



# Child Care Survival Guide

## *Table of Contents*

1. Employee Checklist
2. Quality Assessment
3. Suggested materials for the classroom
4. Weekly Classroom Observation
5. Daily Checklist for a Safe Environment
6. Staff Training Log
7. Staff Training Plan
8. Cleaning Policy
9. Cleaning Checklist
10. Sample Themes
11. Staff Communication Form
12. Developmentally Appropriate Activities
13. Infant Lead Teacher Job Description
14. Toddler Lead Teacher Job Description
15. Preschool/Pre K Lead Teacher Job Description
16. School Age Lead Teacher Job Description
17. Assistant Teacher Job Description
18. Cook Job Description
19. Job Description Acknowledgement
20. Office Responsibilities
21. Sample Parent Handbook
22. Sample Personnel Policies
23. Employee Immunization Policy
24. Customer Service Policy
25. Confidentiality Agreement
26. Employee Benefits
27. Annual Performance Review - Teacher
28. Annual Performance Review – Cook
29. Annual Performance Review – Director
30. Vehicle Transportation Procedures
31. Outdoor Play Procedures
32. Summer Signs and Preventions
33. Sample Outdoor Schedule
34. Sample Outdoor Guidelines
35. Sample Menus
36. Sample Lesson Plan/Schedule
37. New Employee Training Plan and Commitment Letter
38. Policy on Personal Belongings
39. Wage Deduction Authorization
40. Sample Bus Routes
41. CCS Log
42. Child State File Checklist
43. Child Confidential File Checklist
44. Emergency Preparedness Plan
45. Enrollment Report
46. Field Trip Permission Slip
47. Food Program Call Log
48. Weekly Responsibility Checklist
49. Non-attendance Log
50. Phone Messages

51. Transition Sheet
52. Staff Discussion Log
53. Sample Tuition Rate Schedule
54. Parent Concern Form
55. Parent Call Log
56. Licensing Affidavit
57. Federal W-4
58. Federal I-9
59. Licensing Background Check
60. Personnel Information Record
61. Direct Deposit Authorization
62. Employee State File Checklist
63. Employee of the Month  
Nomination Form
64. General Employment Application
65. Sample Salary Matrix
66. Minimum Standards Quiz
67. Sample Performance  
Improvement Plan
68. Personnel Policy Worksheet
69. Schedule Time Off Request
70. Voluntary Time Off Sign Up  
Sheet
71. Sample Emergency Release Form
72. Sample Enrollment Form
73. Sample Physicians Statement
74. Tour Enrollment Form
75. Sample Tuition Agreement
76. Sample Tuition Agreement for  
Subsidy Families
77. Sample Accident/Incident Report
78. Allergy Alert
79. Food Allergy Emergency Plan
80. Employee Resignation Notice
81. Sample Summer Sign up Sheet
82. Sample Teacher Profile
83. My First Day Form
84. Sample What I did today form
85. Sample What we did today form
86. Infant Sleep Exception Form
87. April 2017 Child Care Minimum  
Standards
88. DFPS Licensing Background  
Check Rules