

# Library Resources on... **Child Care Business**

This guide is intended to assist users of the library in finding information about the business of child care including taxes, contracts, policies, and management

## General Call Numbers - Where can I find it on the shelves?

HD 62	Best business practices
HQ 778	Child care business

## Subject Headings - What terms should I use in the library catalog?

Success in business	Day care centers-Administration
Family Day Care-United States-Management	Taxation
Child care services-Marketing	Insurance, liability

## Specific Books - What books do people recommend?

LB 2822.7 M75 2000	<b>Child Care Center Management Guide A Hands-On Resource</b> <i>Provides information about administration; finances; space and equipment; staff; job descriptions; enrollment; parents and caregivers; health; safety; community relationships; food management and nutrition</i>
BUS HQ 778.5 .J33 2005	<b>The business of child care : management and financial strategies</b> <i>Supplies you with sound, reliable guidance for successfully completing the everyday business tasks associated with running a child care program.</i> <i>Seven detailed chapters focus on the most essential business skills child care owners and administrators need to ensure the success of their child care.</i>

## Multimedia Materials - What videos are there on the topic?

VHS 123	<b>The business of family child care with Tom Copeland</b> <i>Produced for family child care providers, trainers, and licensors covers the 7 most important rules for record keeping, addresses, taxes, the food program, contracts and insurance, also includes interviews with family child care providers, a viewers guide with discussion questions for trainers and additional resource lists.</i>
DVD 013	<b>NAEYC accreditation the next era: Communications Toolkit</b> <i>Contains NAEYC accreditation video, power point slideshow, PDF documents: script, discussion guide, key messages, accreditation flier for families, NAEYC info, templates for use in accreditation process.</i>

## Journal Articles - What do professional sources have to say about the topic?

<i>Professional Development. What Does It Look Like and What Does It Take. Young Children. September 2001. p. 56-57.</i>
<i>Herzlich, Jamie. SMALL BUSINESS: Taking care of business - and kids. Newsday. May 2007. p. A9.</i>

Still need more materials? Contact the library for further assistance!

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