



INFORM Guide (349pp, v4, 2006)

REVISED & EXPANDED

The 4th edition of the *Westcoast INFORM Guide: An Administration Manual for Non-Profit Child Care in BC*. Revised, updated and expanded! New features include: CD-ROM with sample templates for personal use, budget tool kits, appendix with additional resources. This very popular guide is back and better than ever. Now 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.

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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.

NEW! Responsible Adult Facilitator Manual (115pp + CD Rom, 2009) Accompanied by a CD with a PowerPoint presentation for this 20 hour course.

RAF-2009 \$65.00

ORDER ONE PER FACILITATOR

NEW! 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.

RAP-2009 \$45.00

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ADMINISTRATIVE

Administrative Responsibilities Checklist (11pp, 2003) For human resources, financial, organization and child care program management.

PR-A-001 \$5.00

Annual General Meetings (3pp, 2006) Guidelines for preparing for an AGM. Template for agenda included.

PR-A-030 \$3.00

Annual Planning Calendar (8pp, 2002) An administrative and management planning calendar. Includes templates.

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Board Orientation Package (18pp, 2002) Understanding your roles and responsibilities as a board member.

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Changes to a Society's Constitution and Bylaws (2pp, 2007) General information on making changes to a non-profit Society's constitution and bylaws.

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Children's Files (5pp, 1998) Contents and maintenance of children's files.

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Committees (4pp, 2006) Overview of committee purposes, types, terms of reference and responsibilities.

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Hiring a Substitute Caregiver (4pp, 2005) How to find and hire a substitute caregiver. Employer roles and responsibilities, and tips for working with substitutes.
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Marketing Your Child Care Centre (5pp, 2000) Develop, implement and evaluate your marketing plan.
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Organizational Effectiveness Review Package (4pp, 2001) A checklist for conducting an effective organization evaluation.
PR-A-009 \$3.00

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.
PR-A-027 \$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.
PR-A-018 \$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.
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Policies and Procedures: "The Rulebook for a Centre" (11pp, 1999) Checklist for an operating manual.
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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.
PR-A-037 \$3.00

Privacy Protection for Child Care Organizations (11pp, 2004) Information, guidelines and sample policy and procedures.
PR-A-021 \$5.00

Staff Orientation and Manual (6pp, v2, 2005) Guidelines, checklist, policy and procedures for staff orientation. Contents outlined for staff manual.
PR-A-013 \$5.00

Staff Performance Review (7pp, v2, 2006) A fair and consistent approach to staff evaluation.
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Staff Schedule Package (5pp, 2000) Effective staff scheduling. Includes template.
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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.
PR-A-038 \$3.00

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PR-A-033 \$5.00

Workers' Compensation Board and WorkSafeBC: Registration, Classification, Assessments, and Regulations for Child Care (6pp, v2, 2007) Areas such as registration of new employees, fee classification, reporting and remittance of fees, and WCB regulations affecting child care facility operations are covered.
PR-A-039 \$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.
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All About Fundraising (11pp, v2, 2005) Effective strategies for grants, gaming & proposals. Includes a list of services and charitable organizations.
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Child Care Fees Package

(17pp, 2006) Guidelines and templates for managing, collecting and processing child care fees; tracking enrollment.

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Petty Cash Fund (7pp, v2, 2006)

Administering the petty cash fund. Includes templates and sample policies and procedures.

PR-F-212 \$5.00

Salary Scales and Related Info

(8pp, 2003) What you need to know when developing salary scales for your child care program.

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This resource covers different components of salaries and benefits when developing budgets for child care services.

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Surplus Funds and Board Designated Reserves (3pp, 2003)

Developing and maintaining a surplus.

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(19pp, 2003) Guidelines for effective financial management.

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MULTICULTURAL & DIVERSITY

Aboriginal Information Package for Child Care Programs (47pp, v2, 2001)

Includes information sheets, handouts, resource lists, bibliographies, a glossary of related terms and curriculum ideas with patterns.

PR-D-301 \$10.00

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.

PR-D-315 \$5.00

Autumn Seasonal Celebrations

(84pp, 1996) Celebrates Autumn Equinox, Canadian Thanksgiving, Fall Fairs, First Nations-Native Harvest, Chinese Mid-Autumn Festival, Chusognal, Tet Trung Thu, Sukkot.

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Steps to help all families feel welcome and to build positive partnerships in the care of young children in early childhood settings.

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Ways to prevent bullying; activities that promote pro-social behaviour.

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Festivals of Light Resource Package (94pp, v2, 2002)

Eight fall and winter celebrations from a variety of cultures and religions with light as a central theme.

Includes Diwali, Sikh Festivals of Light, Hanukkah, Winter Solstice, St. Lucia, Las Posadas, Christmas, Kwanzaa.

PR-D-300 \$13.00

Guide to Multicultural/Anti-Bias Materials and Resources (13pp, v2, 2007)

A guide to finding materials that help make every child feel welcome.

PR-D-302 \$5.00

Multicultural Materials Checklist

(4pp, v2, 2005) Designed to assist child care providers in facilitating children's cultural education by including multicultural play materials into the program.

PR-D-313 \$3.00

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.

PR-D-311 \$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.

PR-D-306 \$5.00

Spring Seasonal Celebrations

(73pp, 1996) Celebrates Spring Equinox, Arbour Day, Tu Bishvat, Sugaring-off Festivals, Now Ruz, Passover, Easter, Holi, May Day, Wesak, First Salmon Ceremony.

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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.

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We're More Alike Than Different

(59pp, 2001) Feltboard Stories for Anti-Bias Curriculum in Early Childhood Programs. Includes scripts and patterns for 16 feltboard stories, and useful ideas to adapt your own favourite felt board stories to include diversity.

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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.

PR-D-304 (b&w) \$7.00

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