



**INFORM Guide** (349pp, v4, 2006)

The 4th edition of the very popular *Westcoast INFORM Guide: An Administration Manual for Non-Profit Child Care in BC*.

Topics covered by the 11 chapters include organization, personnel, health and safety, financial management, legal issues, budget tool kits and more. Comes with a CD of downloadable templates you can customize for use in your own program. For bulk orders, customer must pick up or pay for courier.

**complete binder \$65.00**

**TRAINING CURRICULUM**

**Responsible Adult Course**

Curriculum developed by Westcoast to meet the requirements for 20 hours of training for "Responsible Adult" as stipulated by the Child Care Regulation. The curriculum includes a Facilitator Manual and Participant Workbooks.

**Responsible Adult Facilitator Manual**

(115pp + CD Rom, 2009)  
Accompanied by a CD with a PowerPoint presentation for this 20 hour course.

**\$65.00**

ORDER ONE PER FACILITATOR

**Responsible Adult Participant Workbook**

(110pp, 2009) Covers child development from birth to 12 years of age, child guidance, health, safety and nutrition, and basic programming.

**\$45.00**

ORDER ONE PER PARTICIPANT

**Go to [www.wstcoast.org/marketplace.html](http://www.wstcoast.org/marketplace.html) for the print resources marked FREE DOWNLOAD. The following print resources have been reviewed/ revised as of April 2011.**

**ADMINISTRATIVE**

**Administrative Responsibilities Checklist**

(11pp, 2003) For human resources, financial, organization & child care program management.  
**\$5.00**

**Annual Planning Calendar**

(8pp, 2002) An administrative and management planning calendar. Includes templates.  
**\$5.00**

**Board Orientation Package**

(18pp, 2002) Understanding your roles and responsibilities as a board member.  
**\$5.00**

**Children's Files**

(5pp, 1998) Contents and maintenance of children's files.  
**\$5.00**

**Hiring a Substitute Caregiver**

(4pp, 2005) How to find and hire a substitute caregiver. Employer roles and responsibilities, and tips for working with substitutes.  
**FREE DOWNLOAD**

**Injury or Illness Documenting and Reporting**

(11pp, 2010) Designed to help develop policies and procedures related to documenting and reporting of injuries or illnesses of a "person in care."  
**\$5.00**

**Planning an Effective Response to Critical Incidents**

(5pp, v2, 2005) Designed to help organizations and their child care programs plan an effective response to critical incidents.  
**\$5.00**

**Policies and Procedures for Child Care Programs: Tough and Sensitive Issues, Part I**

(41pp, v2, 2002) Includes an introduction and overview, guidelines for policy development and sample policies in eleven program areas.  
**\$15.00**

**Policies and Procedures for Child Care Programs: Tough and Sensitive Issues, Part II**

(27pp, 2001) Includes guidelines and samples in five program areas.  
**\$12.00**

**Policies and Procedures: "The Rulebook for a Centre"**

(11pp, 1999) Checklist for an operating manual.  
**\$5.00**

**Policies Related to Staff Children Enrolled in a Child Care Program**

(3pp, 2003) Points to consider for developing staff policies and procedures.  
**FREE DOWNLOAD**

**Preparing or Updating a Child Care Board Manual**

(2pp, 2007) How to organize the contents and what to include when compiling a child care board manual.  
**\$3.00**



**Privacy Protection for Child Care Organizations** (11pp, 2004) Information, guidelines and sample policy and procedures.  
**\$5.00**

**Staff Orientation and Manual** (6pp, v2, 2005) Guidelines, checklist, policy and procedures for staff orientation. Contents outlined for staff manual.  
**\$5.00**

**Staff Performance Review** (7pp, v2, 2006) A fair and consistent approach to staff evaluation.  
**\$5.00**

**Staff Schedule Package** (5pp, 2000) Effective staff scheduling. Includes template.  
**\$5.00**

**Third Party Interventionist Staffing** (3pp, 2007) The hiring of third party interventionist staff is complex and a number of issues should be considered in developing policy.  
**FREE DOWNLOAD**

**Transporting Children in Personal or Commercial Vehicles** (6pp, 2010) Guidelines on developing a policy and procedure for transporting children.  
**\$5.00**

## COMMUNITY RELATIONS

**Building Relationships Between Child Care Programs and Schools** (3pp, 2006) Practical tips to create a collaborative partnership to enhance the services of both the child care program and the school.  
**FREE DOWNLOAD**

