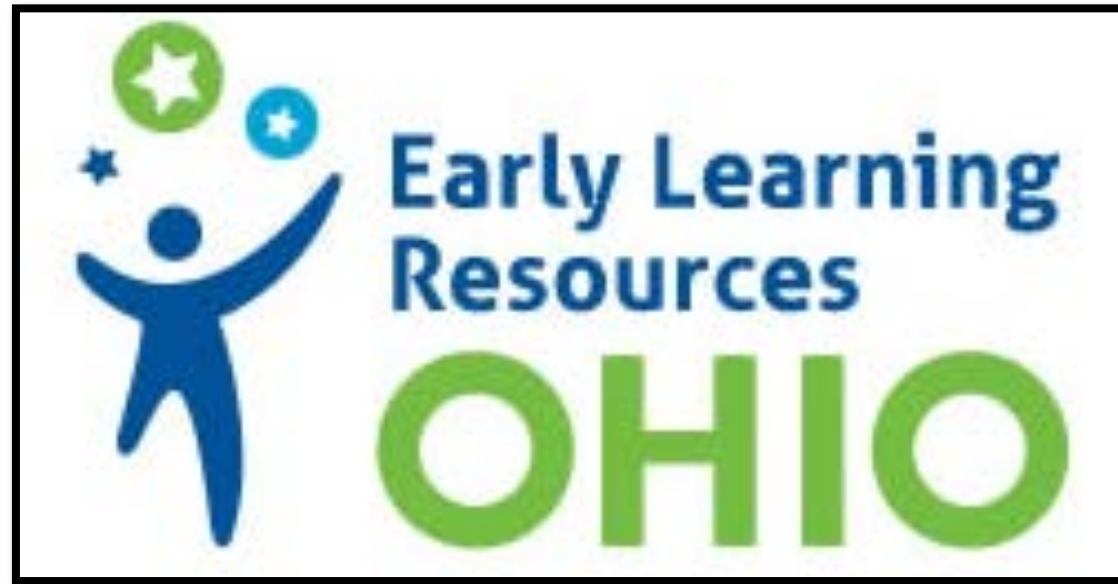




Getting Started with





ELRO

***is provided to you by OCCRRA and
your local resource and referral
agency, 4C for Children!***



Ohio Child Care
Resource & Referral
Association

What Do You Need to Know About ELRO?

It's made to give you discounts and resources
to make your job easier!

And the new website design is
easier to navigate!



Ohio Child Care
Resource & Referral
Association

Everyday Discounts

On items you need the most and personal orders too!



that was easy.™



Savings Calculator

Fill in your numbers to see your estimated savings!

YOUR ANNUAL SAVINGS

Your Annual Savings

	Your MONTHLY expense	Estimated ANNUAL savings
Learning & School Supplies	\$ 100	\$ 240
General Supplies	\$ 50	\$ 30
Janitorial, Sanitation & Facilities Supplies	\$ 200	\$ 600
Food & Food Related Supplies	\$ 800	\$ 1,152
Cell Phones	\$ 100	\$ 216
Credit Card Processing	\$ 50	\$ 10

Total ANNUAL Savings: \$ 2,248

**Cost Savings
Calculator
Shows the
Difference**



Savings Really ADD UP!

Limited Time Savings

Classroom Materials

Facilities

Food & Beverage

Health & Hygiene

Office Supplies

Posters required by law are free

Professional Development

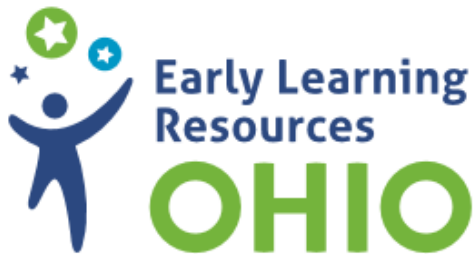
Teacher Savings

Wireless & Technology

Services for Business Operations

Uniforms

Safety



Sharing Knowledge + Business Solutions

Family Engagement Tools

COMMUNITY BULLETIN BOARD



Seek & Find

Putting together a Community Bulletin Board is an investigation job. These resources are here to help with the task.

Begin with the sample board to spark ideas for the design of your Community Board, then refer to “Creating a Community Bulletin Board” for a list of suggestions for where to look for the resources that you will need.

- [Community Bulletin Board - Center](#)
- [Community Bulletin Board - Home / Family](#)
- [Creating a Community Bulletin Board](#)



Family Engagement Tools

COMMUNITY BULLETIN BOARD

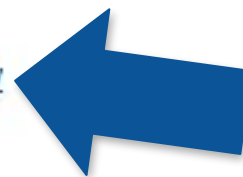


Seek & Find

Putting together a Community Bulletin Board is an investigation job. These resources are here to help with the task.

Begin with the sample board to spark ideas for the design of your Community Board, then refer to “Creating a Community Bulletin Board” for a list of suggestions for where to look for the resources that you will need.

