

### 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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