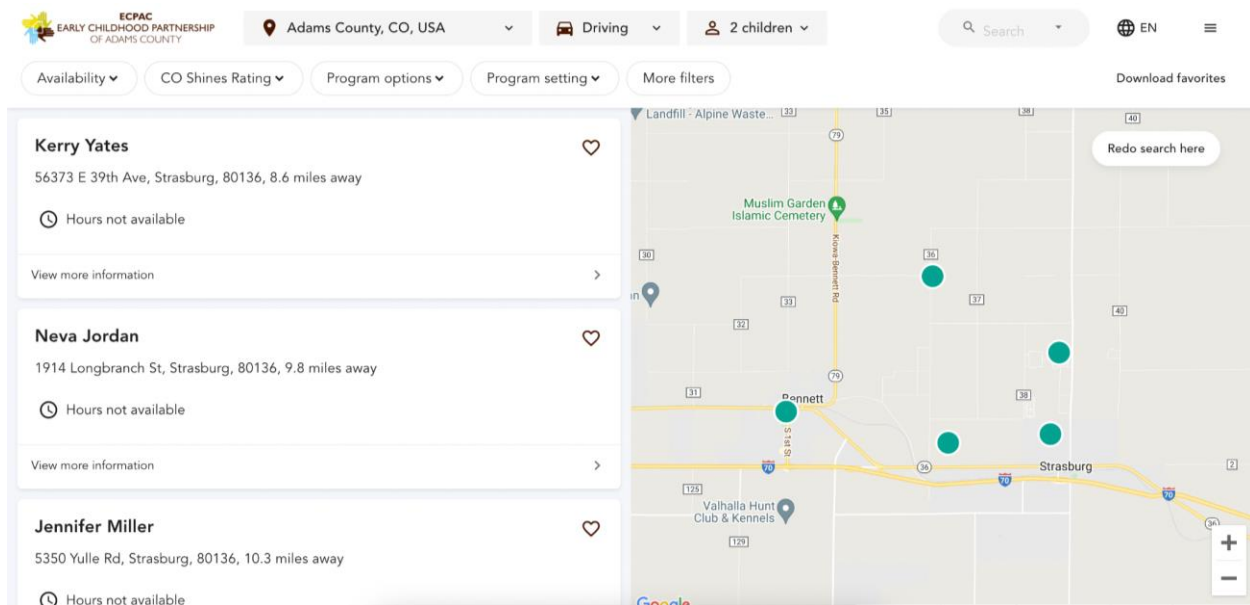
DO YOU NEED SUPPORT?
Megan Keeling
Email: megan@ecpac.org
Phone: (720) 273-5712

ECPAC
EARLY CHILDHOOD PARTNERSHIP
OF ADAMS COUNTY

The Early Childhood Partnership of Adams County (ECPAC) is excited to announce that we've partnered with BridgeCare to launch an innovative, new search tool making it easier for families to find you.

This new tool is FREE to our Adams County Providers will allow you to share your openings, pricing, program highlights and staff information with families searching for care. Your availability information will also be shared with Colorado Shines so that the call center can accurately refer families to locations that have available openings. We understand that your availability fluctuates. Whether you're at capacity or have several openings, this information will be shown to families so that they know whether to contact you.

If you are a licensed child care, preschool, before/after school care, school-aged program (including summer camps), you can create your FREE profile! Your profile has already been started with public information from the state, however you can go in and add more detail for families to find you based on their needs!

WHERE FAMILIES WILL SEARCH (Beginning April 2022):
https://www.childcare-adamsco.org

Families will begin searching for care on **April 1, 2022**, please review & update your FREE provider profile!

Need help? Watch the "Setting up Your Profile" tutorial video below;

Training Tutorial Recording:
https://us06web.zoom.us/rec/share/QTFOsmS-OcoCLO_C6_5W0XdzO3Qg3DkBoM2Amt5Z6eP9FqdnNBkqGxrvtQ3u8d-y.E-fSfxHodkUflEwE

Access Passcode: s7#6c3@j

HOW TO GET STARTED AS A PROVIDER
1. Go to https://providers.childcare-adamsco.org
2. Log-in with your email address that is associated with your license that is registered with the State of Colorado.
3. Check your email. You will receive an email that says "You are receiving this email because your public profile has already been started. It should only take a few minutes to review and complete." Click the **Button**: "Click to Log In!"
   a. If you are logging in using an email that is not registered under your license, you will not be able to log-in. We will then reach out to approve the request based on if the individual is linked to an active provider license in Adams County.

