Spanish Supports Companion Guide for CCR&Rs





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Introduction _____

The intended audience for this guide is Child Care Resource and Referral agencies (CCR&Rs), Child Care Aware of America (CCAoA) members, and other systems level leaders. CCR&Rs are encouraged to share this guide with staff, peers, providers or others who provide services and programming in Spanish through resource and referral, technical assistance (TA), coaching, training; and other professional group learning community forums. Moreover, while the majority of the resources found in the guide can be accessed directly on the CCAoA website, there are also a number of resources requiring a CCAoA membership. Those resources have been designated as "Membership Required." CCR&Rs and individuals interested in membership can find more information at Become a Member.



Members only resources are marked with this icon.

Purpose

The intent of this Spanish Supports Companion Guide for CCR&Rs is to:

- 1. Offer a directory of CCAoA Spanish resources with a summary description and within a quick reference table;
- 2. Provide examples of how CCR&Rs and other systems-level leaders may use the resources highlighted in the directory to support families and child care providers, as well as their own agency staff and their communities;
- 3. Provide and indicate which resources are accessible in Spanish and which resources are CCAoA member-exclusive benefits and support efforts to recruit diverse and underrepresented early care and education providers; and
- 4. Increase awareness of resources and access to materials in Spanish for families, providers and communities.

Background

We recognize the vital role CCR&Rs play in the early childhood ecosystem. CCR&Rs have strong relationships within the ecosystem and serve as hubs for information, resources and support to families with young children as well as the Early Care and Education (ECE) workforce. Services provided through CCR&Rs and other systems-level leaders help families find child care and support establishing and sustaining child care business.

In support of efforts to offer accessible resources and services to families, providers and the greater community in Spanish, we developed a Spanish Supports Companion Guide for CCR&Rs. It provides an overview of over 90 rich and timely resources that were developed by CCAoA to support families, child care providers and their communities in Spanish.

This diverse compilation of resources in Spanish includes web pages, tip sheets, templates, flyers, brochures, pre-recorded webinars and guides.



How CCR&Rs Can Benefit from Using the Guide: ____

This guide can assist you in your efforts to:

- Offer Spanish-language training and technical assistance (T/TA) and resources about topics for families, providers and community partners who prefer to receive the information in Spanish.
- Identify which resources in Spanish are available through CCAoA and included in your CCAoA membership (if you are a member).
- / Train staff (existing and new) about providing CCAoA resources and services to child care providers whose primary or secondary language is Spanish.
- Recruit Spanish-speaking providers by offering resources that have been translated into Spanish.
- Guide child care centers and home-based child care (HBCC) providers in implementing various practices or considerations by:
 - Using the resource as a standalone tool; and
 - Using it to develop customized training (T) and/or technical assistance (TA) for providers based on specific topics covered in the directory.

This guide will be helpful to CCR&Rs and other systems-level leaders by directing them to resources for use in their program and with their services in Spanish. As you review the guide, we hope you will identify opportunities to expand upon these resources and cultivate CCR&Rs' relationships with other organizations and partners that support and provide support and programming to Spanish-speaking populations.



Examples of How CCR&Rs Can Use the Resources Found in the Guide: _____

There are many ways your agency can apply the resources above into your daily work to support child care programs and support training and onboarding of your staff. Below are examples of how to fold these resources into your offerings to support child care providers who speak Spanish. This list is not exhaustive. We encourage you to adapt these examples to meet the needs of your agency and your community.

How CCR&Rs Can Use the Spanish Resources to Support Child Care Programs:

- Encourage staff to bookmark the links to the resources for quick referencing, as they answer questions for prospective and existing child care providers in Spanish.
- Frame discussions when delivering technical assistance (TA) in Spanish, either 1:1 or in a group.
- Download and share the tip sheets (PDFs) with child care providers, either by printing or sending by email.
- Include in newsletters and blogs for child care programs to highlight resources around various topics.

How CCR&Rs Can Use the Resources to Support Agency Staff:

- Integrate these resources into your training for existing or new staff as part of the onboarding process, to teach about tips and strategies on various topics.
- Encourage staff to print and add the tip sheets to their T/TA toolbox.
- Facilitate or strengthen partnership opportunities with other community-based organizations providing services and programming through outreach, training and/or TA, to Spanish-speaking populations.

What You Will Find in the Guide:

The majority of the resources highlighted in the guide were developed for families or child care programs and are ready to use and share in Spanish. The guide includes resources on Consumer Education, Vroom, Business Practices and Supports, Professional Development (Training and TA), Health, Emergency Preparedness, Public Policy, Research and Data.

