Family Child Care Toolkit

Business Basics and Professionalism
  BAS Scale Program Assessment
  Building Business Credit
  Earning Respect and Elevating Professionalism in
  Your Family Child Care Business Guide
  How to Create a Profit & Loss Statement
  Monthly Attendance, Fees and Meal Log
  Monthly Expense Report Log Template
  Monthly Management & Retirement
  NAFCC National Accreditation
  Record Keeping & Tax Tips
  Recordkeeping for Family Child Care Businesses
  Sample Family Child Care Provider Contract

Classroom & Activities
  Teacher Communication Journal
  Challenging Behavior Resources and Guides
  Daily Schedule Sample / Template
  Classroom Materials (FCCERS-R)
  Early Literacy Tips & Tools
  Developmentally Appropriate Practice

Emergency Readiness
  Emergency Preparedness Checklists
  Fire Drill Log, Policy, Forms
  Emergency Preparedness Resources
  Virtual Lab: Preparing for Emergencies

Family Engagement
  Community Bulletin Board
  Family Handbook
  Family Handouts

Health & Safety
  Daily Safety Checklist - Indoor / Outdoor
  Developmental Milestones
  Food Allergies
  Handwashing Poster
  Safe Family Child Care Environments

Human Resources
  Federal Tax Withholding
  Reporting Income Paid to Employees
  Staffing

Marketing
  Key Marketing Tips for Family Child Care Providers
  Email Marketing Tips
  Business of Marketing FCC – Marketing Basics Video

Family Child Care Toolkit (Cont.)

Meals and Nutrition
  Child / Infant Meal Patterns
  Recipes and Cookbooks
  CACFP Reimbursement Rates
  Family Style Dining
  Feeding Picky Eaters
  Food Allergies / Safety

Regulations
  Federal Regulations
  State Regulations

Tax Tips
  Basic Deductions to Lower Your Taxes
  Business Use of Your Home Guide
  Calculating Business Use Worksheet
  Monthly Meals Log
  How to Find/Choose a Tax Preparer

Training & PD
  ProSolutions
  Virtual Lab School for Family Child Care Businesses

Engaging Families
  Cultural Responsiveness Resources
  Family Conference: Invitation, Guide, Forms

In the Classroom
  Curriculum Resources & Lesson Plans
  Literacy Activities
  Physical Activity Resources

Saving Money
  Child products and supplies – 20%
  Docs by Phone- 65%
  Office supplies – 12%-45%

Successful Program Management

Financial Management
  Best Practice for Maximizing Fee Collection guide
  Considerations in Setting Tuition Rates Guide
  Enrollment Analysis Sample and Template
  Enrollment Log Sample and Template
  Fee Collection Evaluation
  Financial Management Forms /Policies/Templates
  Having Difficult Conversations with Families About Money
  Survey of Key Competitors Research Form
  Tuition Increase Notification Letter Template
  Tuition Reminder Letter Template

Successful Program Management (Cont.)

Forms, Policies & Templates
  Child Care Expense Statement for Taxes
  Emergency Contact Information
  Enrollment Agreement

Head Start
  Early Head Start/Child Care Partnership

Nutrition, Health & Safety
  Food & Nutrition
    CACFP Income Eligibility Guidelines
    Food Buying Guide Calculator
    Healthy Celebrations Policy
    Healthy Snack Alternatives for Celebrations
  Health
    Exposure to Communicable Disease Notification
    Health Policy Reminder Letter
    Immunization Schedules
    Integrated Pest Management
  Safety
    CFOC Health and Safety Standards
    Cleaning and Chemical Safety
    Crib Safety Guidance / Standards
    Emergency Plan Template
    Poison Prevention Tipsheets
    Poisonous Plants

Posters
  Diapering
  Hand Washing
  Know Your Poison Center's Number
  Lyme Disease Prevention
  Nut Free Zone
  Weather Watch

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