



SharedSource PENNSYLVANIA

Working Smarter for Children & Families

[www.sharedsourcepa.org](http://www.sharedsourcepa.org)

## Using Shared Services to Support Program Management:

Using PennAEYC's web platform,

**SharedSourcePA.org**

to save time, money and resources for

***Program Liability Insurance options,  
Risk Management Tools*** and much more!

*Introducing our presenters*



Jen DeBell  
PennAEYC  
Executive Director



Rose Snyder  
Sr. Director of Education  
& Operations



Cellissa Hoyt  
Director  
CCA for Social Good



Andrea Bimonte  
Savings Consultant  
CCA for Social Good

## Background and Purpose of Webinar

- Concerns regarding liability insurance
- Summary of efforts to date
- How SharedSource PA can help



SharedSource PA is sponsored by the generous support of

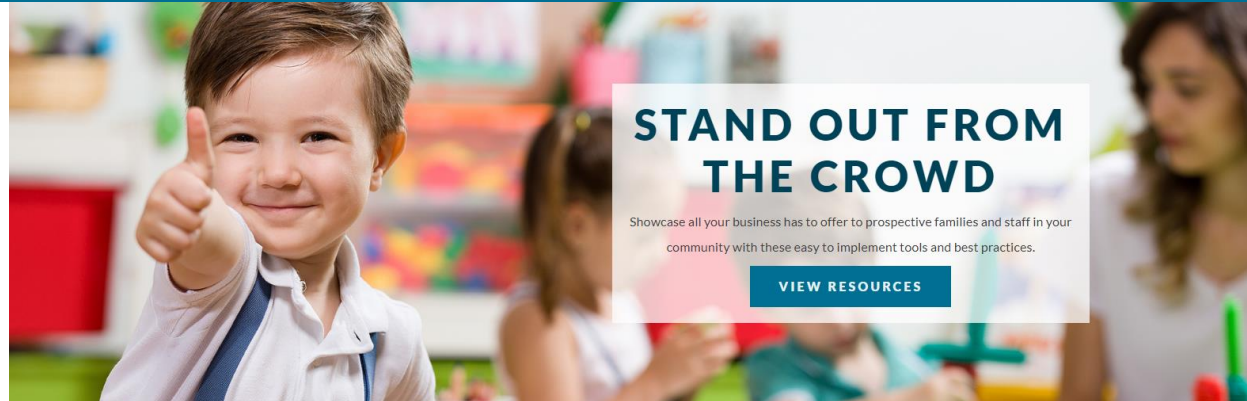


to support you, your business and the important work you do everyday.

More than 2,600 resources that:

- are **FREE** to providers in PA
- support both work in the classroom and business operations,
- save time, reduce costs and make your job a little easier!

The search feature is your best friend – find what you need quickly & easily!



## Featured Tools & Resources



[Becoming an HR Expert](#)



[Compliance & Quality](#)



[Family Child Care Toolkit](#)



[Financial Management](#)



[Forms, Policies & Templates](#)



[Nutrition, Health & Safety](#)



[Training & PD](#)



[Workplace Culture](#)

# All The Tools You Need To Be More Efficient. More Effective. More Successful.

## Recruitment & Retention

- Becoming an Employer of Choice
- Low Cost /High Impact Staff Benefits
- Onboarding Practices
- Workplace Culture
- HR Hotline!

## Strengthening Business Practices

- Iron Triangle Financial Management
- Family Child Care Operation
- Bringing Quality to Scale
- Customizable Templates, Forms & Policies
- Reduce Operating Costs

## Resources for Teachers & Families

- Curriculum Planning Resources
- Developmental Milestones & Challenges
- Managing Challenging Behavior
- Supporting Social & Emotional Development



## IN THIS SECTION

### Successful Program Management

Becoming an HR Expert >

Board >

Business & Strategic Plans

Business Insurance

Business Quick Tips >

Community Corner >

Compliance & Quality >

Childcare Management Software

Computer Best Practices >

Family Child Care Toolkit >

Financial Management >

Forms, Policies & Templates

Have you Heard Videos >

Head Start >

Health Care Tax Credit

Marketing Your Program >

Nutrition, Health & Safety >

Posters

Reducing Risks

# BUSINESS INSURANCE

## Comprehensive Insurance for Your Business

A specially designed package of insurance covers a wide range of insurance needs for your family child care home or childcare center business.