The guide outlines each resource by title, description, intended audience (families, providers or community partners) and type of resource. It includes a direct hyperlink to each one for easy access and includes center-based and home-based child care options. Following this section, examples are provided of how CCR&Rs and other systems-level leaders may apply the resources to their agency's offerings for families, child care programs, CCR&R staff and within their communities. Finally, the appendix includes a quick reference guide with a list of all the resources mentioned in this guide.

Spanish Support Resources _____

Resources for Families

Consumer Education



Title: ¿Quién Regula el Cuidado Infantil?

Description: This web page provides information around understanding child care regulations and who regulates child care programs. It provides information about child care licensing regulations and other standards that may apply to child care programs.

Resource Type: Web page **Available in English:** Who Regulates Child Care?



Title: Verificaciones de Antecedentes: Lo Que Usted Debe Saber

Description: This web page provides information around who should have a comprehensive background check, what a comprehensive background check is, state and federal requirements and how to know if the adults in your child's child care program have had a comprehensive criminal history check. **Resource Type:** Web page

Available in English: Background Checks: What You Need to Know



Title: Tipos de cuidado infantil

Description: This web page provides information about the different types of child care: family child care homes, child care centers, preschool programs, school-age programs, and family, friend and neighbor care.

Resource Type: Web page **Available in English:** Types of Child Care



Title: Empezando su búsqueda de cuidado infantil

Description: This web page describes the steps to take during your child care search. It outlines how to get a child care list from your CCR&R, how to evaluate a program for quality and questions to ask when touring the program.

Resource Type: Web page Available in English: Starting Your Child Care Search



Title: Seleccionando un programa de cuidado de niños

Description: This web page offers checklists to use when touring a prospective child care program. Checklists are provided for evaluating child care centers, family child care homes, preschool programs, and school-age programs.

Resource Type: Web page **Available in English:** Selecting A Child Care Program



Title: Aprovechar de su visita de cuidado de niños

Description: This brochure offers information families can use when touring a prospective child care program. It describes quality and other important information families should know before a visit to the child care program. **Resource Type:** Brochure **Available in English:** Make the Most of Your Child Care Visit



Title: Elegir cuidado de niños para un niño con necesidades especiales **Description:** This brochure offers information families can use when looking for a prospective child care program for a special needs child. It talks about what you should do, know and ask when searching for a child care program for a special needs child.

Resource Type: Brochure

Available in English: Choosing Child Care for a Child with Special Needs



Title: Lista de control para un centro de cuidado infantil

Description: This web page includes considerations and questions families can ask when touring a child care center.Resource Type: Web pageAvailable in English: Child Care Center Checklist



Title: Lista de control para un hogar de cuidado infantil familiar
Description: This web page includes considerations and questions families can ask when touring a family child care home.
Resource Type: Web page
Available in English: Family Child Care Home Checklist



Title: Lista de control para un programa de edad escolar Description: This web page includes considerations and questions families can ask when touring a school-age child care program. Resource Type: Brochure Available in English: School-Age Child Care Checklist





Title: Buscar el mejor programa de cuidado de niños

Description: This brochure offers information that families can use when searching for a prospective child care program for their child. It describes quality and other important information families should know before a visit to the child care program.

Resource Type: Brochure

Available in English: Searching for the Right Child Care Program

Title: Seleccionar el mejor entorno de cuidado de niños para su bebé o niño pequeño

Description: This brochure offers information families can use when searching for a prospective after-school program for their school-aged child. It describes quality, types of school-aged programs available, and what to consider when choosing a program for their child.

Resource Type: Brochure

Available in English: Selecting the Right Child Care Setting for Your Infant or Toddler



Title: Seleccionar el cuidado de niños de calidad para los niños de edad escolar

Description: This brochure offers information families can use when searching for a prospective child care program for their infant/toddler. It describes positive interactions, safe sleep practices, health and safety and other important information families should know before selecting a child care program.

Resource Type: Brochure **Available in English:** Selecting a Quality School-Age Child Care



Title: Todo Queda en Familia

Description: This brochure offers information families can use when considering a family member as their care provider and what they can do to make it work.

Resource Type: Brochure Available in English: All in the Family

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Title: Acuerdos de servicios del cuidado infantil en el hogar

Description: This tip sheet describes why a child care agreement or contract is important for setting and agreeing on child care expectations. It also includes what information to make sure to include. This tip sheet can be downloaded and printed.

Resource Type: Tip Sheet

Available in English: In-Home Child Care Agreements

Financial Assistance



Title: Presupuestando para el Cuidado Infantil

Description: This web-page provides information around the cost of child care for families and provides resources to help families budget for the cost of care.