- [Community Bulletin Board - Center](#)
- [Community Bulletin Board - Home / Family](#)
- [Creating a Community Bulletin Board](#)



Family Engagement Tools

For Administrators & Home Providers

Complete Handbooks

[Family Handbook - Center-based](#)

[Family Handbook - Home-based](#)

Individual Policies

[Attendance Withdrawal & Transfer
Records](#)

[Celebrations](#)

[Handbook Acknowledgement
Form](#)

[Health](#)

Also

- Newsletter ideas
- Managing enrollment
- Learn about being culturally responsive
- How to handle transitions into and out of your program



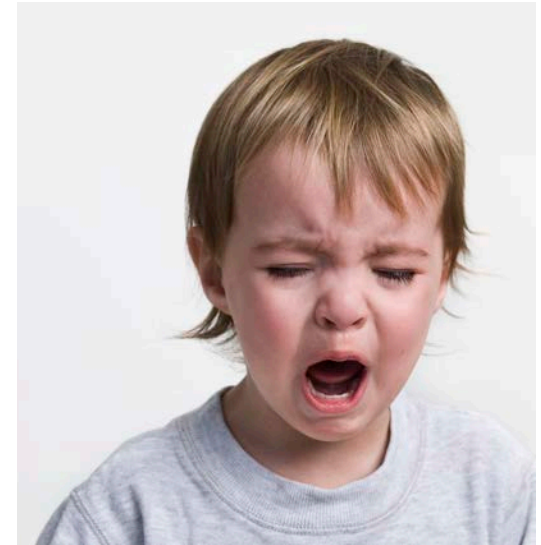
Teacher Resources for...

- Discipline
- Challenging Behaviors
- Biting
- Sleeping and Napping
- Toilet Training



Teacher Resources for...

Social Emotional Development



Teacher Resources for...

- Health and Safety
- Developmental Milestones
- Implementing the Early Learning And Development Standards
- and so much more!!



Handouts for Families!

- Child Development
- Health & Safety
- Immunizations
- Family Survey
- Disabilities
- Newsletters
- Letter and event templates



Human Resource Tools



Find Employees
Employee Benefits
Staff Management

Find Employees

ELRO has job descriptions and job postings you can customize for any position within your business!

INTERVIEW

Use the sample
interview guide to ask
the right questions in a
lawful way!



Employee Benefits \$\$\$\$\$

Look for ELRO's salary scale examples and templates!

ELRO offers medical, dental, vision and prescription benefits for individuals and groups.

Staff receive personal discounts at places like Apple, Target, Michael's and many more!

And, there's no cost to you!

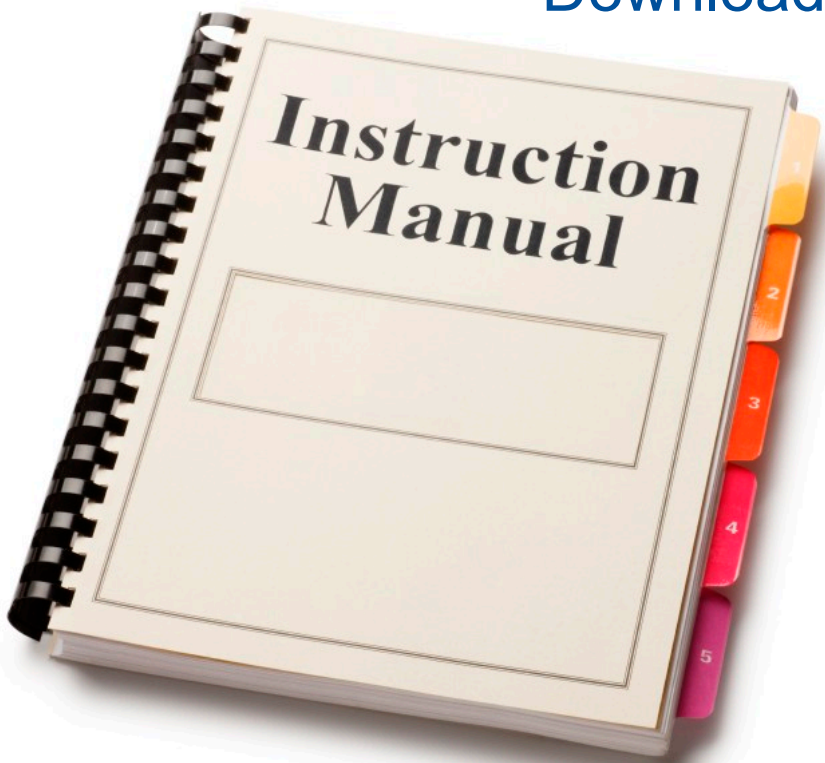


Staff Management

An *employee handbook* is important to help employees know

- what is **expected** of them AND
- **potential consequences** of not following the expectations.

Download and ***customize your own policies.***



ELRO also gives you access to ***disciplinary action forms*** and ***termination notices.***

Staff Evaluations

How do you measure staff *performance*?

ELRO helps you easily conduct observations and write goals for a variety of positions within your program.

This aligns with
Step Up To Quality too!