### COVERAGES

Explore a comprehensive suite of coverages specific to your business, including:

- **General Liability:** Limits to \$1,000,000 each occurrence/\$3,000,000 aggregate
  - Corporal Punishment and Abuse and Molestation coverage options
  - Employee Benefits Liability
- **Property - Blanket limits:** Business Income included
- **Umbrella/Excess Liability**
- **Workman's Compensation**
- **Automobile:** Owned Auto and Hired and Non-Owned Auto
- **Crime & Fidelity:** Money & Securities, and Employee Dishonesty
- **Employment Practices Liability**
- **Professional Liability & Directors and Officers Liability:**
  - Defense costs in addition to Limit of Liability
  - Most favorable venue wording for punitive, multiple or exemplary damages
  - Order of payments language with priority placed on indemnifying Individual Insured first
- **Additional Choices**

**Note:** Subject to market conditions which vary state by state. Not all coverages available to all providers at all times.

## Concerns regarding affordable, comprehensive insurance

## How Shared Source PA can help Successfully obtaining quotes and securing insurance Includes family child care businesses and centers of all sizes



# Understanding Business Insurance and How Carriers Assess Their Risk

## What Impacts Eligibility & Cost

- Industry and type of business
- Business location
- Years in business
- Claims history
- Businesses practices

## What Can Help

- Completing an annual assessment of your practices
- Implementing strong HR & workplace safety practices
- Conducting regular indoor & outdoor safety inspections
- Paying the premium on time



**IN THIS SECTION**

- Successful Program Management
- Becoming an HR Expert >
- Board >
- Business & Strategic Plans
- Business Insurance**
- Business Quick Tips >
- Community Corner >
- Compliance & Quality >
- Childcare Management Software
- Computer Best Practices >
- Family Child Care Toolkit >
- Financial Management >
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- Marketing Your Program >
- Nutrition, Health & Safety >
- Posters
- Reducing Risks



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## BROCHURE & APPLICATION

- **For Centers**
  - ECE Business Insurance Info Sheet ([English](#)) (*Spanish coming soon*)
  - [ECE Business Insurance Application](#)
- **For Family Child Care Homes**
  - ECE Business Insurance Info Sheet ([English](#)) (*Spanish coming soon*)
  - ECE Business Insurance Application (*coming soon*)

## CONTACT INFO

For an insurance quotation, please contact Parallel Concepts Inc.

Rachael Lux  
Parallel Concepts Inc.  
Email: [rlux@ccaglobal.com](mailto:rlux@ccaglobal.com)  
Phone: 630-377-9085  
Fax: 630-549-7654

**Reducing Risks**

You'll find a comprehensive Day Care Risk Management Guide in the Reducing Risks section of this website.

**GO THERE**





IN THIS SECTION
Safety
Cleaning & Chemical Safety >
Crib Safety
Emergency Preparedness >
Fire & Safety
More Safety Forms, Policies & Templates
Playground Safety
Poison Prevention
Poisonous Plants
Product Recalls
Safety & Security Videos
Safety Checklists

# SAFETY CHECKLISTS

## Safe and Sound

The safety and well-being of young children and staff is of paramount importance in operating a successful program. These resources will help you maintain safety at your site. Download and customize them to fit your program.

**Warning:** *these lists do not serve as a comprehensive safety review. Be sure to consult state licensing requirements, fire codes and other sources to ensure your organization is compliant with all mandated safety requirements.*

- Daily Safety Checklist - Center Indoor ([English](#)) ([Spanish](#))
- Daily Safety Checklist - Center Outdoor ([English](#)) ([Spanish](#))
- Daily Safety Checklist - Family Childcare Home Indoor ([English](#)) ([Spanish](#))
- Daily Safety Checklist - Family Childcare Home Outdoor ([English](#)) ([Spanish](#))
- Protect Staff - Cytomegalovirus ([English](#)) ([Spanish](#))
- [Reducing Risks](#)
- Supervisory Practices Checklist ([English](#)) ([Spanish](#))
- Supervision and Safety Practices - Self Assessment ([English](#)) ([Spanish](#))
- [Head Start Health and Safety Screener](#)
- [Health and Safety Checklist](#) for Early Care and Education Programs
  - Based on [Caring for Our Children National Health & Safety Performance Standards](#)