Resource Type: Web page **Available in English:** Budgeting for Child Care



Title: Plantilla de presupuesto mensual de una familia

Description: The budget spreadsheet is designed to help families calculate how the cost of child care would fit into their monthly budget and to help them think about changes that could be made to help them afford it. **Resource Type:** Budget Template **Available in English:** Family Monthly Budget Template



Title: Consejos sobre los impuestos: Una hoja informativa para las CCR&R sobre los impuestos de cuidado infantil de 2022

Description: This tip sheet lists current tax resources that families and child care providers may be eligible for, as well as resources for accessing free tax preparation. Find out about tax breaks/credits to maximize tax refunds and reduce or eliminate taxes owed.

Resource Type: Tip sheet **Available in English:** Tips for Taxes: A Tip Sheet for CCR&R's on 2022 Child Care Taxes



Title: Pagando por Cuidado Infantil

Description: This web page provides information on different programs available to help pay for child care from government programs, employee benefits, student resources, tax credits and other options. **Resource Type:** Web page **Available in English:** Paying for Child Care



Title: Pagar por el cuidado de niños

Description: This brochure provides information on different programs available to help pay for child care from government programs, employee benefits, student resources, tax credits and other options. Resource Type: Brochure Available in English: Paying for Child Care

School Readiness



Title: Trabajar juntos para el éxito en el kínder: Haciendo la transición del cuidado de niños al kínder

Description: This brochure offers information to families with children that are transitioning into kindergarten. It provides information around what families can do to help with the transition, and how to work with the school and their child care provider.

Resource Type: Brochure

Available in English: Working Together for Kindergarten Success: Making the Transition from Child Care to Kindergarten



Title: Aprender a leer y escribir comienza al nacer

Description: This brochure offers information to families about how reading and writing begin at birth and what to look for when visiting child care programs for their children.

Resource Type: Brochure

Available in English: Learning to Read and Write Begins at Birth

Vroom®







Title: Transiciones

Description: Find a Vroom Tip for easing home-to-school transitions. Resource Type: Tip sheet Available in English: Transitions



Title: Sentimientos

Description: Find a Vroom Tip for encouraging healthy emotional development in young children.Resource Type: Tip sheetAvailable in English: Feelings



Title: Lectura

Description: Find a Vroom Tip for building a foundation for reading.Resource Type: Tip sheetAvailable in English: Reading

Tip Sheet	
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Visite WeAreBrainBuilders.org para d	btener más recursos para desarrallar el carebro.
	ChildCare

Title: Reto de la lectura Description: Find a Vroom Tip for promoting reading skills.. Resource Type: Tip sheet Available in English: Reading Challenge



Title: Desafío de desarrollo cerebral

Description: Find a bingo card of activities to do with your child to help promote brain building.Resource Type: Tip sheetAvailable in English: Brain Building Challenge

Resources for Providers

Business Supports



Title: Reclutar y contratar personal

Description: This web page considers staffing needs for managing a child care center or family child care home. Topics covered include determining staff positions needed, deciding on position qualifications and staff training options and opportunities.

Resource Type: Web page **Available in Spanish:** Recruiting and Hiring Child Care Staff

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Title: Reclutar y contratar a personal de cuidado infantil

Description: One-pager (front and back, downloadable and printable PDF) summarizing tips and strategies for recruiting, hiring, and retaining child care staff.

Resource Type: Tip sheet

Available in Spanish: Recruiting and Hiring Child Care Staff One-Pager

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Title: Comercializar un programa de cuidado infantil

Description: One-pager (front and back, downloadable and printable PDF) outlining strategies for marketing a child care program. **Resource Type:** Tip sheet

Available in Spanish: Marketing a Child Care Program Tip Sheet



Title: El apoyo financiero y la sostenibilidad

Description: This one-pager (front and back, downloadable and printable PDF) discusses financial opportunities for child care businesses such as grants, loans; and government child care programs. It also offers strategies for operating a financially sustainable child care business.

Resource Type: Tip sheet

Available in Spanish: Financial Support and Sustainability



Title: Comercializar su programa

Description: This web page includes resources for child care programs seeking to develop a marketing plan. Topics covered include developing a mission statement, completing a needs assessment, strategies for attracting families to child care programs and creating a communication plan. It also includes resources such as marketing plan templates, sample marketing strategies/ budgets and a downloadable tip sheet about marketing a child care business. **Resource Type:** Web page

Available in Spanish: Market Your Program



Title: Abrir un centro de cuidado infantil - Guía de negocios de cuidado infantil **Title:** Abrir un hogar de cuidado infantil familiar - Guía de negocios de cuidado infantil

Description: These business guides offer a number of useful CCAoA resources and related guidance that will help potential child care business owners begin the process of opening a child care center or family child care home. **Resource Type:** Business guide (PDF)

Available in Spanish: Opening a Child Care Center Business Guide Available in Spanish: Opening a Family Child Care Home Business Guide





Title: Operar un centro de cuidado infantil - Guía de negocios de cuidado infantil

Title: Operar un hogar de cuidado infantil familiar - Guía de negocios de cuidado infantil

Description: This business guide offers several useful assessment tools and templates and related guidance to support current or new child care center and family child care home owners/operators establish effective business management practices.

