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Recommended Books on Group Child Care Center Start-Up and Administration

Contact the Child Care Information Center or your local public library to ask about borrowing books.

Overviews

The Art of Leadership: Managing Early Childhood Organizations. Bonnie and Roger Neugebauer, editors. Redmond, WA: Exchange Press, 1998. 354 pgs. Exchange is one of the very best magazines for child care administrators. This two-volume set includes 81 of the magazine's best articles on effective management of early childhood programs.

Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8. 3rd ed. Washington, DC: NAEYC, 2009. 352 pgs. + CD-ROM. Contrasts appropriate and inappropriate practices in the care and education of children ages 0-3, 3-5, 5-6, and 6-8. Gives an overview of each period of development, a thoughtful analysis of the underlying principles, and guidelines for classroom decision making.

Early Childhood Environment Rating Scale. 3rd ed. Thelma Harms. New York: Teachers College Press, 2015. 83 pgs. Designed to assess group programs serving children three through five years of age.

Opening and Operating a Successful Child Care Center. Dorothy June Sciarra. Albany, NY: Delmar Thomson Learning, 2002. 485 pgs. This book is for directors responsible for starting new centers. It focuses on positive human relationships and sound fiscal and program management skills. Includes many sample documents and forms.

The Practical Guide to Quality Child Care. Pamela Byrne Schiller. Beltsville, MD: Gryphon House, 2001. 192 pgs. This comprehensive but clear and easy-to-read handbook provides specific guidelines for virtually every aspect of early childhood administration.

Program Administration Scale: Measuring Early Childhood Leadership and Management. 2nd ed. Teri N. Talan. New York: Teachers College Press, 2011. 85 pgs. The PAS is an easy-to-use tool for measuring the overall quality of administrative practices.

The Visionary Director: A Handbook for Dreaming, Organizing, & Improvising in Your Center. 2nd ed. Margie Carter. St. Paul, MN: Redleaf Press, 2010. 370 pgs. High-quality child care can change a community for the better, but it takes a director with vision in addition to day-to-day management skills.

This inspiring book offers the visions of many directors and a framework for organizing your thoughts and work to build a vibrant learning community.

Winning Ways for Early Childhood Professionals: Partnering with Families. Gigi Schewikert. St. Paul, MN: Redleaf Press, 2012. 79 pgs. Self-assessments, tips, sample letters and forms, and reflection questions to help you collaborate with families to provide better care for children and their parents.

Space and Furnishings

Caring Spaces, Learning Places: Children's Environments That Work. Jim Greenman. Redmond, WA: Exchange Press, Inc., 2005. 358 pgs. This book is a pleasure to read and offers excellent advice on how to use space and scarce resources creatively and carefully so as to allow children and caregivers rich, meaningful, and joyful experiences indoors and out.

Child Care Design Guide. Anita Rui Olds. New York: McGraw-Hill, 2001. 483 pgs. A large book with over 550 floor plans, drawings, photographs, charts, and illustrations. Because it's written for architects, it spells out things child care professionals might overlook in designing group centers.

Designs for Living and Learning: Transforming Early Childhood Environments. 2nd ed. Deb Curtis. St. Paul, MN: Redleaf Press, 2015. 343 pgs. Hundreds of full-color photographs from real preschools illustrate "doable dreams" of interesting, beautiful rooms for children.

Inspiring Spaces for Young Children. Jessica Deviney. Silver Spring, MD: Gryphon House, 2010. 239 pgs. Step-by-step instructions and lush photographs show how to transform early childhood classrooms with aesthetic qualities such as nature, color, furnishings, textures, displays, lighting, and focal points.

Natural Playscapes: Creating Outdoor Play Environments for the Soul. Rusty Keeler. Redmond, WA: Exchange Press, 2008. 313 pgs. Natural playscapes are simple, natural areas with trees, grass, shrubs, and paths. They offer children of all abilities endless possibilities for play, discovery, and connection with the natural world. This book is full of ideas and hundreds of inspiring color photos.

Leading and Supervising

Blueprint for Action: Achieving Center-Based Change Through Staff Development. 2nd ed. Paula Jorde Bloom. Lake Forest, IL: New Horizons, 2005. 305 pgs. + CD-ROM. A practical guide for describing, monitoring and improving a child care program through individualized staff development

Creating Better Child Care Jobs: Model Work Standards for Teaching Staff in Center-Based Child Care. 2nd ed. Washington, DC: Center for the Child Care Workforce, 1999. 31 pgs. Describes in detail the high-quality work environment required for good child care. Tells how you can enlist the wider community to help you get the resources you need to reach high goals in your workplace.

What You Need to Lead an Early Childhood Program: Emotional Intelligence in Practice. Holly Elissa Bruno. Washington, DC: National Association for the Education of Young Children, 2012. 306 pgs. Covers all the standard early childhood administration topics with an emphasis on exploring the human side of management and the role of emotional intelligence in effective leadership.

Winning Ways for Early Childhood Professionals: Being a Supervisor. Gigi Schweikert. St. Paul, MN: Redleaf Press, 2014. 110 pgs. This short book is packed with self-evaluation tools and practical advice to help supervisors transition from leading children to leading adults.

Health and Safety

Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs. 3rd ed. Elk Grove Village, IL: American Academy of Pediatrics, 2011. 579 pgs. Extensive, detailed standards for the health and safety of children from birth to 12 years in family and group child care centers.