For guidance and direction on how to use the checklist, please reference:

- [User Manual](#)

### Checklist for Supervision and Staffing Patterns: Ensuring Appropriate Supervision of Children

A conscientious administrator has a comprehensive system and method of assigning and monitoring staffing patterns to ensure that all children are properly supervised at all times. The foundations of diligent supervision are a carefully prepared plan and a well-trained staff that understands and executes the plan. Staff/child ratios need to be monitored hourly to underscore the importance of supervisory ratios and procedures and ensure the plan is being followed. Supervisors should give consistent and regular direction and feedback to staff regarding supervision of children. Performance of supervisory procedures (good or lacking) should be documented for each staff member.

Even the best laid plans go awry sometimes – staff become ill or need to leave early, equipment breaks, or weather prevents outdoor play. In these unplanned circumstances, supervisory procedures remain critically important. Therefore, contingency plans should be built into the plan too.

**Daily the administrator who oversees the staff schedule should consider the following for scheduling:**

- Opening/closing the center:**
- \_\_\_ sufficient staff/supervisor present to open and close
  - \_\_\_ staff required to see photo IDs to ensure safety during pickup time

- Staff/child ratios are met throughout the day:**
- \_\_\_ sufficient staff to ensure that children are with a primary caregiver
  - \_\_\_ designated ratios are met in each classroom based on age level of children
  - \_\_\_ staffing ratios during naptime are adhered to
  - \_\_\_ appropriate staffing when young children are eating or being fed
  - \_\_\_ sufficient staff for walks in the neighborhood/community
  - \_\_\_ sufficient staff to cover staff breaks and lunches
  - \_\_\_ sufficient staff during planning time for teachers
  - \_\_\_ sufficient staff during planned emergency drills

- Replacement or additional staff scheduled for:**
- \_\_\_ staff who are on sick leave or have planned appointments
  - \_\_\_ staff who are on vacation, personal days, jury duty, professional development events, etc.
  - \_\_\_ field trips, parent conferences, special events such as picture day
  - \_\_\_ orientation of new staff who cannot be left alone with children

- Contingency Plans and established practices for supervision of children:**
- In high risk spaces:**
- \_\_\_ parking lot
  - \_\_\_ rest rooms
  - \_\_\_ indoor gross motor play spaces especially with high risk equipment such as large climbers
  - \_\_\_ outdoor play spaces especially with high risk equipment: climbers, swings, slides, rock climbing walls, etc.
- In high risk times:**
- \_\_\_ during transitions to new classrooms
  - \_\_\_ when staff calls out sick or leave early
  - \_\_\_ when a child is injured or becomes sick

IN THIS SECTION

Becoming an HR Expert

Becoming An Employer of Choice

Compensation & Benefits >

Discipline & Termination

Employment Forms Tools & Postings >

Employee Handbook

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Goals

HR Hotline

Interview Guides

Job Ads

Job Descriptions

More HR Forms, Policies & Templates

Organization Charts

Payroll Practices

Performance Appraisals

Workplace Culture >

Workplace Safety

# WORKPLACE SAFETY

## Workplace Safety Compliance

Child care businesses are required to have a written safety plan that describes the potential hazards in the workplace, and the policies, controls, and work practices used to minimize those hazards.

There are four basic elements for a workplace safety program, and they include management commitment and employee involvement, worksite safety analysis, hazard prevention and control, and safety and health training. Resources in this section will help you understand federal requirements and develop strong practices.

Download A Leaders Guide to Workplace Safety for an overview of the key components your plan must contain.

- A Leader's Guide to Workplace Safety ([English](#)) ([Spanish](#))
- OSHA Recommended Practices to Create your Health and Safety Program ([English](#)) ([Spanish](#))

- A Leader's Guide to Workplace Safety
- Workplace Safety Plan
- Safety Committee Guidance
- OSHA Resources

The following tools will help you develop each component of your safety plan which you will use to conduct your training with all staff.