Resource Type: Business guide (PDF) Available in Spanish: Operating a Child Care Center: Business Guide Available in Spanish: Operating a Family Child Care: Business Guide Access Type: Membership Required

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•	Asociaciones locales de restaurantes	8 United Way
	epartamentos locales de salud	9 www.schoolnursessupplyinc. com
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<u> </u>	oresas de distribución de	First Five CA
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Title: Colaboraciones sugeridas para enfrentar desafíos de suministros

Description: Child care providers seeking supplies that are in high demand due to COVID-19 can use this tip sheet, that lists companies and organizations that may provide needed supplies for child care programs. **Resource Type:** Tip sheet

Available in Spanish: Suggested Collaborations for Meeting Supply Challenges



Title: ¿Está listo para abrir un negocio de cuidado infantil?

Description: This web page includes information and steps to take specifically before opening a child care business. It explores the different types of regulated care, finding local supports, completing a self-assessment, and identifying whether there is a community need for child care. **Resource Type:** Web page

Available in Spanish: Are You Ready to Open a Child Care Business?



Title: Autoevaluación para los propietarios de centros de cuidado infantil Title: Autoevaluación para los proveedores de cuidado infantil familiar Description: This checklist is meant to help child care center and home-based child care operators think about the reasons they want to open a child care program and if it is the right choice for them. There are both personal and professional considerations for individuals to consider as they start their journeys.

Resource Type: Tip sheet

Available in Spanish: Child Care Center Owner Self-Assessment Available in Spanish: Family Child Care Provider Self-Assessment



Title: Evaluación de necesidades para los centros de cuidado infantil Title: Evaluación de necesidades para el cuidado infantil familiar Description: This resource is meant to help potential child care center and home-based child care owners/operators determine the need for child care services in a given area.

Resource Type: Business guide pull-out resource **Available in Spanish:** Child Care Center Community Needs Assessment **Available in Spanish:** Family Child Care Community Needs Assessment



Title: Licencias y verificaciones de antecedentes

Description: This web page includes information about opening a child care program. Topic areas include state licensing (group size, health and safety standards, etc.), the licensing process and background checks. It also includes links to downloadable checklists for child care centers and home-based child care providers about licensing and background checks.

Resource Type: Web page

Available in Spanish: Licensing and Background Checks

Business Guide Pull-Out

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Title: Licencias y verificaciones de antecedentes para los centros de cuidado infantil

Title: Licencias y verificaciones de antecedentes para el cuidado infantil familiar

Description: This resource includes downloadable and printable checklists (PDF) for prospective providers interested in opening a child care center or home-based child care. The checklists outline the steps needed to become a licensed child care center business and for obtaining a background check. **Resource Type:** Business guide pull-out resource

Available in Spanish: Licensing and Background Checks for Centers Available in Spanish: Licensing and Background Checks for Family Child Care



Title: Consideraciones legales, fiscales y de seguros

Description: This web page presents legal, tax and insurance considerations for starting a child care business, such as choosing a legal structure, registering a business, obtaining an Employee Identification Number (EIN), business taxes, business insurance, risk management, and federal and state employment laws. It also links to printable self-assessments for home-based and center providers about legal and insurance considerations.

Resource Type: Web page

Available in Spanish: Legal, Tax and Insurance Considerations

Business Guide Pull-Out

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Title: Consideraciones legales, fiscales y de seguros para los centros **Title:** Consideraciones legales, fiscales y de seguros para el cuidado infantil familiar

Description: This 4-page (downloadable and printable PDF) checklist for home-based child care providers interested in establishing a child care business covers considerations for legal structure, business insurance, risk management and federal/state employment laws for centers and home-based child care programs.

Resource Type: Business guide pull-out resource **Available in Spanish:** Legal, Tax and Insurance Consideration for Centers **Available in Spanish:** Legal, Tax and Insurance Considerations for Family Child Care



Title: Preparar un presupuesto

Description: This web page provides information about preparing a budget for a child care business and links to an interactive budgeting tool. It also discusses funding and financing opportunities.

