

RONALD V. MCGUCKIN AND ASSOCIATES

Post Office Box 2126 Bristol, Pennsylvania 19007

(215) 785-3400 (215) 785-3401 (Fax)

childproviderlaw.com

PUBLICATION ORDER FORM

To order any of our publications listed here please fill out this form completely and mail or fax it to the above address or fax number to the attention of Janice Nielwocki. Your order will be processed and delivered in 4 to 6 weeks.

MODEL PERSONNEL POLICY MANUAL FOR CHILD CARE AGENCIES FOURTH EDITION!

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 are 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 SOCIAL NETWORKING, 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 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 CD (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 McClellen

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.

NAME: _____

AGENCY: _____

FULL ADDRESS: _____

TELEPHONE #: _____ E-MAIL: _____

Conference: _____ Session Topic: _____

<u>PUBLICATION</u>	<u>SINGLE UNIT PRICE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
<i>Model Personnel Policy Manual...<u>FOURTH EDITION</u></i>	\$225.00	_____	_____
<i>Model Parent Handbook for Child Care Agencies</i>	\$175.00	_____	_____
<i>Current Issues in Child Care</i>	\$75.00	_____	_____
<i>Shipping and Handling</i>	USPS \$8.00 per item Or FedEx Shipping \$40.00	_____	_____
		TOTAL DUE	_____

SELECT PAYMENT METHOD:

_____ A check payable to **RONALD V. MCGUCKIN** is enclosed.

_____ Charge this order to my VISA/MC Discover Acct. No: _____

Exp: _____ Security 3- digit code _____

_____ Agency P.O. is attached, please return with an invoice for payment. **(P.O. requires FedEX shipping)**