



Virginia Shared Services Network

Shared Resources for Quality Child Care



FAMILY CHILD CARE REFERENCE SHEET

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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
- Hand Washing
- Know Your Poison Center's Number
- Lyme Disease Prevention
- Nut Free Zone
- Weather Watch

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