

FORMS LIST  
TCCN BONUS # 1

Our aim here is to make amassing forms with which to do business easier. Each state will have required forms and it is not the aim here to be exhaustive with each state's requirements, but rather give you a kit with which to begin. If you find or make forms that you think are necessary, please send them to me at [Sharon@TeachaChildChangeaNation.org](mailto:Sharon@TeachaChildChangeaNation.org). Similarly, if you state has similarly amassed forms on a centralized link, send that to me. I apologize for the Texas bias, but everyone has to be from somewhere. Texas is not known for its regulation generally, so I imagine that most states will have the same or similar form requirements.

Sections include the following

Forms Having to do with Employees

Forms for the Center

### **FORMS HAVING TO DO WITH EMPLOYEES**

(Notice, this would NOT include any forms that a state government will require for all employees.)

Application form: choose one of these:

<http://www.samplewords.com/job-application-form/>

<https://www.uslegalforms.com/applications/>

Form authorizing a background check

[http://www.twc.state.tx.us/news/efte/authorization\\_for\\_background\\_check.html](http://www.twc.state.tx.us/news/efte/authorization_for_background_check.html)

*Request for Criminal History check/Central Registry Check PDF Document*

*Instructions Word Document*

*Spanish PDF Document*

*Spanish Instructions Word Document*

In Texas, with each application must be also an affidavit (swearing that applicant is not a criminal child abuser)

[Affidavit for Applicants for Employment with a Licensed Operation or ...](#)

<https://www.dfps.state.tx.us/application/Forms/showFile.aspx>

Texas' form for applicant to permit a background check (and also there is a further form for risk evaluation of someone with a blemish on their record, as for instance someone with a drunk driving cite that is decades old, who in your judgment is now okay for being with children.)

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp#background\\_checks](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#background_checks)

ONCE HIRED

You must have an I-9 in each employee's file, here is a link, also available in Spanish

<https://www.uscis.gov/i-9>

W-4 Authorization to withhold tax

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

You must have signature Authorization to withdraw anything, including Tax

Other US gov't forms

<https://www.uscis.gov/forms>

and a record of training, in most states a record(s) of good health, some municipalities have rules about this too, as for instance immunizations and TB tests

## FORM FOR THE CENTERS

(Many here are Texas' forms. Use your state's form if they offer one, but if not, you may use those provided by Texas.)

Orientation for the Staff

Map of center with fire extinguisher, First Aid Kit, shelter in place places, fire drill destinations, etc.

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

Discipline and Guidance Policy *Word Document*

Daily Building & Grounds Safety Checklist *Word / PDF Document*

Operational Policy on Infant Safe Sleep - J-800-2550 *PDF Document*

Acknowledgement that they have seen the Orientation Manual for Staff

Form about who to call in emergency for staff, (and for each child in child's folder)

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

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Emergency Practices *PDF Document*

Milestones, incoming and periodic (May want your own in addition to whatever is required by your jurisdiction)

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

Child Assessment Form *Word Document / PDF Document*

Incident Form (to be filled out anytime a child is hurt)

Biting Form

Blood form

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)  
[Incident/Illness Report](#)[Word Document](#) / [PDF Document](#)  
[Spanish](#)[Word Document](#)

Emergency Numbers – Texas offers one \*

Building Plan with Escape routs posted in every room, also with phone numbers

Agreement with another center to come there in case of evacuation

Attendance Record

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

[Monthly Attendance Record](#)[Excel Spreadsheet](#) / [PDF Document](#)

Insurance

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

[Verification of Insurance](#)[Word Document](#)

Toy Safety Certification

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

[Children's Products Certification](#)[Word Document](#) / [PDF Document](#)

## **FORMS FOR CENTER PROVIDED BY THE STATE**

### **TEXAS:**

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

MORE TEXAS FORMS

[https://www.dfps.state.tx.us/site\\_map/forms.asp](https://www.dfps.state.tx.us/site_map/forms.asp)

You will need a form for every medication dispensed by the center; Texas' is in the folder

***Each state will have their forms and these are vital.***

In Texas these include (but not limited to!) All of these are available on the above link

Controlling Person form

Governing Body form

Director Form

Personal History Form

Staff Information Record

Staff Training Record

Center Evaluation Record

Postings at Center include Emergency Numbers, Labor Posters, Info for Parents (in Texas included), in classrooms do post allergy info, but post where only staff can see.

## **FORMS for PARENTS**

Application

Agreement to Policies, agreement that they were given the Parent Orientation Handbook

Parent Orientation Handbook

Including: [https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

*Discipline and Guidance Policy Word Document*

Doctor's Form

Shot Record OR State waiver form \*\*

Emergency Direction form

Medication Authorization -- in folder (available in Spanish too)

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp#parents](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#parents)

Currently the State of Texas requires that the notification that the CDC is a gang free zone must be distributed (I reco that this go into the Orientation Handbook)

[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp#parents](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#parents)

Calendar of days and hours for center

Newsletter and Curricula communication (from teachers or administration)

Application for Scholarship

SIGN IN AND SIGN OUT FORM

## **FORMS HAVING TO DO WITH ACCOUNTING**

Very likely you will have a software package that will help you with accounting. Quickbooks fills this, but there are several software packages build specifically for child care centers that also have information tracking for your students. Often this is a good thing, be TCCN does not have a recommendation at this time.

### **INVOICE**

You will want to have parents pay you on a set, regular pattern, without having to bill them. Also have an invoice form if you do have to bill them. Quickbooks is built on the invoice. Here is a screen shot of their invoice.

### **STATEMENT**

You will want to have a statement of account, again, in case you have someone who is not paying and you have to list all of their charges and payments. Sorry, screen shots are not permitted in my pdf maker.

## Accounting

While you can do accounting by hand or with Excel, if you have a working preschool, buying a software program to handle the accounting, along with a CPA to check it, is well worth the money.

Suffice it to say that monthly you will want to see if you are making money. The basic parts of the Profit and Loss Statements areas follows:

P&L for Month of \_\_\_\_\_

### Income

Tuition

Late Fees

Donations

SubTotal

\_\_\_\_\_

### Expenses

Wages

SStaxes

Medicare

Supplies

Office Supplies

Taxes

Sub Total

\_\_\_\_\_

Net Income or Loss

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The aim is not to give you a list of income and expense categories (chart of account) but rather to give beginners an idea of a P&L.

You will also need a Balance Sheet where you see the current status of what you owe and own.

Balance Sheet of x Date

Assets

Liabilities

Owner's Equity

Subtotal

\_\_\_\_\_

\_\_\_\_\_

Non profits have balance sheets that look just a little different. I just wanted to put this in here so you would be very certain to have it.

Taxes, of all the taxes that are most important to pay is the 941, those taxes taken out and partially matched, that go into the IRS. The state too, will have fees and taxes. Be sure to get help so you have everything covered, because if you don't you must pay penalties on top of back owed fees.

[Form 941 \(Rev. January 2017\) - Internal Revenue Service](https://www.irs.gov/pub/irs-pdf/f941.pdf)  
<https://www.irs.gov/pub/irs-pdf/f941.pdf>

Consult professional help also about what the current need for or necessity to avoid health care insurance for staff.