Resources for Child Care Centers

All Resources have been updated for 2008

Any child care program has to have dozens of different forms on hand and policies in place. Figuring out everything you need is hard enough; finding the time to track down and/or design all these documents is a tall order for anyone. That's why Child Care Resources has developed a comprehensive Center Resource Kit. Its five sections can be purchased separately or as a package, with forms and language you can customize for your program. You will save time and get it right – whether you are opening, expanding or modifying a program, or just want to improve what you're already doing.

Center Operations – Policies and Procedures $125.00
Includes forms and templates for: health; maintenance; emergency preparedness and risk management; technology; and more. These are policies and procedures you should have in place before the unexpected happens.

Fiscal Management Package $250.00
Includes templates for budget planning and wage scale development. Our new and interactive budget planning tool makes it easy to investigate nearly any scenario. Thinking of expanding? Wondering about the financial implications of a different staffing pattern? Not sure whether you have enough budgeted for the after school program? Determining the bottom line easily and accurately will help you realize your program goals. [Note: The budget planning templates can be purchased separately for $175.00. The wage scale templates can be purchased separately for $125.00.]

Family Partnerships – Parent Handbook $150.00
Includes a full suite of family enrollment forms, as well as several complete examples of parent handbooks and a template for you to use. Your parent handbook should not be an afterthought. Our varied examples will assist you in preparing or updating your own.

Human Resources – Staff Handbook $150.00
Includes examples, forms and templates for: job descriptions; the employment contract; the employee handbook; staff orientations; and performance evaluations. How you communicate your employment policies and procedures is critical to effective program management. With our help, you will be able to put together a complete employee handbook customized to fit your program.

Program Planning and Evaluation $25.00
Includes forms and templates needed for defining or refining your program's vision and mission.
What we provide you will help clarify next steps for your program and secure the support of families and staff in the process.

Complete package: $450.00, a savings of $300.00

WA State sales tax included in prices. Shipping and handling added to all orders.

Disclaimer: These templates are provided as examples only. They are intended to be a source of information and not an opinion or legal advice regarding any specific situation or policy. Child Care Resources is not providing you with legal advice. Licensing requirements and labor laws are constantly changing. Different laws and procedures may apply in different circumstances. You should always consult with your own legal advisor and licensor to comply with all local, state and government laws and requirements.