Early Care Share West Virginia	**Child Care Center Reference Sheet** Questions: TheTeam@EarlyCareShareWV.org Telephone: 304.529.7603 x431

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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