

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
Handwashing
Know Your Poison Center's Number
Nut Free Zone
Weather Watch

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