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**Child Care Center Reference Sheet**

Questions: TheTeam@KYSharedServices.org  
Telephone: 502.636.1358

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| 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  Log In: www.KYSharedServices.org  Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |