

FAMILY CHILD CARE RESOURCE BOOKLET

DAKOTA COUNTY SOCIAL SERVICES

CHILD CARE UNIT

VISIT US AT OUR WEB PAGE

www.dakotacounty.us/HealthFamily/ChildCareProviders/

2009 Edition

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**DAKOTA COUNTY
EMERGENCY and RESOURCE NUMBERS**

Police, Fire and Medical 911

Crisis Response Services (CRU)..... (952)891-7171

Dakota County Child Abuse and Neglect Assessment (952)891-7459

Dakota County Employment & Economic Assistance (651)554-5611

Dakota County Public Health Services (651)554-6100

Dakota County Social Services (952)891-7400

MN Poison Control Center (800)222-1222

RESOURCE ORGANIZATIONS

COMSUMER PRODUCT SAFETY COMMISSION.....1-800-638-2772
Website listing of unsafe cribs www.cpsc.gov

MINNESOTA POISON CONTROL CENTER 1-800-222-1222
www.mnpoison.org
Free educational materials.

MINNESOTA POISON CENTER (serves east half of Dakota County) (800)222-1222
They will send out free educational materials.

MINNESOTA LICENSED FAMILY CHILD CARE ASSOCIATION.....(651)636-1989
1910 W. County Road B Room 147
Roseville MN 55113-5410
www.MLFCCA.org
Fax: (651)636-9146
Technical assistance seminars, newsletters, food program.

MINNEAPOLIS CHILDREN'S HOSPITAL AND CLINICS(612)813-6285
2525 Chicago Avenue S.
Minneapolis MN 55404
Information and assistance regarding SIDS; offers support groups to providers who have experienced a SIDS death.

THINK SMALL.....(651)641-0305
www.thinksmall.org
450 N. Syndicate Suite 5
St. Paul MN 55104
Training, resource library, provider support network, family child care publications, advocacy, child care referral service.

WILDER-RAMSEY COUNTY EARLY CHILDHOOD SERVICES(651)642-4090
911 LaFond Avenue
St. Paul MN 55104
Training, advocacy, discount on materials and equipment, provider network, monthly newsletter, first aid kits, business aids, medical insurance, child enrichment programs, provider recognition awards, technical assistance.

TRAINING

AAA CHILD PASSENGER SAFETY RESTRAINT CLINICS.....(952)707-4623

AMERICAN RED CROSS

176 S. Robert Street.....(651)291-6704

St. Paul MN 55107

www.stpaulredcross.org

Courses offered in Infant and Child First Aid, and CPR. Call to register or for complete list of courses.

DAKOTA COUNTY FAMILY CHILD CARE ASSOCIATION.....vm952-985-3495

www.dcfcca.org

DAKOTA COUNTY TECHNICAL COLLEGE

1300 E. 145th StreetJill Behnke (7:30-4:00) (651)423-8000

Rosemount MN 55068

Direct line (651) 423-8398

www.DCTC.mnscu.edu

Credit classes; evening, day, and weekend classes.

MINNESOTA LICENSED FAMILY CHILD CARE ASSOCIATION

1821 University Ave. W. Suite 324-S

St. Paul, MN 55104

www.mlcca.org.....(651)636-1989

Roseville MN 55113

Fall and spring technical conferences for family child care providers. Competency-based training program sponsored with University of Minnesota's Early Childhood Studies Program.

THINK SMALL

10 Yorkton Court(651) 641-0305

St. Paul MN 55117

WWW.thinksmall.org

www.redleafinstitute.org

Child development, health and safety, personal growth and business management, program-curriculum development, nutrition series. Classes offered quarterly.

CORRESPONDENCE COURSES

If you choose to complete a correspondence course, you will be required to take one additional training outside of the home to meet training requirements (regardless of the number of clock hours issued for course).

The following agency courses have been approved:

APPLEBAUM Courses 1-800-232-4453
104 Industrial Blvd., Suite A
Sugarland TX 77478
www.atiseminars.org

C.A.R.E. Courses..... 1-800-685-7610
CCR&R (Eager-to-Learn link)..... www.mnchildcare.org

A variety of other classes meet training requirements. Ask the University of Minnesota extension office or your local college, university, technical college, community center, YMCA or YWCA, children’s hospital, church, family service organizations, Red Cross Chapter or community health center and school districts.

