

Engaging Families

Community Bulletin Board - Center
 Cultural Responsiveness Resources
 Family Conference: Invitation, Guide, Forms
 Family Handbook
 Family Handouts: Child Development, Health, Nutrition
 & Fitness and Social & Emotional
 Family Survey
 IEP Resources, Templates and Tools
 Parenting & Meaningful Interactions

In the Classroom

Classroom Materials (ECERS-R)
 Curriculum Resources & Lesson Plans
 Emotional Regulation
 Literacy Activities
 PAS Scale Program Assessment
 Physical Activity Resources
 Teacher Resources on dealing with Challenging Times

Saving Money

Child products and supplies – 20%
 Docs by Phone & Mental Health Support- 65%
 Food and food service supplies – 10%-30%
 Office supplies – 12%-45%
 Payroll processing / other HR services – 25%-30%

Successful Program Management

Becoming an HR Expert

Discipline and Termination
 Employee Handbook
 Employee Orientation Toolkit
 HR Hotline
 Interview Guides
 Job Descriptions
 Payroll Resources and Guides
 Performance Appraisals
 Showcase Your Compensation & Benefits
 Workplace Culture
 Workplace Safety

Business & Strategic Planning

Simplified Business Plan Outline

Business Insurance

Compliance & Quality

Federal Regulations
 National Accreditation
 Occupational Health and Safety Standards
 State Regulations

Successful Program Management (cont.)

Financial Management

10 Things Successful Directors Do
 Best Practice for Maximizing Fee Collection Guide
 Business Credit Guides
 Calculating the Cost per Child Guide
 Considerations in Setting Tuition Rates Guide
 Essential Tips for Managing Your Waitlist
 Enrollment Analysis Sample and Template
 Enrollment Log Sample and Template
 Fee Collection Evaluation
 Financial Management Forms / Policies/ Templates
 Financial Terms Glossary
 Having Difficult Conversations with Families About Money
 Sample Chart of Accounts – Balance Sheet
 Sample Chart of Accounts – Profit & Loss
 Survey of Key Competitors Research Form
 Tuition Increase Notification Letter Template
 Tuition Reminder Letter Template

Forms, Policies & Templates

Board Forms, Policies, and Templates
 Child Care Expense Statement for Taxes
 Care Plan for Children with Special Needs
 Emergency Contact Information
 Enrollment Agreement
 Event Permission Form / Headcount Form
 Fire Drill Log, Policy, Forms
 Staff Meeting Record Form
 Transfer of Records Form
 Transportation Permission Form

Head Start

Early Head Start/Child Care Partnership

Marketing Your Program

Brochure Template
 Email Marketing Tips
 Marketing Plan Toolkit

Nutrition, Health & Safety

Food & Nutrition

CACFP Income Eligibility Guidelines
 CACFP Reimbursement Rates
 Child / Infant Meal Patterns
 Family Style Dining
 Feeding Picky Eaters

Successful Program Management (cont.)

Nutrition, Health & Safety (cont.)

Healthy Celebrations Policy
 Healthy Snack Alternatives for Celebrations
 Healthy Menus and Recipes

Health

Asthma Action Plan
 Exposure to Communicable Disease Notification
 Green Cleaning
 Health and Safety Checklist
 Health Policy Reminder Letter
 Immunization Schedules
 Influenza Prevention Resources
 Integrated Pest Management
 Lead Testing & Prevention
 RSV: When It's More Than Just a Cold

Safety

CFOC Health and Safety Standards
 Crib Safety Guidance / Standards
 Daily Safety Checklist – CCC Indoor / Outdoor
 Emergency Plan Template
 Emergency Preparedness Checklists
 Food Allergies / Safety
 Poison Prevention Tip sheets
 Poisonous Plants

Posters

Diapering
 Hand Washing
 Know Your Poison Center's Number
 No Cell Phone
 Nut Free Zone
 Weather Watch

Training and Professional Development

Better Kid Care Vodcasts
 Business Building Blocks Webinar Recordings
 Professional Development Online Courses

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