

**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

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