



BRINGS YOU  
SharedSourceECNY.org

## FAMILY CHILD CARE REFERENCE SHEET

Questions: [TheTeam@SharedSourceECNY.org](mailto: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

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

### FAMILY ENGAGEMENT

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

### HR

Forms  
Employee Handbook  
Discipline and Termination

### MARKETING

Email Marketing Tips  
25 Ways to Market Your Program  
Brochure Template

### PROGRAM ADMIN

#### Business Operations

FCCH Annual Budget Template  
FCCH Cash Flow Projection Worksheet  
Financial Terms Glossary  
Simplified Business Plan Outline for FCCH

#### Child and Adult Care Food Program

Food Research and Action Center CACFP Factsheet  
USDA Resource for FCCH  
CACFP Reimbursement Rates for FCCH  
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 for FCCH  
Menu Planning Guide  
Increasing Access to Drinking Water Guide

#### Forms

Child Care Expense Statement for Taxes  
Emergency Contact Information  
Enrollment Agreement  
Family Notification of Substitute Letter - FCCH

#### Health

Health Policy Reminder Letter  
Caring for Our Children Health and Safety Standards  
Exposure to Communicable Disease Notification  
Immunization Schedules  
Integrated Pest Management

### PROGRAM ADMIN (CONT.)

#### 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 – FCCH 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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