Check Dakota County Child Care Licensing Web Page for training opportunities:

www.dakotacounty.us/HealthFamily/ChildCareProviders/

If you are not sure if a class meets the licensing requirements, check with your licensing worker.

EARLY CHILDHOOD FAMILY EDUCATION

Dakota County

Burnsville (ISD#191)	Linda Schwab ECFE Coordinator, ISD #191 318 W. Burnsville Pkwy Burnsville MN 55337	(952)707-4150
Hastings (ISD#200)	Michelle Thompson ECFE Coordinator, ISD #200 10 th and Tyler Hastings MN 55033	(651)437-3724
Lakeville (ISD#194)	Mar Hylbach ECFS Coordinator, ISD #194 17741 Juniper Path Lakeville MN 55044	(952)469-7290 (classes) 952-469-7142 (screening)
Rosemount/Apple Valley (ISD#196)	Karen Kellar ECFE Manager, ISD #196 5800 W. 149 th Street Apple Valley MN 55124	(952)431-8340
South St. Paul (Special School District #6) <i>Family Focus</i>	Kathy Herbranson ECFE Coordinator, Lincoln Center 357 N. 9 th Avenue South St. Paul MN 55075	(651)457-9479

Early Childhood classes are primarily for parents who have one or more children under kindergarten age. Check with the school districts listed above to see whether they have openings to attend groups, even if you have no preschool children.

EARLY CHILDHOOD SPECIAL EDUCATION

Dakota County

Children’s abilities may vary greatly from child to child while still remaining within the range of average child development. Occasionally, however, a child may experience a delay in developing a skill (e.g., a two-year old who has yet to walk, or a difficulty in the quality of a skill such as a four-year old with many speech articulation errors).

If a child’s parents have concerns regarding their child’s development, they can approach their child’s health care professional about a developmental screening. A screening is a brief test which gives a sense for how the child is progressing. It looks at skills and milestones which are typical for children in an age range. Often screening is done routinely during well-child visits.

More in-depth testing may be sought if the screening raises questions about the child’s development. This assessment may focus on one skill area—as in a speech and language assessment—or may review many areas. Assessment helps determine the need for intervention to aid the child’s development.

In Minnesota, public schools provide assessment and any needed services to children with serious delays or disabilities which impact learning. These services are available to eligible children from birth through school age. To investigate the possibility of services for children under school age who have serious delays or disabilities affecting learning, parents can call the appropriate number below and ask for information on Early Childhood Special Education.

SCHOOL DISTRICT NUMBERS

Burnsville	(952) 707-4010
Farmington.....	(651) 463-5066
Hastings	(651) 438-0874
Lakeville.....	(952) 469-7118
Rosemount/Apple Valley	(952) 431-8700
South St. Paul & Inver Grove Heights	
Coordinator:	(651) 306-7313
Under 3:	(651) 306-3607
West St. Paul:..... Birth to 3	(651) 905-4196
Ages 3-5.....	(651) 905-4196

For school age children parents should contact the child’s school directly. Other resources for information on child development services include:

- Public Health Nursing
- Dakota County HELP Line
- Early Childhood Family Education (*see Page 5*)

DAKOTA COUNTY LIBRARIES

Ask the librarian to help you find books on topics for children. Some ideas you may want to work on with your child care children are:

Manners
Self-esteem
Getting along with friends
Sibling relationships
Feelings
Personal Safety

Sex education
Cultures
Human body
Dinosaurs
Rocks
Weather

Insects
Animals
Nature habitat
Properties of science
(floating/weight)

Dakota County Library – Galaxie (Apple Valley branch) (952)891-7045
14955 Galaxie Avenue, Apple Valley MN 55124

Dakota County Library - Wescott (Eagan main branch)..... (651) 450-2900
1340 Wescott Road, Eagan MN 55123-1099