Resource Type: Web page

Available in Spanish: Creating Your Program Budget

Interactive Too



Title: Herramienta de presupuesto

Description: This interactive budget template and tool (that can also be downloaded and printed as a PDF) can help child care programs track revenues and expenses. This resource can also be accessed on p. 29 of the Opening a Child Care Center Business Guide.

Resource Type: Interactive Tool

Available in Spanish: Budgeting Tool



Title: Elegir una ubicación adecuada

Description: This web page includes support for identifying a location for a child care program, including a discussion of zoning laws, restrictive covenants, state regulations and tips for evaluating the proposed space. In addition, it includes links to complementary downloadable and printable resources such as a questionnaire about finding a location for the child care program and a checklist that can be used as a guide when considering space for a home-based child care program.

Resource Type: Web page Available in English: Choosing the Right Location

Title: Encontrar una ubicación para los centros de cuidado infantil

Description: This resource was designed to help prepare for the process of selecting a location for a child care center or family child care home.

Completing the questionnaire will help potential child care business owners address important considerations before building, purchasing, or renting a

Title: Encontrar una ubicación para el cuidado infantil familiar

Business Guide Pull-Out



Business Guide Pull-Out

Resource Type: Business guide pull-out resource Available in English: Finding a Location for Centers Available in English: Finding a Location for Family Child Care

business location.

Title: Evaluar el espacio para los centros de cuidado infantil Title: Evaluar el espacio para el cuidado infantil familiar

Description: This assessment tool can be used as a guide as potential child care center and home-based child care owners/operators research or consider spaces for their child care business.

Resource Type: Business guide pull-out resource Available in English: Evaluating the Space for Family Child Care Available in English: Evaluating the Space for Centers



Title: Desarrollar sus políticas y procedimientos

Description: This page on the CCAoA website provides information to support child care programs in developing their policies and procedures, writing staff and family handbooks, and emergency preparedness. **Resource Type:** Web page

Available in English: Developing Your Policies and Procedures



Title: Plantilla de plan de márketing para centros

Title: Plantilla de plan de márketing para el cuidado infantil familiar Description: This 2-page marketing plan template (downloadable and printable PDF) can be used to help child care centers and home-based child care operators develop a marketing plan. It outlines topics such as program mission and philosophy, market analysis, community child care analysis, determining your audience, developing strategies and setting objectives. Resource Type: Business guide pull-out resource Available in English: Marketing Plan Template for Centers Available in English: Marketing Plan Template for Family Child Care



Title: Estrategias y presupuesto de márketing para los centros Title: Estrategias y presupuesto de márketing para el cuidado infantil familiar Description: This sample marketing strategies and budget sheet (downloadable and printable PDF) is designed for considering marketing strategy, timeframe and budget as part of a marketing plan for child care center and home-based child care administrators. Resource Type: Business guide pull-out resource Available in English: Sample Marketing Strategies and Budget for Centers

Available in English: Sample Marketing Strategies and Budget for Family Child Care



Title: Sostenibilidad financiera

Description: This web page highlights effective child care business practices. It discusses business bank accounts, grants, the iron triangle, shared services, child care business automation and marketing. It also includes links to resources about marketing and financing child care programs.

Resource Type: Web page Available in English: Financial Sustainability {☆}}

{☆}



Title: Sostenibilidad financiera para los centros

Title: Sostenibilidad financiera para el cuidado infantil familiar **Description:** This 4-page (downloadable and printable PDF) checklist of considerations for sound business and financial management for child care centers and home-based child care programs include information on business bank accounts, grant funding, and the iron triangle of Early Care and Education.

Resource Type: Business guide pull-out resource Available in English: Financial Sustainability for Centers Available in English: Financial Sustainability for Family Child Care Access Type: Membership Required



Title: Análisis del cuidado infantil de la comunidad para centros **Title:** Análisis del cuidado infantil de la comunidad para el cuidado infantil familiar

Description: Child care center and home-based child care owners can use this resource to compare their business to similar programs in their area. The results of the comparison can be used to help identify unique strengths and areas for growth in their business.

Resource Type: Business guide pull-out resource Available in English: Community Child Care Analysis for Centers Available in English: Community Child Care Analysis for Family Child Care Access Type: Membership Required



Title: Fortalecer la estructura del programa

Description: Understanding practices and resources that can strengthen your program structure is one way to work toward the success of your busines. **Resource Type:** Web page **Available in English:** Strengthen Your Program Structure {☆}

{☆}



Title: Estructura del programa para centros

Title: Estructura del programa para el cuidado infantil familiar

Description: This resource can be used to help child care center and homebased child care owners assess the quality program structure relevant to health and nutrition, active supervision and safety, policies and procedures, and more.

