

New Jersey Shared Resources: Online Family Child Care Toolkit

January 2023



Camden & Monmouth County
Family Child Care Alliance

DFD has paid for FREE access
to an online resource hub for
all registered family child care
providers in New Jersey!



Save Time!

Put hours back in your day by using over
1,000 practical and customizable
resources including sample parent
contracts, parent handbooks, daily
schedules, literacy activities, expense
tracker templates, and more!



Save Money!

From tax tips and videos to reduce the
taxes you owe to discounts on frequently
purchased products, the online family
child care toolkit can help you save
money!

IN THIS SECTION

Family Child Care Toolkit

Business Basics & Professionalism
>

New Jersey Tax Tips

Classroom & Activities

Emergency Readiness

Family Engagement

Financial Relief for Small
Businesses

Health & Safety

Human Resources

Marketing

Meals & Nutrition

Regulations

Tax Tips

Training & PD

FAMILY CHILD CARE TOOLKIT

NEW ADDITION

Check out [Part 1](#) of the new series from the National Association of Family Child
Care, *Understanding Federal Funding: What's in it for Family Child Care*.

Business Quality = Program Quality

If you're operating a family child care home, you are operating a business. While it
can be difficult to juggle all the different aspects of both running a business and
caring for children, having access to essential resources at your fingertips can be a
time and lifesaver.

This section compiles knowledge, templates, tools and resources from a multitude
of early childhood experts and organizations that demonstrate best practices in the
operation of a family child care business. You'll find a variety of tools, templates and
resources to support your business both administratively and programmatically.

The knowledge and resources come from respected experts in the field, including:

- Tom Copeland
- National Association of Family Child Care
- Small Business Administration
- First Children's Finance
- Child Care Aware
- FEMA
- Save the Children
- USDA Food & Nutrition Service
- USDA Child and Adult Care Food program

Online Family Child Care Toolkit – "It's child care-in-a-box" to make the life of family child care providers easier! Sample Resources

- ✓ Family Handbook - Home-based ([English](#)) ([Spanish](#)) (Use "as is" or edit to make it your own)
- ✓ Family Child Care Provider Contract (Sample) ([English](#)) ([Spanish](#)) (Use "as is" or edit to make it your own)
- ✓ Check out the [Tax Tips](#) page (Get prepared before tax returns are due)
- ✓ [Daily Schedules](#) (Use this resource as food for thought)
- ✓ Check out the [marketing page](#) for free marketing strategies!
- ✓ Check out the [meals & nutrition](#) page for recipes and food ideas!
- ✓ Check out the [literacy page](#) for preliteracy and story activities!
- ✓ Check out the [learning activities page](#) for practical tools to help with everything from routines and schedules,
building warm & trusting relationships with children, strategies to address challenging behavior and more!
- ✓ Check out [the discounts](#) for frequently purchased products (i.e., save some money!)

New Jersey Shared Resources: Online Family Child Care Toolkit At a Glance



Camden & Monmouth County
Family Child Care Alliance

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
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 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
Understanding Facebook Basics

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
Sample FCC Profit and Loss Statement

Training & PD

Early Educator Central
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%
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
Financial Management Forms /Policies/Templates

Successful Program Management (Cont.)

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

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
Childcare Hazard Training
Crib Safety Guidance / Standards
Emergency Plan Template
Poison Prevention Tipsheets
Poisonous Plants

Posters

Diapering
Hand Washing
Know Your Poison Center's Number
Nut Free Zone
Weather Watch

Log In: www.NJSharedResources.org

Username: Your email

Password:

Write
your
password
here

Need Help? Contact staff at the Camden-Monmouth Family Child Care Alliance!

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Monmouth County: Courtney Noll cnoll@ccrnj.org