Family Child Care Toolkit

**Business Basics and Professionalism**
- Annual Budget Template
- BAS Scale Program Assessment
- Cash Flow Projection Worksheet
- Earning Respect and Elevating Professionalism in Your Family Child Care Business Guide
- Financial Terms Glossary
- Monthly Attendance, Fees and Meal Log
- Monthly Expense Report Log Template
- NAFCC National Accreditation Recordkeeping for Family Child Care Businesses
- Sample Family Child Care Provider Contract

**Classroom & Activities**
- Family/ 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
- Virtual Lab: Preparing for Emergencies

**Family Engagement**
- Community Bulletin Board
- Family Handbook
- Family Handouts
- Virtual Lab: Preparing for Emergencies

**Health & Safety**
- Daily Safety Checklist - Indoor / Outdoor
- Developmental Milestones
- Food Allergies
- Handwashing Training and Poster
- Posters
- Safe Family Child Care Environments

**Human Resources**
- Federal Tax Withholding
- Reporting Income Paid to Employees
- Staffing

**Marketing**
- 25 Ways to Market Your Program
- Email Marketing Tips

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**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**
- Business Use of Your Home Guide
- Calculating Business Use Worksheet
- Monthly Meals Log
- Sample FCC Profit and Loss Statement

**Training & PD**
- Early Educator Central ProSolutions
- Virtual Lab School for Family Child Care Businesses

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**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%
- Food and food service supplies – 10%-30%
- Payroll processing / other HR services – 25%-30%
- Office supplies – 12%-45%

**Successful Program Management**

**Compliance & Quality**
- Child Care Development Block Grant
- Occupational Health and Safety Standards

**Financial Management**
- Best Practice for Maximizing Fee Collection guide
- Calculating the Cost per Child Guide
- Considerations in Setting Tuition Rates Guide
- Enrollment Analysis Sample and Template
- Enrollment Log Sample and Template
- Fee Collection Evaluation

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