Dakota County Library - Burnhaven (Burnsville branch) (952) 891-0300
1101 W. County Road 42, Burnsville MN 55306

Dakota County Library- Farmington (Farmington branch) (651)438-0250
508 Third Street, Farmington MN 55024

Dakota County Library – Pleasant Hill (Hastings branch)..... (651) 438-0200
1490 Frontage Road S., Hastings MN 55033-2445

Dakota County Library – Wentworth (West St. Paul branch) (651)554-6800
199 E. Wentworth Avenue, West St. Paul MN 55118

Dakota County Library Lakeville (Lakeville branch).....(952)891-0360
20085 Heritage Dr., Lakeville

EARLY CHILDHOOD RESOURCES

Early Beginnings Preschool Program..... 1-800-387-4156
8536 B Cedarhome Drive, Stanwood WA 98292 www.earlybeginnings.com

Fun Learning—Early Start.....1-904 744-8140
P.O. Box 8781, Jacksonville FL 32235
www.earlystart.biz

High Reach Learning, Inc...... 1-800-729-9988
5275 Parkway Plaza Blvd., Charlotte NC 28217-1967
www.highreach.com

Home Preschool Program..... 1-800-367-4338
26211 Dimension Drive, Lake Forest CA 92630-7805
www.homepreschool.com
free sample

Kidcrafters 1-800-849-3459
2387 Country Hwy. 18, South New Berlin, NY 13843-3157
www.kidcrafters.com
CD-ROM format – call for free samples.

Kids ‘n Fun Crafts..... (763)767-3209
684 131st Avenue NE, Blaine MN 55434
www.daycarecrafters.com

Mother Goose Time 1-800-523-6933
P.O. Box 225, Interlochen MI 49643
www.mothersgoosetime.com

Star-Brite Learning Center 1-888-858-2954
2253 E. Hope Circle, Mesa, AZ 85213
www.star-brite.com

Funshine Express Activities..... 1-800-340-8103
926E East Industrial Drive, Dickinson, ND 58601
Monthly preschool activities.
www.funshineexpress.com

FIELD TRIPS

For an extensive list of field trip ideas, see the field trip link at the Child Care Web Site. The address is: http://www.co.dakota.mn.us/child_care . If you do not have Internet access, you may call your worker at 952-891-7400 for a list of more ideas.

PARK BOARDS

- Dakota County Parks Administration** (651)438-4660
Hennepin County Parks - 3 Rivers Park District (763) 559-9000
Minneapolis Park/Recreation Programs..... (612)661-4875
Ramsey County Parks & Recreation..... (651)748-2500

OTHER SUGGESTED FIELD TRIPS (*call for prices*)

- CARPENTER ST. CROIX VALLEY NATURE CENTER**..... (651)437-4359
12805 St. Croix Trail, Hastings MN 55033.
- DAKOTA COUNTY HISTORICAL SOCIETY**..... (651)552-7548
130 N. 3rd Avenue, South St. Paul MN 55075.
Historical museum and education on important Dakota County events and historical figures.
- DODGE NATURE CENTER**..... (651)455-4531
365 W. Marie Avenue, West St. Paul MN 55118.
- FIRE DEPARTMENTS** (local). *Call your local fire department to see what they offer for children.*
- GIBBS FARM MUSEUM**..... (651)646-8629
2097 W. Larpenteur Avenue, Falcon Heights MN 55113. *www.RCHS.com*
- PONY PALS** (952)894-6093
Rides, pony feeding and certificates.
- MAPLEWOOD NATURE CENTER**..... (651)249-2170
2659 E. 7th Street, Maplewood MN 55119.
- MINNESOTA ZOO**..... General Information: (952) 431-9500
13000 Zoo Blvd., Apple Valley MN 55124 *www.MNZOO.org*..... Administration: (952) 431-9200
- SHOREVIEW COMMUNITY CENTER**..... (651)490-4700
4600 N. Victoria Street, Shoreview MN 55126. *Water park. www.shoreview.mn.com*
- SKYLAND PLAYGROUND Cliff Fen Park**..... (952)895-4500
Call Burnsville Park and Recreation for information.
For trip, located at Nicollet and Cliff Road, Burnsville MN 55337. *Nature events.*
- TAMARACK NATURE CENTER**..... (651)407-5350
5287 Otter Lake Road, White Bear Township MN 55110. *www.co.ramsey.mn.us/parks/tamarack*

Besides going on field trips, providers can bring in interesting people to talk to the children. You may know a storyteller, pilot, author, artist, police officer, firefighter, etc., that would be willing to come and talk to the children. You can go to the library and take out books on the subject to which the person will speak.