**Networking and Collaboration Amongst Child Care Providers** (3pp, 2006) Steps and points to consider when working with others in the community.  
**FREE DOWNLOAD**

## FINANCIAL

**Child Care Fees Package** (17pp, 2006) Guidelines and templates for managing, collecting and processing child care fees; tracking enrollment.  
**\$10.00**

**Petty Cash Fund** (7pp, v2, 2006) Administering the petty cash fund. Includes templates and sample policies and procedures.  
**\$5.00**

**Summary of Salary and Benefits Expenses** (3pp, v2, 2005) This resource covers different components of salaries and benefits when developing budgets for child care services.  
**\$3.00**

**Treasurer's Orientation Package** (19pp, 2003) Guidelines for effective financial management.  
**\$10.00**

## MULTICULTURAL & DIVERSITY

**Ages and Stages with a Cultural Perspective in Mind** (7pp, 2007) Culture influences how parents respond to all ages and stages of child rearing; guidelines to help caregivers respond in a culturally sensitive manner to families.  
**\$5.00**

**Building Positive Partnerships with Families** (4pp, 2005) Steps to help all families feel welcome and to build positive partnerships in the care of young children in early childhood settings.  
**\$3.00**

**Bullying Prevention for Young Children** (4pp, 2006) Ways to prevent bullying; activities that promote pro-social behaviour.  
**FREE DOWNLOAD**

**Guide to Multicultural/Anti-Bias Materials and Resources** (13pp, v2, 2007) A guide to finding materials that help make every child feel welcome.  
**\$5.00**

**Positive Self-Esteem and Healthy Cultural Identity** (4pp, 2005) Discusses what parents and providers can do to help support the development of a healthy cultural identity which contributes to positive self-esteem.  
**\$3.00**

**Providing Inclusive Child Care** (7pp, v2, 2005) Information on inclusive child care philosophy and practise as well as funding and service guidelines for the provision of inclusive care.  
**\$5.00**

**Supporting Children Learning English as an Additional Language** (3pp, v2, 2005) Discusses how children learn language, preserving the home language and supporting English language learning in early childhood settings.  
**FREE DOWNLOAD**

**Welcome to Child Care!** (22pp, 2000) Introduction to routines and activities in typical Canadian child care programs. Designed so you can replace the photos with pictures from your own centre. Captions in English, Chinese, Farsi, French, Korean, Polish, Punjabi, Serbo Croatian, Somali, Spanish and Vietnamese.  
**\$7.00 (b&w)**

by mail: **Westcoast Marketplace**  
**Westcoast Child Care Resource Centre**  
**2772 East Broadway**  
**Vancouver, BC V5M 1Y8**

by fax: **604-709-5662**

# Westcoast Marketplace ORDER FORM



**PURCHASED BY:**

Name .....

Organization .....

Address .....

City .....

Province .....

Postal Code .....

Phone ..... Fax .....

Email .....

**SHIP TO:** (if different from PURCHASED BY)

Name .....

Organization .....

Address .....

City .....

Province .....

Postal Code .....

Phone ..... Fax .....

Email .....

**PAYMENT METHOD**    Make **cheques** or **money orders** payable to: WCCRC.

VISA Card #: .....    Signature: .....

Expiry Date: .....    Cardholder Name: .....

| Quantity | Description | Unit Price | Total Price |
|----------|-------------|------------|-------------|
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |
|          |             |            |             |

|                                |                                  |                                |
|--------------------------------|----------------------------------|--------------------------------|
| <b>Shipping &amp; Handling</b> | \$0 - \$10 ..... add \$2.00 S&H  | <b>Subtotal</b>                |
|                                | \$11 - \$20 ..... add \$3.00 S&H |                                |
|                                | \$21 - \$50 ..... add \$5.00 S&H | <b>Shipping &amp; Handling</b> |
|                                | \$50 - \$99 ..... add \$7.00 S&H |                                |
|                                | \$100+ ..... add \$10.00 S&H     | <b>TOTAL</b>                   |

**Note: Add \$12 S&H for orders including the Inform Guide.**  
**For bulk orders of Inform Guides and Responsible Adult curriculum, customer must pick up or pay for courier.**

Mail or fax this form with payment, or you can phone your order in if paying by VISA.  
**Payment must accompany all orders.**

For a complete listing of print resources see the Marketplace & Publications page at  
**www.wstcoast.org**

**Phone 604-709-5661**  
**Toll-free 1-877-262-0022**