

Engaging Families

- Community Bulletin Board - Center
- Cultural Responsiveness Resources
- Family Conference: Invitation, Guide, Forms
- Family Handbook
- Family Handouts
- 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 - Dealing w/ 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

- Becoming an Employer of Choice
- 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 (Where People Want to Stay)
- Workplace Safety

Business & Strategic Planning

- Simplified Business Plan Outline

Business Insurance

Compliance & Quality

- Federal & State Regulations
- National Accreditation
- Occupational Health and Safety Tools & Resources

Successful Program Management (continued...)

Financial Management

- 10 Things Successful Directors Do
- Best Practice for Maximizing Fee Collection Guide
- Building Business Credit Tools & Guides
- Budget Planning Templates
- Calculating the Cost per Child Guide
- Considerations in Setting Tuition Rates Guide
- Essential Tips for Managing Your Waitlist
- Enrollment Analysis Samples and Templates
- Fee Collection Best Practices & Evaluation
- Financial Management Forms / Policies/ Templates
- Financial Terms Glossary
- Having Difficult Conversations with Families About Money
- Sample Chart of Accounts
- Tuition Increase Notification Letter Template
- Tuition Reminder Letter Template
- Why & How to Track Enrollment

Forms, Policies & Templates

- Board Forms, Policies, Templates & Guides
- 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
- Survey of Key Competitors Research Form

Nutrition, Health & Safety

Food & Nutrition

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

Successful Program Management (continued...)

Nutrition, Health & Safety (continued...)

Food & Nutrition (continued...)

- 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 Indoors / Outdoors
- Emergency Plan Template
- Emergency Preparedness Checklists
- Playground 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

- Video Guidance
- Cultural Understanding
- Family Support
- Supervision & more

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