WISER
A WISER way to run your early childhood program

Engaging Families
Community Bulletin Board - Center
Cultural Responsiveness Resources
Family Conference: Invitation, Guide, Forms
Family Handbook
Family Handouts: Child Development, Education,
Environment, Health, Nutrition and Fitness, Safety
and Social & Emotional
Family Survey
IEP Resources, Templates and Tools

In the Classroom
Classroom Materials (ECERS-R)
Curriculum Resources & Lesson Plans
Daily Reports – Infant / Toddler / Pre-K
Daily Schedule Sample / Template
Literacy Activities
PAS Scale Program Assessment
Physical Activity Resources

Saving Money
Child products and supplies – 20%
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 Forms / Policies / Templates
Interview Guides
Job Descriptions
Payroll Resources and Guides
Performance Appraisals
Board
Board Member Responsibilities Training
Board Job Descriptions
Business & Strategic Planning
Simplified Business Plan Outline
Business Insurance
Compliance & Quality
Federal Regulations
Head Start
National Accreditation
Occupational Health and Safety Standards
State Regulations

Successful Program Management (cont.)
Financial Management
Best Practice for Maximizing Fee Collection Guide
Business Credit Guides
Calculating the Cost per Child Guide
Center Based Annual Budget Template
Child Care Center Cash Flow Projection Worksheet
Considerations in Setting Tuition Rates Guide
Cost Analysis and Breakeven Worksheet
Enrollment Analysis Sample and Template
Enrollment log Sample and Template
Fee Collection Evaluation
Financial Management Forms / Policies/ Templates
Financial Terms Glossary
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
Fire Drill Log, Policy, Forms
Board Forms, Policies, and Templates
Child Care Expense Statement for Taxes
Emergency Contact Information
Enrollment Agreement
Event Permission Form / Headcount Form
Staff Meeting Record Form
Transfer of Records Form
Transportation Permission Form
Head Start
Early Head Start/Child Care Partnership
Marketing Your Program
Email Marketing Tips
25 Ways to Market Your Program
Brochure Template
Nutrition, Health & Safety
 Food & Nutrition
CACFP Income Eligibility Guidelines
CACFP Reimbursement Rates
Child / Infant Meal Patterns
Family Style Dining
Feeding Picky Eaters
Healthy Celebrations Policy
Healthy Snack Alternatives for Celebrations
Healthy Menus and Recipes

Successful Program Management (cont.)
Nutrition, Health & Safety (cont.)
 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
 Safety
CFOC Health and Safety Standards
Childcare Hazard Training
Crib Safety Guidance / Standards
Daily Safety Checklist – CCC Indoor / Outdoor
Emergency Plan Template
Emergency Preparedness Checklists
Food Allergies / Safety
Poison Prevention Tipsheets
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
Early Educator Central
FEMA Childcare Hazard Training
Hand Washing Training
Professional Development Online Courses