

Are you looking to OPEN a new Early Learning & Care Program or Expand your exiting program?
If you answered YES this resource is for you.

\$495 RAP fee



This resource is designed to help new directors and administrators set their programs up for success and sustainability. The guide include general forms that can be applied directly to the program. The resource includes materials related to the following areas:

SECTION 1: Agency Information

SECTION 2: Governance Information

SECTION 3: Business & Operations

SECTION 4: Marketing & Fund Development

Information relevant for:

Child Care, Family Child Care, Out of School Care and Preschool Programs.

NB: Please note that price is reflective of current publication costs associated with this manual & subject to change.

Business Plan Guide

Business Plan Guide for Child Care Services: At a glance

SECTION 1: Agency Information

Tab 1: History of Agency, Philosophy, Mission Statement, Guiding Principles

Tab 2: Organizational Chart

Tab 3: By-Laws

SECTION 2: Governance Information

Tab 4: “Board Building, Recruiting & Developing effective Board Members for Not-for-Profit Organizations” (Book)

3 ACD Newsletter Articles: Related to Board Involvement in a program
Article “Relationships That Make Boards Work”

Tab 5: “Developing Job Descriptions for Board Members of Non profit Organizations” (Book)

ACD Newsletter Article: So You Want To be A Board Member

ACD Newsletter Article: Effective Organizations Call for Effective Chairs

Tab 6: Risk Management FRP Canada: “Responsibility & Accountability What Community-Based Programs Need to Know” (Book)

Tab 7: “Drafting and Revising Bylaws for Not-for-profit Organizations in Alberta” (Book)

Tab 8: “Hiring and Performance Appraisal of the Executive Director” (Book)

ACD Newsletter Article: Hiring the Right Executive Director for your Organization

ACD Newsletter Article: Evaluating Your Executive Director's Performance

Tab 9: Agency Evaluation:

2 ACD Newsletter Articles: Strategic Planning & Developing Policy

“How Are We Doing?” (Self-Assessment Toolkit includes software C.D. Rom & Book)

SECTION 3: Business & Operations

Tab 10: Canadian Child Care Federation “Tools for Administrators” . (Book)

Tab 11: Financial Management Practices:

“Financial Responsibilities of Not-for-Profit Boards” (Book)

Canadian Child Care Federation: Partners in Quality: "Infrastructure"(Book)

2 ACD Newsletter Article: Understanding Financial Statements & Financial Responsibility

Tab 12: Personnel Management:

ARCQE Policy Packages: Hours of Work & Overtime, Compensation, Vacation, Termination & Discipline, Performance Review & Supervision, Grievance, Professional & Development
From Survive To Thrive-Team Building for A Small Shop.

Tab 13: Policy & Program Operations:

Adult/Child Interactions, Use of Technology Materials with Young Children, Child Guidance, Supervision of Children

Reflecting Cultural Competencies in Practice, Facilitating Inclusion, Establishing the daily Schedule & Establishing Meaningful Partnership with Families.

ACD Newsletter Article: Meetings that Work

ACD Newsletter Article: Where, Oh Where, Did our Membership Go?

SECTION 4: Marketing & Fund Development

Tab 14: Community Assessment & Partnership Possibilities:(Book)

“Know Your Community” A Step-By-Step Guide to Community Needs and Resources Assessment
Canadian Child Care Federation: Partners in Quality: "Communities" (Book)

ACD Newsletter article: Maximize your Time and Efforts- Collaborate

Article “Meaningful Voluntary Involvement in a Changing Community”

Tab 13: Fundraising: Donations, Grants & Proposals:

Canadian Fund Raising Executives: How to Get BIGGER Donations from Very Generous People

Canadian Fund Raising Executives: Fundraising Ideas That Work for Grassroots Groups

Canadian Fund Raising Executives: Guide to Special Events Fundraising