

Family Child Care Toolkit

Business Basics and Professionalism

BAS Scale Program Assessment
 Building Business Credit
 Earning Respect and Elevating Professionalism in Your Family Child Care Business Guide
 How to Create a Profit & Loss Statement
 Monthly Attendance, Fees and Meal Log
 Monthly Expense Report Log Template
 Monthly Management & Retirement
 NAFCC National Accreditation
 Record Keeping & Tax Tips
 Recordkeeping for Family Child Care Businesses
 Sample Family Child Care Provider Contract

Classroom & Activities

Teacher Communication Journal
 Challenging Behavior Resources and Guides
 Daily Schedule Sample / Template
 Classroom Materials (FCCERS-R)
 Early Literacy Tips & Tools
 Developmentally Appropriate Practice

Emergency Readiness

Emergency Preparedness Checklists
 Fire Drill Log, Policy, Forms
 Emergency Preparedness Resources
 Virtual Lab: Preparing for Emergencies

Family Engagement

Community Bulletin Board
 Family Handbook
 Family Handouts

Health & Safety

Daily Safety Checklist - Indoor / Outdoor
 Developmental Milestones
 Food Allergies
 Handwashing Poster
 Safe Family Child Care Environments

Human Resources

Federal Tax Withholding
 Reporting Income Paid to Employees
 Staffing

Marketing

Key Marketing Tips for Family Child Care Providers
 Email Marketing Tips
 Business of Marketing FCC – Marketing Basics Video

Family Child Care Toolkit (Cont.)

Meals and Nutrition

Child / Infant Meal Patterns
 Recipes and Cookbooks
 CACFP Reimbursement Rates
 Family Style Dining
 Feeding Picky Eaters
 Food Allergies / Safety

Regulations

Federal Regulations
 State Regulations

Tax Tips

Basic Deductions to Lower Your Taxes
 Business Use of Your Home Guide
 Calculating Business Use Worksheet
 Monthly Meals Log
 How to Find/Choose a Tax Preparer

Training & PD

ProSolutions
 Virtual Lab School for Family Child Care Businesses

Engaging Families

Cultural Responsiveness Resources
 Family Conference: Invitation, Guide, Forms

In the Classroom

Curriculum Resources & Lesson Plans
 Literacy Activities
 Physical Activity Resources

Saving Money

Child products and supplies – 20%
 Docs by Phone- 65%
 Office supplies – 12%-45%

Successful Program Management

Financial Management

Best Practice for Maximizing Fee Collection guide
 Considerations in Setting Tuition Rates Guide
 Enrollment Analysis Sample and Template
 Enrollment Log Sample and Template
 Fee Collection Evaluation
 Financial Management Forms /Policies/Templates
 Having Difficult Conversations with Families About Money
 Survey of Key Competitors Research Form
 Tuition Increase Notification Letter Template
 Tuition Reminder Letter Template

Successful Program Management (Cont.)

Forms, Policies & Templates

Child Care Expense Statement for Taxes
 Emergency Contact Information
 Enrollment Agreement

Head Start

Early Head Start/Child Care Partnership

Nutrition, Health & Safety

Food & Nutrition

CACFP Income Eligibility Guidelines
 Food Buying Guide Calculator
 Healthy Celebrations Policy
 Healthy Snack Alternatives for Celebrations

Health

Exposure to Communicable Disease Notification
 Health Policy Reminder Letter
 Immunization Schedules
 Integrated Pest Management

Safety

CFOC Health and Safety Standards
 Cleaning and Chemical Safety
 Crib Safety Guidance / Standards
 Emergency Plan Template
 Poison Prevention Tipsheets
 Poisonous Plants

Posters

Diapering
 Hand Washing
 Know Your Poison Center's Number
 Lyme Disease Prevention
 Nut Free Zone
 Weather Watch

Log In: www.ProviderResourceHub.org

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