- Workplace Safety Plan ([English](#)) ([Spanish](#))
- Bloodborne Pathogens Training ([English](#)) ([Spanish](#))
- Exposure Control Plan ([English](#)) ([Spanish](#))
- Universal Precautions ([English](#)) ([Spanish](#))
- Incident Report - Occupational Exposure to Bloodborne Pathogens ([English](#)) ([Spanish](#))
- Hepatitis B Vaccination Acceptance/Declination Form ([English](#)) ([Spanish](#))
- Training Acknowledgement Form ([English](#)) ([Spanish](#))
- [Digital Acknowledgement of Training Record](#) (free online tool)

The role and goals of a Safety Committee are to promote safety in the workplace, to identify health and safety hazards and to make recommendations to correct them. More detail about the Safety Committee is included in the Workplace Safety Plan.

- Sample Safety Committee Meeting Agenda ([English](#)) ([Spanish](#))

## ESSENTIAL OSHA RESOURCES

As you review resources on the OSHA website provided with the links below, keep in mind that OSHA regulations apply to ALL businesses including industries that have very different risks and workplace hazards such as the manufacturing and the medical fields. The templates we have provided above are specific to early childhood programs.

- [Employer Responsibilities - It's the Law!](#) - a short summary of employer responsibilities
- [Job Safety and Health: It's the Law](#) - FREE workplace poster available in English and Spanish. Employers must display this poster in a conspicuous place where workers can see it.
- [Develop Your Safety Program](#)
- [Recommended Practices for Safety and Health Programs](#)
- [Safety Walk-arounds for Safety Officers](#) - Every business is required to have a Safety Officer who conducts monthly inspections. This tip sheet will help ensure your inspections include everything important.
- [Bloodborne Pathogens Fact Sheet](#)

### OSHA Consulting

OSHA offers no cost, confidential consulting services to help with compliance.

LEARN MORE ABOUT OSHA CONSULTING



IN THIS SECTION

Family Child Care Toolkit

Business Basics & Professionalism



Classroom & Activities

Emergency Readiness

Family Engagement

Financial Relief for Small Businesses

Health & Safety

Human Resources

Marketing

Meals & Nutrition

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IN THIS SECTION

Business Basics & Professionalism

Learning & Guidance

Financial Management & Reporting

Forms & Policies

Money Management & Retirement Planning

Recordkeeping Forms & Contracts

Saving Money

Technology to Support Your Work

Working with Families

# FAMILY CHILD CARE TOOLKIT

## Business Quality = Program Quality

If you're operating a family child care home, you are operating a business. While It

include all the different aspects of both running a business and providing access to essential resources at your fingertips can be a

wealth of knowledge, templates, tools and resources from a multitude of experts and organizations that demonstrate best practices in the

family child care business. You'll find a variety of tools, templates

to support your business both administratively and

These resources come from respected experts in the field, including:

Administration of Family Child Care

Business Administration

and more.

### Your Local CCR&R Agency

Need someone to talk to? Help is available for questions about licensing requirements and business best practices. Child Care Resource & Referral Agencies are local, nonprofit agencies that can help you.

FIND YOURS

### State Licensing Requirements

Information is available for state licensing Requirements related to family child care homes.



## Earning Respect and Elevating Professionalism in Your Family Child Care Business

**Establish and use a family handbook, daily reports, updated bulletin board, and regularly scheduled newsletters.**  
*Why?* Formalized handbooks, reports and newsletters demonstrate to families that you are professional in the way you approach your work. Emphasize that policies and tools demonstrate your commitment to fairly and equitably providing safe and high quality care to all children in your program.

**Conduct an annual re-enrollment process.**  
*Why?* This annual opportunity allows you to update all child and family information (even if you think you know it); reinforce the policies and procedures for business operation, and set boundaries for expectations with families and children in your care.

**Conduct a mid-year Family / Teacher Conference.**  
*Why?* Family/Teacher Conferences are an important way to keep families up-to-date with how their child is progressing developmentally, cognitively, and socially. Most families don't understand all the 'play' that their child experiences during a day at your program is geared towards helping them develop the essential skills necessary for Pre-K, Kindergarten, and beyond. As an early learning professional, you are specifically trained in this skillset and sharing these insights with families builds trust and respect.

**Enforce the policies and procedures contained within your family handbook.**  
*Why?* Although this may be challenging for you to do, your boundaries and business operation are important methods by which you protect and grow the respect you as a professional desire to achieve. Always approach these challenging conversations by stating the facts, understanding the family point of view, but circling back to your policies for the care and safety of their children – a hugely important part of your business operations.