Resource Type: Business guide pull-out resource Available in English: Program Structure for Centers Available in English: Program Structure for Family Child Care Access Type: Membership Required

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Title: Plantilla de manual para personal de centros Title: Plantilla de manual para personal de cuidado infantil familiar Description: This resource was developed to guide child care centers and home-based child care programs as they establish program policies and write their staff handbook. It lists common employment topics such as employee benefits, conduct, and workplace safety. Resource Type: Business guide pull-out resource Available in English: Staff Handbook Template Available in English: Staff Handbook Template for Family Child Care Access Type: Membership Required

Title: Plantilla de manual para las familias en centros



Title: Plantilla de manual para las familias en cuidado infantil familiar Description: This resource was developed to guide child care centers and home-based child care programs as they establish program policies and write their family handbook. It lists common topics around family expectations such as registration and fees, sick child policies, and family engagement. Resource Type: Business guide pull-out resource Available in English: Family Handbook Template for Centers Available in English: Family Handbook Topic List for Family Child Care Access Type: Membership Required {☆}



Title: Prácticas de programas de calidad

Description: This web page provides an overview of quality practices and concrete steps toward providing a high-quality early care and education environment for the children in a program.

Resource Type: Web page

Available in English: Quality Practices for Early Care and Education



Prácticas apropiadas para la edad					
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Title: Prácticas del programa para centros

Title: Prácticas del programa para el cuidado infantil familiar **Description:** This resource can be used to help child care centers and homebased child care programs assess the quality of program practices relevant to developmentally appropriate practice, environment, curriculum and more.

Resource Type: Business guide pull-out resource Available in English: Program Practices for Centers Available in English: Program Practices for Family Child Care Access Type: Membership Required



Title: Empezar su negocio de cuidado de niños

Description: This downloadable brochure can be shared with potential providers. Topics covered help potential providers consider whether a child care business is the right choice, whether they are ready to run a business, where to begin; and more.

Resource Type: Brochure

Available in English: Starting Your Child Care Business



Title: Consejos sobre los impuestos: Una hoja informativa para las CCR&R sobre los impuestos de cuidado infantil de 2022

Description: This tip sheet lists current tax resources that families and child care providers may be eligible for, as well as resources for accessing free tax preparation. Find out about tax breaks/credits to maximize tax refunds and reduce or eliminate taxes owed.

Resource Type: Tip sheet

Available in English: Tips for Taxes: A Tip Sheet for CCR&Rs on 2022 Child Care Taxes

Professional Development (Training & TA)



Title: Formación y educación inicial

Description: This web page presents considerations for training requirements and education that may need to be completed to obtain a child care license or before staff can begin working with children.

Resource Type: Web page

Available in English: Initial Training and Education



Title: Formación y educación continuas Description: This web page describes ongoing training and education opportunities for child care providers. Resource Type: Web page Available in English: Ongoing Training and Continuing Education

Guide





Title: El diseño de una hoja de ruta sobre el desarrollo profesional

Description: This guide outlines the various types of professional development for early care and education professionals. It presents a roadmap of definitions used in the field for both providers and receivers of professional development.

Resource Type: Guide **Available in English:** Designing a Professional Development (PD) Roadmap

Health



Title: La salud ambiental y la seguridad en los entornos del cuidado infantil: consideraciones durante los brotes virales

Description: This downloadable and printable resource highlights important environmental health and safety considerations in child care settings during viral outbreaks. It applies to family and center--based child care settings. **Resource Type:** Tip sheet

Available in English: Environmental Health and Safety In Child Care Settings: Considerations During Viral Outbreaks

Emergency Preparedness



Title: Nuestra serie de videos de planes de emergencia escritos

Description: This web page contains a video series for child care providers about emergency preparedness in child care. Topics include Introduction to Written Child Care Emergency Plans, How to Develop a Written Child Care Emergency Plan, and Implementing your Child Care Emergency Plan. **Resource Type:** Web page translated, videos available in closed caption in Spanish

Available in English: Our Written Emergency Plan Video Series



Title: La calidad del aire exterior y el cuidado infantil

Description: This blog describes why outdoor air quality matters in child care. It explains the health effects of poor air quality on children and how it can be monitored. It includes recommendations for protecting children from poor air quality during wildfires and links to additional resources.

Resource Type: Blog

Available in English: Outdoor Air Quality and Child Care

Resources for the Community

Child Care Resource & Referral (CCR&R)





Title: Recursos y Referencias del Cuidado de Niños

Description: This web page describes how CCR&Rs serve as a resource hub for families, child care professionals and communities. It also links to the downloadable tip sheet - CCR&Rs are the Eyes and Ears of America's Child Care System.

