



# Palmetto Shared Services Alliance

## CHILD CARE CENTER REFERENCE SHEET

Questions: [Shelley@PalmettoServices.org](mailto:Shelley@PalmettoServices.org)

Telephone: 864.248.4757

### Engaging Families

- Community Bulletin Board - Center
- Cultural Responsiveness Resources
- Family Conference: Invitation, Guide, Forms
- Family Handbook
- Family Handouts: Child Development, Health, Nutrition & Fitness and Social & Emotional
- Family Survey
- IEP Resources, Templates and Tools
- Parenting & Meaningful Interactions

### In the Classroom

- Classroom Materials (ECERS-R)
- Curriculum Resources & Lesson Plans
- Emotional Regulation
- Literacy Activities
- PAS Scale Program Assessment
- Physical Activity Resources
- Teacher Resources on dealing with Challenging Times

### Saving Money

- Child products and supplies – 20%
- Docs by Phone & Mental Health Support- 65%
- Food and food service supplies – 10%-30%
- Office supplies – 12%-45%
- Payroll processing / other HR services – 25%-30%

### Successful Program Management

#### Becoming an HR Expert

- Discipline and Termination
- Employee Handbook
- Employee Orientation Toolkit
- HR Hotline
- Interview Guides
- Job Descriptions
- Payroll Resources and Guides
- Performance Appraisals
- Showcase Your Compensation & Benefits
- Workplace Culture
- Workplace Safety

#### Business & Strategic Planning

- Simplified Business Plan Outline

#### Business Insurance

#### Compliance & Quality

- Federal Regulations
- National Accreditation
- Occupational Health and Safety Standards
- State Regulations

### Successful Program Management (cont.)

#### Financial Management

- 10 Things Successful Directors Do
- Best Practice for Maximizing Fee Collection Guide
- Business Credit Guides
- Calculating the Cost per Child Guide
- Considerations in Setting Tuition Rates Guide
- Essential Tips for Managing Your Waitlist
- Enrollment Analysis Sample and Template
- Enrollment Log Sample and Template
- Fee Collection Evaluation
- Financial Management Forms / Policies/ Templates
- Financial Terms Glossary
- Having Difficult Conversations with Families About Money
- Sample Chart of Accounts – Balance Sheet
- Sample Chart of Accounts – Profit & Loss
- Survey of Key Competitors Research Form
- Tuition Increase Notification Letter Template
- Tuition Reminder Letter Template

#### Forms, Policies & Templates

- Board Forms, Policies, and Templates
- Child Care Expense Statement for Taxes
- Care Plan for Children with Special Needs
- Emergency Contact Information
- Enrollment Agreement
- Event Permission Form / Headcount Form
- Fire Drill Log, Policy, Forms
- Staff Meeting Record Form
- Transfer of Records Form
- Transportation Permission Form

#### Head Start

- Early Head Start/Child Care Partnership

#### Marketing Your Program

- Brochure Template
- Email Marketing Tips
- Marketing Plan Toolkit

#### Nutrition, Health & Safety

##### Food & Nutrition

- CACFP Income Eligibility Guidelines
- CACFP Reimbursement Rates
- Child / Infant Meal Patterns
- Family Style Dining
- Feeding Picky Eaters

### Successful Program Management (cont.)

#### Nutrition, Health & Safety (cont.)

- Healthy Celebrations Policy
- Healthy Snack Alternatives for Celebrations
- Healthy Menus and Recipes

#### Health

- Asthma Action Plan
- Exposure to Communicable Disease Notification
- Green Cleaning
- Health and Safety Checklist
- Health Policy Reminder Letter
- Immunization Schedules
- Influenza Prevention Resources
- Integrated Pest Management
- Lead Testing & Prevention
- RSV: When It's More Than Just a Cold

#### Safety

- CFOC Health and Safety Standards
- Crib Safety Guidance / Standards
- Daily Safety Checklist – CCC Indoor / Outdoor
- Emergency Plan Template
- Emergency Preparedness Checklists
- Food Allergies / Safety
- Poison Prevention Tip sheets
- Poisonous Plants

#### Posters

- Diapering
- Hand Washing
- Know Your Poison Center's Number
- No Cell Phone
- Nut Free Zone
- Weather Watch

#### Training and Professional Development

- Better Kid Care Vodcasts
- Business Building Blocks Webinar Recordings
- Professional Development Online Courses

Log In: [www.PalmettoSharedServices.com](http://www.PalmettoSharedServices.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_