## ONCE YOU ARE LOGGED IN, REVIEW AND EDIT YOUR PROFILE
On Your Home Page there are 3 tabs on the top of the page;
1. **Locations Tab-** This is where you can Edit your Profile or there is also a quick button to Update your Availability. If you are using an email that is not associated with your licensing, you will Click the Add location button and we will have to verify that you are associated with the license and then will authorize approval.
2. **Interested Tab-** It will show families that have expressed interest in your program through the website. If you have an opening, you can go to this section to find who was interested and send them an email with your availability. This is the section if you would like to create a waitlist list. Once someone is showing up as interested, you can choose to set them up on your waitlist, their priority number and other details. Currently, you can only add families that have expressed interest through this platform to your waitlist.
3. **Settings Tab-** You can add additional people from your staff to also edit this profile (for instance your assistant director, office admin, or other support).

3 STEPS TO COMPLETE YOUR PROFILE

1. **On the Locations Tab: Click the "Edit Profile" button and confirm your information and view your public profile.**
    -Profiles with complete information perform better than those without. Take a quick look to ensure everything looks correct, then edit your profile.
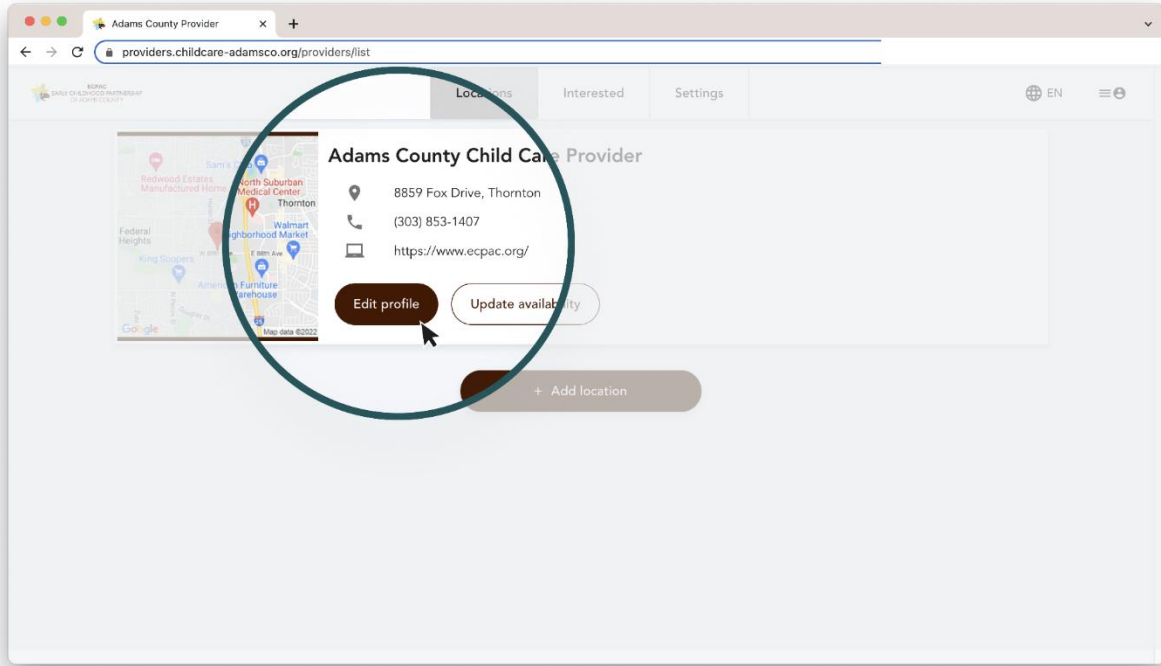
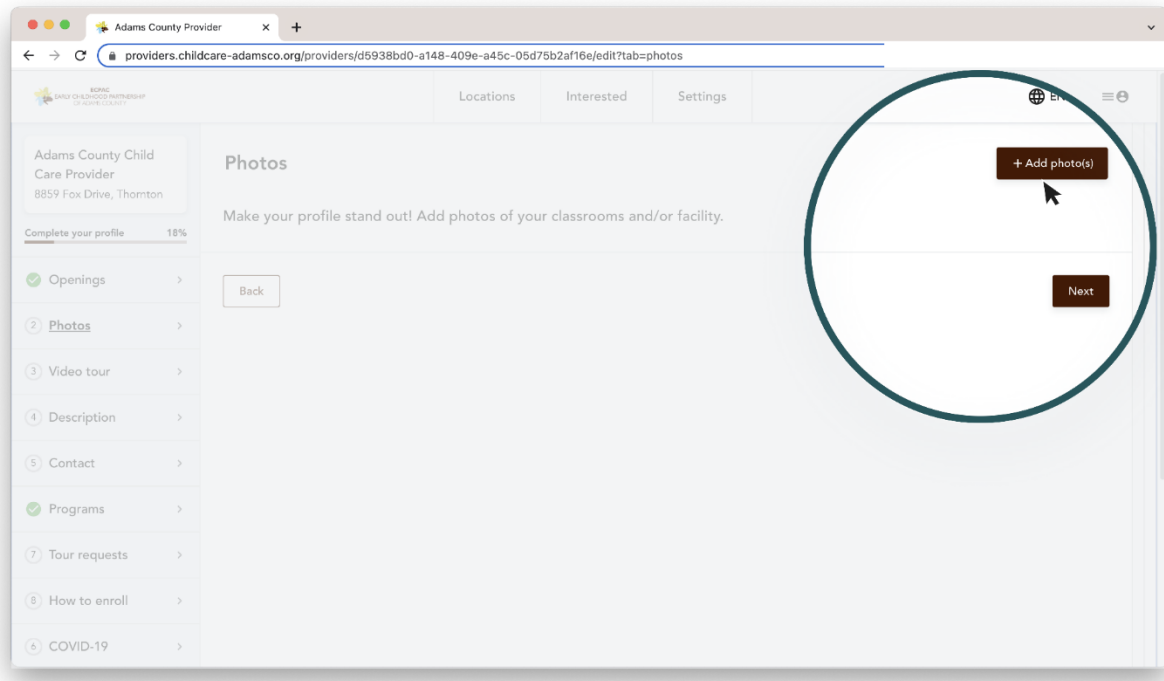

