

#### Family Child Care Toolkit

##### **Business Basics and Professionalism**

- Annual Budget Template
- BAS Scale Program Assessment
- Cash Flow Projection Worksheet
- Earning Respect and Elevating Professionalism in Your Family Child Care Business Guide
- Financial Terms Glossary
- Monthly Attendance, Fees and Meal Log
- Monthly Expense Report Log Template
- NAFCC National Accreditation
- Recordkeeping for Family Child Care Businesses
- Sample Family Child Care Provider Contract

##### **Classroom & Activities**

- Family/ 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 Training and Poster
- Posters

- Safe Family Child Care Environments

##### **Human Resources**

- Federal Tax Withholding
- Reporting Income Paid to Employees
- Staffing

##### **Marketing**

- 25 Ways to Market Your Program
- Email Marketing Tips
- Understanding Facebook Basics

#### 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
- Sample FCC Profit and Loss Statement

##### **Training & PD**

- Early Educator Central
- 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%
- Food and food service supplies - 10%-30%
- Payroll processing / other HR services - 25%-30%
- Office supplies - 12%-45%

##### **Successful Program Management**

##### **Compliance & Quality**

- Child Care Development Block Grant
- Occupational Health and Safety Standards

##### **Financial Management**

- Best Practice for Maximizing Fee Collection guide
- Calculating the Cost per Child 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

#### Successful Program Management (Cont.)

- 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**

- 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
- Childcare Hazard Training
- Crib Safety Guidance / Standards
- Emergency Plan Template
- Poison Prevention Tipsheets
- Poisonous Plants

##### **Posters**

- Diapering
- Hand Washing
- Know Your Poison Center's Number
- Nut Free Zone
- Weather Watch

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