

### Engaging Families

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

### In the Classroom

Classroom Materials (ECERS-R)  
Curriculum Resources & Lesson Plans  
Daily Reports – Infant / Toddler / Pre-K  
Daily Schedule Sample / Template  
Literacy Activities  
PAS Scale Program Assessment  
Physical Activity Resources

### Saving Money

Child products and supplies – 20%  
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 Forms / Policies / Templates  
Interview Guides  
Job Descriptions  
Payroll Resources and Guides  
Performance Appraisals

#### Board

Board Member Responsibilities Training  
Board Job Descriptions

#### Business & Strategic Planning

Simplified Business Plan Outline

#### Business Insurance

#### Compliance & Quality

Federal Regulations  
Head Start  
National Accreditation  
Occupational Health and Safety Standards  
State Regulations

### Successful Program Management (cont.)

#### Financial Management

Best Practice for Maximizing Fee Collection Guide  
Business Credit Guides  
Calculating the Cost per Child Guide  
Center Based Annual Budget Template  
Child Care Center Cash Flow Projection Worksheet  
Considerations in Setting Tuition Rates Guide  
Cost Analysis and Breakeven Worksheet  
Enrollment Analysis Sample and Template  
Enrollment log Sample and Template  
Fee Collection Evaluation  
Financial Management Forms / Policies/ Templates  
Financial Terms Glossary  
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

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

#### Head Start

Early Head Start/Child Care Partnership

#### Marketing Your Program

Email Marketing Tips  
25 Ways to Market Your Program  
Brochure Template

#### Nutrition, Health & Safety

##### Food & Nutrition

CACFP Income Eligibility Guidelines  
CACFP Reimbursement Rates  
Child / Infant Meal Patterns  
Family Style Dining  
Feeding Picky Eaters  
Healthy Celebrations Policy  
Healthy Snack Alternatives for Celebrations  
Healthy Menus and Recipes

### Successful Program Management (cont.)

#### Nutrition, Health & Safety (cont.)

##### 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

##### Safety

CFOC Health and Safety Standards  
Childcare Hazard Training  
Crib Safety Guidance / Standards  
Daily Safety Checklist – CCC Indoor / Outdoor  
Emergency Plan Template  
Emergency Preparedness Checklists  
Food Allergies / Safety  
Poison Prevention Tipsheets  
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  
Early Educator Central  
FEMA Childcare Hazard Training  
Hand Washing Training  
Professional Development Online Courses

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