**Require upfront, timely payment of child care fees.**  
*Why?* You provide a service for which you incur costs, but more importantly, deserve to be paid. Allowing even one family to go unpaid or receive a reduced rate jeopardizes your business success and is unfair to YOU as well as other paying families. Your family handbook should include your policy on payment of fees as well as how late or nonpayment will be addressed.

**Share the "Early Learning Professional vs. Babysitter" handout with families you serve.**  
*Why?* Helping families understand that vast differences between what you do as a profession and that which a babysitter does is a giant step forward in developing respect and elevating your professional early learning family child care business. Be sure to edit the document to add your own thoughts and practices that may be unique to your program.

**IN THIS SECTION**

- [Becoming an HR Expert](#)
- [Becoming An Employer of Choice](#)
- [Compensation & Benefits >](#)
- [Discipline & Termination](#)
- [Employment Forms Tools & Postings >](#)
- [Employee Handbook](#)
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- [Job Ads](#)
- [Job Descriptions](#)
- [More HR Forms, Policies & Templates](#)

- [Organization Charts](#)
- [Payroll Practices](#)
- [Performance Appraisals](#)
- [Workplace Culture >](#)
- [Workplace Safety](#)

# BECOMING AN EMPLOYER OF CHOICE

## Stand Out Among Competitors

Embedding an HR recruitment and retention strategy so that you stand out among competitors needs to include ways to promote your program as the employer of choice. Being an employer of choice requires a two-pronged strategy. One strategy addresses internal functions such as staff needs, wants and expectations while the second strategy promotes what you do to the external world including job seekers, potential staff and families.

These resources provide you guidance to kick start your self-reflection and provides practical tools to implement elevating your recruitment and retention strategies. If you have marketing support, be sure to include them in the conversation so they can recommend the best way to externally promote all the great things you do to the world.

- [Quick Start to Becoming An Employer of Choice](#)
- [Recruitment and Retention Tips and Strategies](#)

Take advantage of the Teacher Benefits and Compensation templates when you interview a candidate or make a job offer to showcase the many things that make your program a wonderful place to work.

[Workplace Culture Toolkit](#) to guide development of your workplace environment as a place staff love and every day!

[Workplace Culture Toolkit](#)



- Onboarding practices
- Workplace culture
- Ideas and resources to support providers
  - Dealing with challenging behaviors
  - Promoting strong mental health for children and staff
- Policies and procedures to reduce risk in areas like
  - social media use
  - health, safety and nutrition





**24** different savings programs to address every aspect of your business!

**Employee Benefits and HR Support such as HR Hotline**

**Food, payroll and facility services**

**Early Learning and Office Supplies**

## Savings for the Business

**Early Learning Suppliers** - 10-20% off with vendors you already know

**Office Depot/Max** - Save 10% to 65% on office supplies, like Copy Paper, Ink, Label Makers

**ACE Hardware** - 10% off plus access to special discounts and promotions. **Best to order online, pickup in store. Great for FCCs/ maintenance!**

**Food & Supply Source** – Group purchasing company that can save you 10-35% on Food & Supplies. Option available if you do not meet their minimum order size!

**UniFirst/UniFirst First Aid and Safety** – Save up to 40% on facility services. Touch-free dispensers, cleaning chemicals mops, paper products, logo entry mats, logo wear for employee

**ADP**-25% off payroll processing, can apply to existing ADP clients, help with tax compliance, Secure Act 2.0 and 401K Plans

**Additional discounts for phone/wi-fi, childcare management software, and more!**

**IN THIS SECTION**

**Saving Money**

All Savings Programs

Calculate Your Savings >

Getting Started

Local Vendors >

Smart \$ Opportunities >



# ALL SAVINGS PROGRAMS

## Exclusive Discounts

Take advantage of exclusive discounts on products and services specific to early childhood. Vendor programs include everything from classroom supplies and indoor and outdoor equipment to facility services, uniforms, food ordering and delivery, and payroll and HR management.

Simply click on the "My Savings Portal" button below, and you will be taken to your custom savings4members vendor listing. Here you'll find important program details and learn more about how to take advantage of each exclusive offer.

**MY SAVINGS PORTAL** 

## More Savings

Take advantage of additional discounts available to you and your staff!