Resource Type: Web page **Available in Spanish:** About Child Care Resource and Referral

Title: Las CCR&R son los ojos y oídos del sistema de cuidado infantil de los Estados Unidos

Description: This is a downloadable and printable fact sheet describing the services of CCR&Rs across the nation. It highlights how CCR&Rs support families, providers and communities.

Resource Type: Fact sheet

Available in Spanish: CCR&Rs are the Eyes and Ears of America's Child Care System

Public Policy





Title: Comparte Estos Mensajes en las Redes Sociales

Description: Social media has helped to amplify advocacy efforts by reaching more people in more places faster than ever. Conversions around child care happen daily on these platforms, especially on Twitter (now known as X). Advocates ensure messages, stances, and priorities reach policymakers and potential new advocates on these platforms. Share our downloadable advocacy graphics on your social media channels to show your followers that investing in child care works.

Resource Type: Social Media Graphics **Available in Spanish:** Share These Advocacy Messages on Social

Research & Data



Title: A reorganizarnos y construir un mejor sistema de cuidado infantil después de COVID-19

Description: This report explores the impact of COVID-19 on access to child care, the affordability of child care and child care quality. It combines the annual report, The U.S. and the High Price of Child Care and State Fact Sheets into one report, along with additional data gathered from CCR&Rs and other sources.

Resource Type: Report **Available in English:** Picking Up the Pieces: Building a Better Child Care System Post COVID-19



Title: Catalizar el crecimiento: utilizar los datos para cambiar el cuidado infantil

Description: This web page presents 3 reports highlighting data from various sources for accelerating the changes our child care system needs to overcome a crumbling system. The reports include the Annual Child Care Landscape Analysis: 2021 Supply and Quality Trends, Price of Care: 2021 Child Care Affordability, and The Year in Child Care: 2021 Data, Analysis and Recommendations.

Resource Type: Web page

Available in English: Catalyzing Growth: Using Data to Change Child Care

Conclusion

Child Care Aware® of America is delighted to collaborate with CCR&Rs, CCAoA members; and other systems-level leaders to deliver services to providers and families through this Spanish Supports Companion Guide for CCR&Rs. These resources were developed to aid CCR&Rs as they provide essential technical assistance and professional development to the child care providers in their regions and states. We encourage you to add this guide to your agency's toolbox and utilize these Spanish resources in your efforts to promote equitable high quality child care in your communities. As you embed these resources into your offerings, consider these next steps:

- How can we expand upon these resources and cultivate CCR&Rs' relationships with other organizations and partners that support and provide support and programming to families and providers who speak Spanish?
- How can we ensure these resources are accessible to all providers, especially those that may be underserved and underrepresented?
- How can we strengthen and frame our services in a way that promotes engagement and investment into the early childhood workforce?

We hope you will find this guide useful and welcome any feedback you have for us about how you use it or how it can be improved at learnmore@usa.childcareaware.org. By providing families, child care providers and community partners with resources and assistances in Spanish, together we are supporting the early childhood workforce, the broader workforce and by extension children and their families' ability to access resources and supports in Spanish.

Fill out the form to requ of America's technical a	uest personalized support from Child Care Awar
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What do you need TA in? Please a	elect the category that applies to your request
Additional resources are availab resource and to begin exploring your work and efforts as a CCRM	le through our "Resource Help Center". Please see below to access articles, doourners's and other informational materials that will suppo R and Systems Leader.

CCAoA develops Technical Assistance (TA) resources for Child Care Resource and Referral agencies (CCR&Rs) and other system-level leaders. If you need additional help, we invite you to request personalized support from our technical assistance team by filling out this filling out this form.

Technical Assistance - Child Care Aware® of America

Quick Reference Guide _____

This Quick Reference Guide lists the CCAoA Spanish support resources for families, providers and the community with additional resources that can be used in this quick, easy-to-access table.

Resources for Families	
Title	Members only
Consumer Education	
¿Quién Regula el Cuidado Infantil?	
Verificaciones de Antecedentes: Lo Que Usted Debe Saber	
Tipos de cuidado infantil	
Empezando su búsqueda de cuidado infantil	
Seleccionando un programa de cuidado de niños	
Aprovechar de su visita de cuidado de niños	
Elegir cuidado de niños para un niño con necesidades especiales	
Lista de control para un centro de cuidado infantil	
Lista de control para un hogar de cuidado infantil familiar	
Lista de control para un programa preescolar	
Lista de control para un programa de edad escolar	
Buscar el mejor programa de cuidado de niños	
Seleccionar el mejor entorno de cuidado de niños para su bebé o niño pequeño	
Seleccionar el cuidado de niños de calidad para los niños de edad escolar	
Todo Queda en Familia	
Acuerdos de servicios del cuidado infantil en el hogar	