2. **Update your openings/availability**: Updating your openings by age group is a vital step in helping families find you and fill your openings quickly.
    -Continue to update # of openings, date available, and for which program (age group).
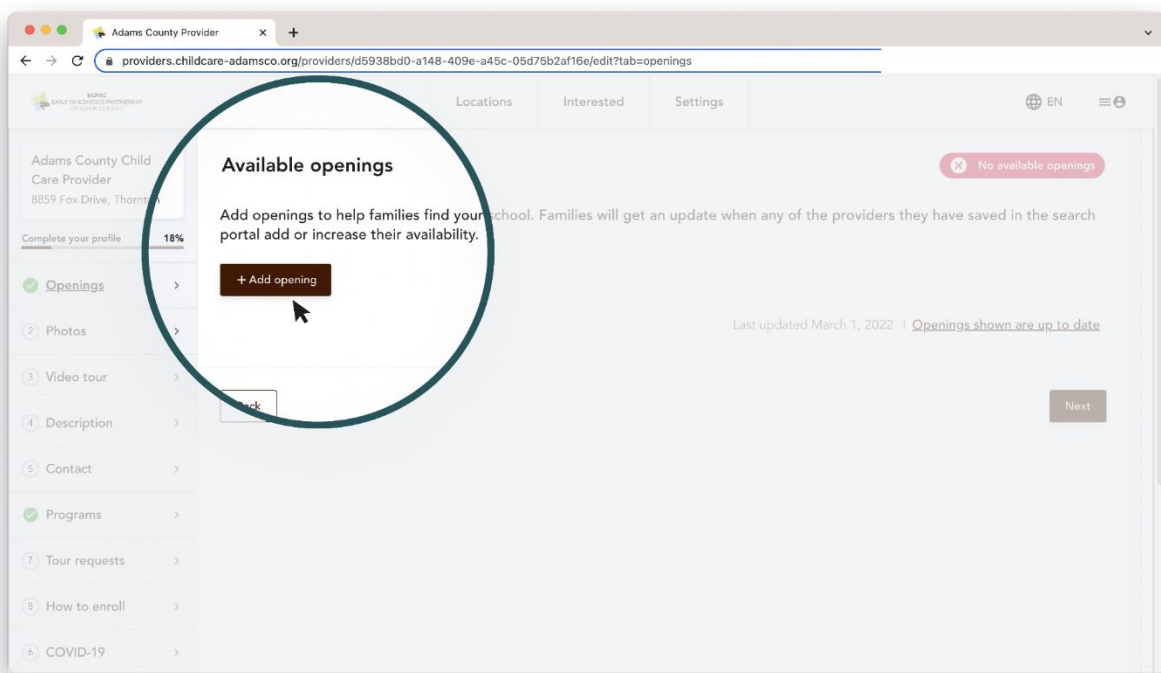
3. **Add photos:** Increase engagement by adding photos of your facility and community. It's an easy step and makes your program stand out.