NEWSLETTERS and MAGAZINES

BEGINNINGS. *The magazine for teachers of young children.*

P.O. Box 2890, Redmond WA 98073

BUILDING BLOCKS (Child Care Edition) 1-800-233-2448
38 W. 567 Brindlewood, Elgin IL 60123 www.bblocksonline.com

DAY CARE / EARLY CHILDHOOD EDUCATION (Quarterly: \$10.50/yr)

92 Fifth Avenue, New York NY 10011

EARLY CHILDHOOD TODAY (*Scholastic, Inc.*) 1-800-724-6527

P.O. Box 54031, Boulder CO 80322

FAMILY DAY CARING (12-year)

c/o Resources for Child Care, 450 N. Syndicate Avenue

St. Paul MN 55104

FIRST TEACHER

P.O. Box 6781, Syracuse NY 13217-7915

MINNESOTA PARENT (subscription \$14/yr or \$21/2-yr)(651) 454-5145

1750 Yankee Doodle Road Suite 108

Eagan MN 55121 www.mnparent.com subscription *mailed to home—available free when picked up at libraries, day care centers, malls, etc.*

PARENT'S MAGAZINE 1-800-727-3682

P.O. Box 3042 (subscriptions)

Harlan IA 51537 www.parents.com

PRACTICAL PARENTING(800) 255-3379

15245 Minnetonka Blvd., Minnetonka MN 55345 www.practicalparenting.com

PRE-K (Scholastic, Inc.)

P.O. Box 2075, Mahopac NY 10541

PRESCHOOL PERSPECTIVES

951 Pershing Drive, Silver Springs MD 20910-9973

RAISING MINNESOTA / MN Directory. *Booklet available free at libraries and malls. Have resources and activities for children in twin cities area. Great resource for activities and resources for children; educational articles.*

REDBOOK

Box 10702, Des Moines IA 50340

TODAY'S PROVIDER (Solo Publications)

Chicago IL 60614

WORKING MOTHER

P.O. Box 10169, Des Moines IA 50347

WORKING PARENTS

Box 279, Bronxville NY 10708

CHILDREN'S MAGAZINES

- HIGHLIGHTS FOR CHILDREN 1-800-255-9517
1800 Watermark Drive
Columbus OH 43215
- CRICKET MAGAZINES..... <http://www.cricketmag.com>
Box 58347, Boulder CO 80321-8347
Baby Bug (6-24 mos.); Lady Bug (2-5 yrs); Spider (6-9); Cricket (9-13); Cicada (14+)
- DISNEY ADVENTURES..... <http://www.bluedolphin.com>
300 Madison Avenue, New York NY 10017
- NATIONAL WILDLIFE FEDERATION..... <http://www.nwf.org>
8925 Leesburg Pike, Vienna VA 22184
Wild Animal Baby (12-36 mos.); Your Big Backyard (3-6); Ranger Rick (7+)
- SESAME STREET MAGAZINE..... <http://www.ctw.org>
Dept. S-13 North Rd, Poughkeepsie NY 12601
Now delivered with Parenting Magazine for free
- ZOO BOOKS 1-800-477-5034
P.O. Box 85384, San Diego CA 92186 <http://www.zoobooks.com>