Financial Assistance	
Presupuestando para el Cuidado Infantil	
Plantilla de presupuesto mensual de una familia	
Consejos sobre los impuestos: Una hoja informativa para las CCR&R sobre los impuestos de cuidado infantil de 2022	
Pagando por Cuidado Infantil	
Pagar por el cuidado de niños	
School Readiness	
Trabajar juntos para el éxito en el kínder: Haciendo la transición del cuidado de niños al kínder	
Aprender a leer y escribir comienza al nacer	
VROOM®	
Regreso a la escuela	
Transiciones	
Sentimientos	
Lectura	
Reto de la lectura	
Desafío de desarrollo cerebral	

Resources for Providers	
Title	Members only
Business Supports	
Reclutar y contratar personal	
Reclutar y contratar a personal de cuidado infantil	
Comercializar un programa de cuidado infantil	
El apoyo financiero y la sostenibilidad	
Comercializar su programa	
Abrir un centro de cuidado infantil - Guía de negocios de cuidado infantil	
Abrir un hogar de cuidado infantil familiar - Guía de negocios de cuidado infantil	
Operar un centro de cuidado infantil - Guía de negocios de cuidado infantil	Х
Operar un hogar de cuidado infantil familiar - Guía de negocios de cuidado infantil	Х
Colaboraciones sugeridas para enfrentar desafíos de suministros	
¿Está listo para abrir un negocio de cuidado infantil?	-
Autoevaluación para los propietarios de centros de cuidado infantil	
Autoevaluación para los proveedores de cuidado infantil familiar	
Evaluación de necesidades para los centros de cuidado infantil	
Evaluación de necesidades para el cuidado infantil familiar	
Licencias y verificaciones de antecedentes	
Licencias y verificaciones de antecedentes para los centros de cuidado infantil	
Licencias y verificaciones de antecedentes para el cuidado infantil familiar	
Consideraciones legales, fiscales y de seguros	
Consideraciones legales, fiscales y de seguros para los centros	

Consideraciones legales, fiscales y de seguros para el cuidado infantil familiar	
Preparar un presupuesto	
Herramienta de presupuesto	
Elegir una ubicación adecuada	
Encontrar una ubicación para los centros de cuidado infantil	
Encontrar una ubicación para el cuidado infantil familiar	
Evaluar el espacio para los centros de cuidado infantil	
Evaluar el espacio para el cuidado infantil familiar	
Desarrollar sus políticas y procedimientos	
Plantilla de plan de márketing para centros	
Plantilla de plan de márketing para el cuidado infantil familiar	
Estrategias y presupuesto de márketing para los centros	
Estrategias y presupuesto de márketing para el cuidado infantil familiar	
Sostenibilidad financiera	
Sostenibilidad financiera para los centros	Х
Sostenibilidad financiera para el cuidado infantil familiar	Х
Análisis del cuidado infantil de la comunidad para centros	Х
Análisis del cuidado infantil de la comunidad para el cuidado infantil familiar	Х
Fortalecer la estructura del programa	
Estructura del programa para centros	Х
Estructura del programa para el cuidado infantil familiar	Х
Plantilla de manual para personal de centros	Х
Plantilla de manual para personal de cuidado infantil familiar	Х

Plantilla de manual para las familias en centros	Х
Plantilla de manual para las familias en cuidado infantil familiar	Х
Prácticas de programas de calidad	
Prácticas del programa para centros	Х
Prácticas del programa para el cuidado infantil familiar	Х
Empezar su negocio de cuidado de niños	
Consejos sobre los impuestos: Una hoja informativa para las CCR&R sobre los impuestos de cuidado infantil de 2022	
Professional Development (Training & TA)	
Formación y educación inicial	
Formación y educación continuas	
El diseño de una hoja de ruta sobre el desarrollo profesional	
Health	
La salud ambiental y la seguridad en los entornos del cuidado infantil: consideraciones durante los brotes virales	
Emergency Preparedness	
Nuestra serie de videos de planes de emergencia escritos	
La calidad del aire exterior y el cuidado infantil	

Resources for the Community	
Title	Members only
Child Care Resource & Referral	
Recursos y Referencias del Cuidado de Niños	
Las CCR&R son los ojos y oídos del sistema de cuidado infantil de los Estados Unidos	
Public Policy	
Comparte Estos Mensajes en las Redes Sociales	
Research & Data	
A reorganizarnos y construir un mejor sistema de cuidado infantil después de COVID-19	
Catalizar el crecimiento: utilizar los datos para cambiar el cuidado infantil	

