



BRINGS YOU
SharedSourceECNY.org

CHILD CARE CENTER REFERENCE SHEET

Questions: TheTeam@SharedSourceECNY.org

Telephone: 518.867.3517

SAVINGS

Child products & supplies: 20%
Food & service supplies: 10-30%
Insurance; Workman's Compensation
Office supplies: 25-30%
Payroll & other HR services: 25-30%
Professional Development Online Courses: 10%

CLASSROOM

PAS Scale Program Assessment
Classroom Materials - ECERS-3
Curriculum Resources
Daily Reports – Infant/ Toddler/ Pre-K
Daily Schedule Sample / Template
Family/ Teacher Communication Journal
Physical Activity Resources

FAMILY ENGAGEMENT

Community Bulletin Board - Center
Family Handbook – Center-Based
Family Handouts: Child Development, Education,
Environment, Health, Nutrition and Fitness, & Safety
Family Conference: Invitation, Guide, Forms

HR

Forms
Employee Handbook
Employee Orientation Toolkit
Discipline and Termination
Interview Guides
Job Descriptions
Performance Appraisals

MARKETING

Email Marketing Tips
25 Ways to Market Your Program
Brochure Template

PROGRAM ADMIN

Business Operations

Center Based Annual Budget Template
Business Insurance
Risk Management
Strategic Planning
Child Care Center Cash Flow Projection Worksheet
Financial Terms Glossary
Simplified Business Plan Outline

Child and Adult Care Food Program

Food Research and Action Center CACFP Factsheet
CACFP Reimbursement Rates
CACFP Income Eligibility Guidelines
Food Buying Guide Calculator
Child / Infant Meal Patterns
Meal Pattern

Food & Nutrition

Family Style Dining
Food Allergies / Safety
Recipes and Cookbooks
Menu Planning Guide
Increasing Access to Drinking Water Guide

Forms

Child Care Expense Statement for Taxes
Emergency Contact Information
Enrollment Agreement
Event Permission Form / Headcount Form
Staff Meeting Record Form
Transfer Record Form
Transportation Permission Form

Health

Health Policy Reminder Letter
Caring for Our Children Health and Safety Standards
Exposure to Communicable Disease Notification

PROGRAM ADMIN (CONT.)

Immunization Schedules
Integrated Pest Management
Policies / Procedures
Posters
Know Your Poison Center's Number
Weather Watch
Hand Washing
Diapering
Safety
Childcare Hazard Training
Fire Drill Log, Policy, Forms
Poisonous Plants
Poison Prevention Tipsheets
Crib Safety Guidance / Standards
Daily Safety Checklist – CCC Indoor / Outdoor

REGULATIONS

Federal Regulations

Occupational Health and Safety Standards
Child Care Development Block Grant
State by State CCDBG Program Data

Head Start

Head Start/ Early Head Start/Child Care Partnership

TRAINING

Better Kid Care Vodcasts
Early Educator Central
FEMA Childcare Hazard Training
Handwashing Training
Professional Development Online Courses

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