Model Child Care Health Policies. 5th ed. Susan Aronson, editor. Elk Grove Village, IL: American Academy of Pediatrics, 2014. 229 pgs. Model health policies designed to allow you to insert information specific to your child care setting. Includes reproducible forms and resource lists.

Financial Management

The Bottom Line for Children's Programs: What You Need to Know to Manage the Money. 5th ed. Gwen G. Morgan. Watertown, MA: Steam Press, 2010. 276 pgs. Stating that budget is policy, this financial handbook tells you, clearly and simply, what you need to know to manage the money in a program for children. Includes forms, worksheets, checklists, samples, and case studies.

The Ultimate Child Care Marketing Guide: Tactics, Tools, and Strategies for Success. Kris Murray. St. Paul, MN: Redleaf Press, 2012. 240 pgs. The best, most effective ways to market your child care program to prospective families.

Preschool Curriculum

Make Early Learning Standards Come Alive: Connecting Your Practice and Curriculum to State Guidelines. 2nd ed. Gaye Gronlund. St. Paul, MN: Redleaf Press, 2014. 174 pgs. Early learning standards are reasonable expectations for what young children should be learning. They guide early educators in planning curriculum and assessing children's progress. This book shows how to make early learning standards relevant and useful in your preschool classroom.

Planning for Play, Observation, and Learning in Preschool and Kindergarten. Gaye Gronlund. St. Paul, MN: Redleaf Press, 2012. 270 pgs. The intentional planning and reflection frameworks described in this book will help you organize and develop curriculum and lesson plans around high-level, purposeful play as you create a cycle of planning and observation that helps young children thrive in your classroom.

Infant and Toddler Programs

Infant/Toddler Environment Rating Scale (ITERS-R). Rev. ed. Thelma Harms. New York : Teachers College Press, 2006. 62 pgs. Designed to assess group programs for infants and toddlers up to 30 months of age.

Prime Times: A Handbook for Excellence in Infant and Toddler Care. 2nd ed. Jim Greenman. St. Paul, MN: Redleaf Press, 2008. 344 pgs. + CD-ROM. This thoughtful book shows how to organize and maintain a program of excellent care and education for infants and toddlers.

Understanding Infants. Gigi Schweikert. St. Paul, MN: Redleaf Press, 2013. 79 pgs. This professional development workbook is an enjoyable way to learn more about the characteristics and needs of infants.

Understanding Toddlers and Twos. Gigi Schweikert. St. Paul, MN: Redleaf Press, 2013. 78 pgs. You will enjoy using this professional development workbook to learn more about the characteristics and needs of toddlers and two-year-olds.

School-Age Programs

Before & After School Programs: A Start-Up and Administration Manual. Mary McDonald Richard. Nashville, TN: School-Age Notes, 1991. 164 pgs. Policies, procedures, forms, budgets, job descriptions, staff handbook, staff evaluation, parent handbook, and much more.

Beyond the Bell: A Toolkit for Creating Effective After-School Programs. 2nd ed. Judith G. Caplan. Naperville, IL: North Central Regional Educational Laboratory, 2001. 167 pgs. Criteria and tools for management, collaboration, programming, integration with the traditional school day, evaluation, and communication. Includes a CD-ROM with the same tools.

Creating Better School-Age Jobs: Model Work Standards. Peggy Haack. Washington, DC: Center for the Child Care Workforce, 2001. 40 pgs. Describes in detail the high-quality work environment required for good school-age care. Tells how you can enlist the wider community to help you get the resources you need to reach high goals in your workplace.

Great Afterschool Programs and Spaces That Wow! Linda J. Armstrong. St. Paul, MN: Redleaf Press, 2013. 284 pgs. Packed with inspiring color photographs, this book takes you through all the considerations that affect your school-age program environment (including a limited budget) and then lays out a process for creating an environment where children will enjoy spending their time.

Half a Childhood: Quality Programs for Out-of-School Hours. 3rd ed. Judith Bender. Nashville, TN: School-Age Notes, 2005. 299 pgs. This excellent school-age training text covers best practices in before- and after-school, holiday, and summer care.

Links to Learning: A Curriculum Planning Guide for After-School Programs. National Institute on Out-of-School Time, Wellesley Centers for Women. Nashville, TN: School Age Notes, 2005. 180 pgs. Tips and tools for planning, developing, and evaluating after-school activities in seven key learning areas: literacy, science, math problem solving, arts, social competence, fitness and nutrition, and technology.

School-Age Care Environment Rating Scale. Updated ed. Thelma Harms. New York: Teachers College Press, 2014. 54 pgs. Designed to assess the quality of out-of-school care for children ages 5 – 12.

School-Age Ideas and Activities for After-School Programs. 2nd ed. Karen Haas-Foletta. Nashville, TN: School-Age Notes, 2005. 224 pgs. Programming strategies and tips, over 140 activities and games, 22 recipes for arts and crafts materials, 35 interesting club ideas, 40 themes for summer.

Training New After-School Staff: Welcome to the World of School-Age Care! Roberta L. Newman. Nashville, TN: School-Age Notes, 2002. 64 pgs. A basic training guide for directors to use with new staff.

Inspiration

For the Love of Children: Daily Affirmations for People Who Care for Children. Jean Steiner. St. Paul, MN: Redleaf Press, 1995. 382 pgs. If all the details of operating a child care center start to get you down, the little stories in this book – one for each day of the year – will quickly refresh your spirit and remind you of why your efforts for children are so very worthwhile.

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