

**Family Child Care Reference Sheet**

Questions: TheTeam@KYSharedServices.org
Telephone: 502.636.1358

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| Family Child CareToolkit |
| **Business Basics and Professionalism** |
| BAS Scale Program Assessment |
| Building Business Credit |
| [Earning Respect and Elevating Professionalism in Your Family Child Care Business](file:///C%3A%5CUsers%5Cjwolk%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.MSO%5CEarning%20Respect%20and%20Professionalism%20for%20your%20Family%20child%20Care%20Business.pdf) Guide |
| How to Create a Profit & Loss Statement |
| [Monthly Attendance, Fees and Meal Log](file:///C%3A%5CUsers%5Cjwolk%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.MSO%5CMonthly%20Attendance%20and%20Payment%20Log.xlsx)  |
| Monthly Expense Report Log TemplateMonthly Management & Retirement  |
| NAFCC National AccreditationRecord Keeping & Tax Tips |
| Recordkeeping for Family Child Care Businesses |
| Sample Family Child Care Provider Contract |
| **Classroom & Activities** |
| Teacher Communication JournalChallenging 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 TipsBusiness 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](file:///C%3A%5CUsers%5Cjwolk%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.MSO%5CMonthly%20Meals%20Log.pdf)  |
| 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/TemplatesHaving Difficult Conversations with Families About MoneySurvey of Key Competitors Research FormTuition Increase Notification Letter TemplateTuition Reminder Letter Template |
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| 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 NumberLyme Disease Prevention |
| Nut Free Zone |
| Weather Watch |

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