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

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