Employee Orientation Toolkit

“Staff need to know what is expected of them and what they can expect too. Using the toolkit will set the tone for a warm, productive working relationship.”

Sample Orientation Timelines

Sample letter to families about the new teacher

Orientation outlines for Health, Supervision & Safety, Professionalism,
Documents needed at hire
and more!



Marketing Resources

Step-by-step guides to *increase your enrollment and profits!*

Learn about

- Using Social Media
 - 25 Ways to Market Your Program Effectively
 - Brochure and flyer templates
 - Writing a Press Release
 - Email marketing
 - Logo Development
 - Low cost Website option
- AND MORE!**



Program Administration

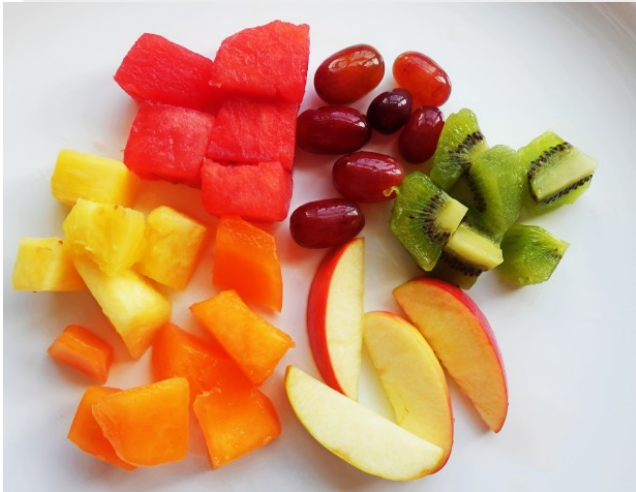


Policies, forms and resources
to help your child care business run smoothly.

ASSOCIATION

Food and Nutrition

- Meal Planning
 - Food Allergies and Safety
 - Family Style Dining Guide
 - Child and Adult Care Food Program (CACFP)



Federal Regulations

Your one stop shop for finding resources and information to protect your business


Affordable Care Act
Americans with Disabilities Act
Child Care and Development Block Grant
Equal Employment Opportunity Act
Fair Labor Standards Act
Head Start
Internal Revenue Service, includes tax forms!
OSHA – Occupational Safety & Health



Ohio Child Care
Resource & Referral
Association

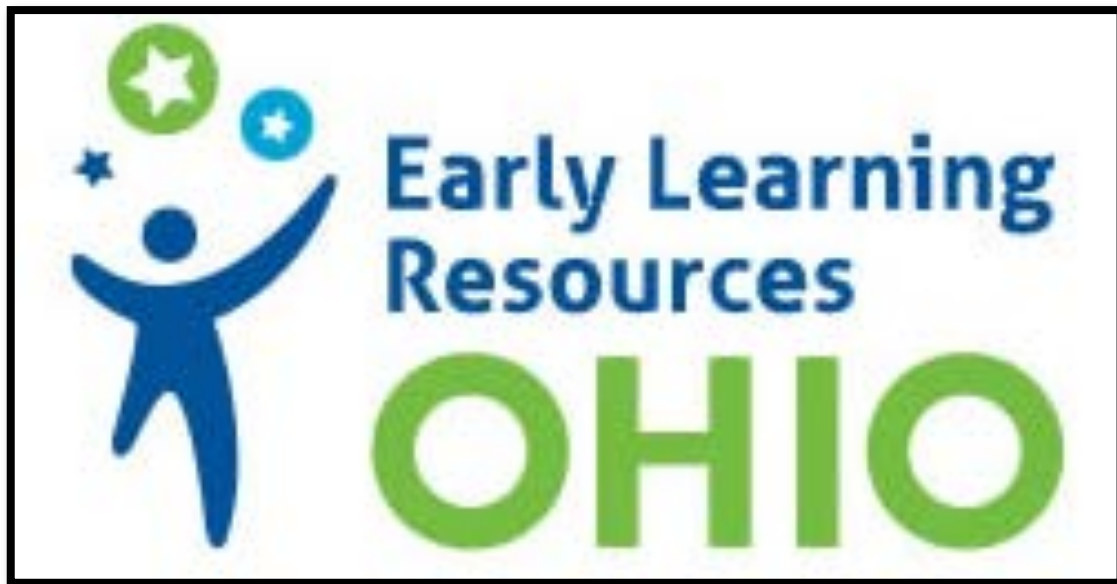
Enhancing Ohio's System of Quality Care and Learning

Ohio Regulations and Systems



Quick, easy access to
everything you need to
maintain licensing,
compliance and quality
in Ohio

OCCRRA
Ohio's Professional Registry
OCLQS
Step Up To Quality
Child Care in Ohio
Bold Beginnings
CCIDS (Child Care Information Data Systems)
Child Care Program Resources
Child Care Search
Ohio Department of Education -ODE



A subscription to
Early Learning Resources Ohio
Is now yours!



Ohio Child Care
Resource & Referral
Association

Watch your email for access!