**TEACHER DISCOUNTS**





















**Let's put some of your hard earned \$\$\$ back in your pocket!**

# Your Savings Portal

Click on any program to request more information

Your request will go directly to us

Filter by: All Country US

 TECHNOLOGY <b>1Core Learn@Home</b> Save on Custom Virtual Classrooms  <a href="#">Open &gt;</a>	 TECHNOLOGY <b>1Place Childcare</b> Digital Best Practice and Compliance Tools  <a href="#">Open &gt;</a>	 OPERATIONS <b>American Academy of Pediatrics</b> Save 15% off AAP Titles!  <a href="#">Open &gt;</a>	 SUPPLIES <b>Books by the Bushel</b> FREE Book with \$100 Purchase  <a href="#">Open &gt;</a>
 TECHNOLOGY <b>Brightwheel</b> Save 25% & No Set-Up Fee!  <a href="#">Open &gt;</a>	 OPERATIONS <b>Cell &amp; Wireless Services</b> Streamline wireless service and benefit from business plan perks  <a href="#">Open &gt;</a>	 OPERATIONS <b>Cognitive ToyBox</b> Game Based Assessments  <a href="#">Open &gt;</a>	 FINANCE <b>Credit Card Processing</b> Save up to 40% on processing fees with quick & easy set-up  <a href="#">Open &gt;</a>
 SUPPLIES	 GENERAL	 TECHNOLOGY	 OPERATIONS

IN THIS SECTION

Becoming an HR Expert

Becoming An Employer of Choice

Compensation & Benefits >

Discipline & Termination

Employment Forms Tools & Postings >

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Job Ads

# HR HOTLINE

## "On Demand" HR support for everyday HR challenges

HR management is a complicated part of managing a business. HR laws and regulations are extensive and complex. Having support from an HR expert will help ensure you respond appropriately when personnel matters and questions arise. This can help protect the business from liability and risk that occurs from mishandling an HR related issue.



### THE CHALLENGE

Think about how many times in a week you are faced with HR questions that you could use guidance on before you respond?

Where do you go for guidance?





## Savings Programs that can benefit You and Your Team!



### **Docs by Phone – Telehealth**

- Affordable 24/7 access to a Doctor including Pediatricians
- There is **no co-pay**, and **no other insurance is needed**
- Membership covers the employee, their spouse, and all dependents up to age 26
- Only one enrollee is required
- \$8.00 monthly if the business pays, \$10.00 monthly if the employees pay out-of-pocket.

### **Teletherapy Component**

- \$14.00 per month for Telehealth with Teletherapy component
- 5 enrollees required
- Up to 10 free sessions per year with membership
- Therapy sessions are \$90 per session after the 10 free sessions



**IN THIS SECTION**

**Saving Money**

All Savings Programs

Calculate Your Savings >

**Getting Started**

Local Vendors >

Smart \$ Opportunities >

## GETTING STARTED

### Easy as 1, 2, 3

Finding ways to save you money just got easier!

From early learning supplies and food delivery to waste management and office supplies, explore all the vendor savings programs available to you and get started saving right away.

[All Savings Programs](#)

OR

### FOR PERSONALIZED ASSISTANCE

Reach out to Andrea Bimonte, your personal savings expert, who'll help you save money on your everyday business needs.

A short conversation is all it takes to find out what savings programs will make an immediate impact on your bottom line and help you find ways to pay less and stretch your dollars further.

Connect with your Strategic Account Specialist today:

**SAVINGS4  
MEMBERS™**

**Andrea Bimonte**

 Strategic Account Specialist  
 abimonte@savings4members.com  
 844-844-2898  
 670 N. Commercial Street  
Manchester, NH 03101



Contact Andrea to Get Started  
abimonte@savings4members.com  
Direct Line: 844-844-2898

### 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

Log In: [www.SharedSourcePA.org](http://www.SharedSourcePA.org)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**FAMILY CHILD CARE  
REFERENCE SHEET**  
available on the site



Log in to take full advantage today of the **free** resources & cost savings!

If you are not already a SharedSourcePA user, be sure to visit [www.sharedsourcepa.org](http://www.sharedsourcepa.org) today and select **REGISTER** to get your personal login today.



## Questions/Answers

Contact Rose Snyder if you have any additional questions about Shared Source PA

[rsnyder@pennaeyc.org](mailto:rsnyder@pennaeyc.org)