
INTRODUCTION

Child-care providers and preschool teachers and directors are constantly using forms. Need parents to donate supplies? Send a supply request form. Need to hire a new teacher? Pass out job applications to candidates. Teaching a student who bites? Send home a note about how to deal with biting. Need to schedule conferences? Use a sign-up sheet. Forms are necessary to keep communication going at a child-care or preschool facility. Since there are few resources that cover all of the bases, the forms that you currently use may be scattered all over and may not have a professional look. Perhaps, some are so old that you don't even remember where you got them. And, since you need new forms every now and then—for example, when a child with a peanut allergy joins a class—you must spend valuable time creating and recreating them.



The Everything Book for Child Care & Preschool is designed to cut down on your workload, make your forms more consistent, and polish your facility's or school's image. Included in this resource are student documentation and assessment forms, planning sheets, schedules, templates for invitations, parent communication notes, newsletters about common subjects, and tons of other helpful resources and great ideas that will make your communication with teachers, parents, and children as smooth and simple as possible all year long. Certain forms also have space to drop in your school's logo, and we have included decorative borders to help you make eye-catching messages.

So, get inspired by this resource book and put your best foot forward during the next preschool year!

