

**Child Care Center Reference Sheet**

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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 ToolsParenting & Meaningful Interactions |
| In the Classroom |
| Classroom Materials (ECERS-R) |
| Curriculum Resources & Lesson Plans |
| Emotional RegulationLiteracy ActivitiesPAS Scale Program AssessmentPhysical Activity ResourcesTeacher 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 AppraisalsShowcase Your Compensation & BenefitsWorkplace CultureWorkplace Safety |
| **Business & Strategic Planning** |
| Simplified Business Plan Outline |
| **Business Insurance** |
| **Compliance & Quality** |
| Federal Regulations |
| National AccreditationOccupational Health and Safety Standards |
| State Regulations |
| Successful Program Management (cont.) |
| **Financial Management** |
| 10 Things Successful Directors DoBest Practice for Maximizing Fee Collection Guide |
| Business Credit Guides |
| Calculating the Cost per Child GuideConsiderations in Setting Tuition Rates GuideEssential Tips for Managing Your Waitlist |
| Enrollment Analysis Sample and Template |
| Enrollment Log Sample and Template |
| Fee Collection Evaluation |
| Financial Management Forms / Policies/ TemplatesFinancial 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 TaxesCare Plan for Children with Special Needs |
| Emergency Contact Information  |
| Enrollment Agreement |
| Event Permission Form / Headcount FormFire 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 TemplateEmail 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 PolicyHealthy Snack Alternatives for CelebrationsHealthy 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 & PreventionRSV: 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 VodcastsBusiness Building Blocks Webinar Recordings Professional Development Online Courses Log In: www.KYSharedServices.orgUsername: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |