ECE Shared Resources
NORTH CAROLINA

CHILD CARE CENTER REFERENCE SHEET
Questions: TheTeam@NCECESharedResources.org
Telephone: 704.335.9446

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

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