3. Continued…. Continue to edit your profile by checking off the additional filter tabs on the left-hand side of the screen (These are all optional, but will make your profile more detailed for a family searching for care);

    a. Video tour- If you went through a virtual Colorado Shines Rating, save time and update this video here!

    b. Description- If you have a description in Colorado Shines this is prepopulated.

    c. Contact- You can change your contact information. Families will have the option to send you a message through this platform. It will automatically go to your email.

    d. Programs- This will default to the ages you are licensed for, however you will have an option to edit and add a more detailed program (such as Before School or After School Care or a Summer Camp program).

    e. Tour Requests- You do not have to allow this option, but you can choose to enable families to request a tour. You can set the time a family can request a tour/tour length. The tour time will not be booked. You will receive an email that the family requested the tour time. You will then contact the family to confirm and book the tour. If you are having an Open House you can add this date/time here as well.

    f. How to Enroll- You can list your website or add your Enrollment Packet or you can add a sentence that says "Call ***-***-**** if you are interested in enrolling."

    g. Covid-19- Update what you have been doing to inform families.

h. Hours of Operation- Edit or check that your operating status is accurate. You can then add hours you are open or specific notes (for instance you are open every other Saturday for a drop-in program or you will be closed for a month in the summer).

i. Financial Programs- You can list if you offer subsidies or want to leave additional financial discount options such as if you offer sibling discount or military discount.

j. Highlights- This is the "cherry on top" of your profile where you can prepopulate all information that families can filter programs by in "More Filters" on the search page;
    i. Meals
    ii. Curriculum
    iii. School Age or Summer Programing
    iv. Immersion Language Programs
    v. Spoken Languages by staff members
    vi. Supports provided for those that are requesting special care
    vii. Potty Training
    viii. Parent Involvement
    ix. Transportation
    x. Additional information- i.e. You offer a movie night each month.

k. Staff members- It is great to put a face to a name and adding a short bio to share who is providing the care. It will make your profile more personal.

l. Licensing- This section is locked, but you can view all the information that was provided to ECPAC through the State Licensing. If anything needs to be updated, reach out to your Licensing Specialist or coloradoofficeofearlychildhood.org.

ADDITIONAL FAQ'S FOR PROVIDERS

1. **What should I do if I can't get it to work on my computer or phone?**
   Ensure you are using the email address associated with your license. Your profile is created from information you provided to The Colorado Office of Early Childhood (same information in Colorado Shines/QRIS).

   For assistance with this site, please email info@ecpac.org or call 303-428-2929.

2. **Can I designate another staff person to update our profile?**
   Yes. If you'd like to change who this is to another support staff person, please email info@ecpac.org or call 303-428-2929 and we can change that for you.

3. **How are providers listed?**
   When parents complete a search, providers are listed by distance starting with the location closest to the address someone used for the search.

4. **I'm a provider and my information is incorrect, what do I do?**
   Some fields are not editable, as it is prefilled with information from your licensing profile in Colorado Shines. If a field is not editable but incorrect, please reach out to your Child Care Licensing Specialist.

   For other help with updating your profile, please email info@ecpac.org or call 303-428-2929.

5. **I now serve an age group of children not listed in my profile and cannot add it.**
   Please login to your Colorado Shines profile and update the "ages served" fields. This will then update your profile here within one week.

6. **How does this benefit me as an early care and education provider?**
   a. Allows parents to see your availability in real time.
   b. It is a marketing tool to share your program information with potential parents.
   c. Search capabilities work great for multiple addresses or along a commuter route for parents.

7. **I already have a website that provides this information; is there a way to connect the two?**
   Right now, there is no way to share information between your website and the tool. There is a section which allows you to link to your website for additional information for families.

8. **How often should I update my availability?**
   We will reach out weekly with an email reminder, you can then elect to continue receiving email or text reminders (from +1 (412) 685-3422) going forward. We suggest you update your openings/availability as spots open/close so that you avoid getting phone calls when you are full and can fill vacant spots faster!

9. **I am interested in learning about financial opportunities for my child care program?**
   For more information please email info@ecpac.org or call 303-428-2929.

10. **I am interested in learning more about the benefits of the Colorado Child Care**
    Assistance Program, who can I contact?
    Adams County Human Services Center
    11860 Pecos St., Westminster, CO 80234
    AdamsCCAPParticipants@adcogov.org
    720-523-2201