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By: Ronald V. McGuckin, JD and Dawn K. Martini, BS Ed.

This reference guide for child care agencies takes an extensive look at personnel policies for child care programs. You will find policies for topics which a peculiar to the child care industry such as the prohibition of baby-sitting your clients, reporting suspected child abuse and neglect, and universal precautions. With a few universal changes using the accompanying CD (MS Word formatted), your agency's new Personnel Policy Manual can be ready to print in a short period of time. **The 4th edition addresses new never discussed topics including CELL PHONES, INTERNET USAGE, & HELICOPTER PARENTS/SPOUSES. Additionally, the 4th edition includes language based upon the new NAEYC accreditation standards in the areas of Child Abuse and Neglect and Universal/Standard Precautions.**

MODEL FORMS FOR CHILD CARE AGENCIES

By: Dawn K. Martini BS Ed.

This publication is designed to make record keeping and documentation cleaner and easier for everyone and includes Forms related to Employment Issues: Application, Payroll Records, Disciplinary Actions, Performance Appraisals...and Forms related to the Delivery of Services: Enrollment Application, Fee Agreement, Sign In/Out Sheets, Tuition Collection Letter, and many, many more. You will receive a Workbook, bound in a 3 ring binder, for easy duplication of Forms and a CD with each Form as a separate file so that you may amend any of the Forms to fit your agency's needs.

MODEL PARENT HANDBOOK FOR CHILD CARE AGENCIES

By: Ronald V. McGuckin, JD and Dawn K. Martini, BS Ed.

This book and its companion CD are a must have for every child care agency, from group care providers, to family daycare providers, to Head Start Programs. The information is presented with a sample policy on one page, and recommendations and legal guidance on the opposite page. The companion disc (MS Word formatted) includes all the sample policies provided in the book, and is ready for your agency specific changes. This professional resource will save you hours of time when creating or amending your agencies Parent Handbook.

CURRENT ISSUES IN CHILD CARE

By: Ronald V. McGuckin, JD and Patricia McClellan

This comprehensive book deals with a variety of issues related to the management and administration of a child care agency. Each chapter is dedicated to a single issue including, Confidentiality, the American's with Disabilities Act, Personnel Issues, and the Family Medical Leave Act. This is a must have in every child care professionals library.

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<i>Model Forms for Child Care Agencies</i>	\$110.00	_____	_____
<i>Model Parent Handbook for Child Care Agencies</i>	\$125.00	_____	_____
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