BOOK CLUBS FOR CHILDREN and PROVIDERS

- SCHOLASTIC BOOK CLUB..... 1-800-724-6527
<http://www.scholastic.com>
- BOOKS OF MY VERY OWN..... 1-800-233-1066
P.O. Box 8815, Camp Hill PA 17012-8813
- READER'S DIGEST YOUNG FAMILY 1-800-724-2424
P.O. Box 7503, Jefferson City MO 65102
Book orders for children can be sent to providers.
- WEEKLY READER BOOKS 1-800-446-3355
3001 Cindel Drive
Dellran NJ 08075 www.weeklyreader.com
- YOUNG CHILDREN (NAEYC)..... 1-800-424-2460
1509 NW 16th Street (202)232-8777
Washington DC 20036-1426 FAX: (202)328-1846
Official journal of NAEYC. www.NAEYC.org

FREE or LOW-COST PUBLICATIONS

AMERICAN RED CROSS / St. Paul Chapter.....(651)291-6789
100 S. Robert Street, St. Paul MN 55107

Posters and brochures on choking, artificial respiration for children and infants (\$1.00 Each) book. First Aid Fast (\$5.00) for first aid kit; first aid kits range in price up to \$32.00.

INFECTIOUS DISEASES IN CHILD CARE SETTINGS..... \$24.00

Information for directors, caregivers and parents/guardians. Published by Hennepin County Community Health. This booklet describes a number of symptoms, their causes, how disease is spread as well as prevention control. For order blanks call Laura Weise (952/891-7528), Dakota County Public Health Nursing Service.

MINNESOTA DEPARTMENT OF HEALTH PUBLICATIONS..... FREE

7171 Delaware Street SE, P.O. Box 9441
Minneapolis MN 55440

The Minnesota Department of Health has a wide variety of pamphlets on health and safety issues. Publications are free to Minnesota residents. Some concerns related to child care include hand washing for children, immunization information, fire safety, lead abatement, abandoned wells, appropriate toys, child development, nutrition, a range of disease information and much more. For a catalog of available pamphlets, call 612-979-5090.

RAISING MINNESOTA / MN Directory..... FREE

Booklet available free at libraries and malls. Have resources and activities for children in the twin cities area. Great resource for activities and resources for children; educational articles.

TEACH WATER SAFETY IN YOUR HOME

The American Red Cross has a course that can help you teach water safety to the children in your care. The Longfellow's Whale Tales Kit features a blue whale in a lifeguard's hat who talks in rhyme while educating. The kit includes lesson plans, worksheets and colorful posters. For more information or to purchase a Longfellow Whale Tales Kit, contact your local Red Cross Chapter (Health Services), St. Paul Chapter, American Red Cross 952-291-6704

EQUIPMENT / EDUCATIONAL MATERIALS and SERVICES

Educational materials and supplies.

- CLASSROOM CONNECTIONS.....(952)892-7666
14003 Grand Avenue South, Burnsville MN 55337
Books, puzzles, games and educational items.
- CREATIVE KIDSTUFF.....(651)222-2472
1074 Grand Avenue South, St. Paul MN 55105
- CUDDLY COZY COVERUPS (*port-a-crib sheets, blankets, & pillows*)(651)457-0043
7745 Boyd Avenue East, Inver Grove Heights MN 55076
- HERITAGE KEY CATALOG. (*Multi-cultural toys, books, etc.*)
10116 Scoville Avenue, Sunland CA 91040
- KAPLAN SCHOOL SUPPLY CORP. 1-800-334-2014
1310 Lewisville-Clemmons Road, P.O. Box 609
Louisville NC 27023 *www.kaplanco.com*
- PERFECTLY SAFE. *The Catalog for Parents Who Care.*
7245 Whipple Ave NW, North Canton OH 44720
This is a catalog that carries all types of devices to child-proof a home.
- RIGHT START CATALOG (The) 1-800-548-8531
Right Start Plaza, 5334 Sterling Center Dr (Corporate Headquarters)
West Lake Village CA 91361
- ONE STEP AHEAD..... 1-800-950-5120
PO Box 517
Lake Bluff, IL 60044
www.onestepahead.com
- SCHOLASTIC EARLY CHILDHOOD. 1-800-724-6527
Magazines, Book Club and Catalog
P.O. Box 7502, Jefferson City MO 65102
Videos and teacher resources. Catalog of books for children, teacher resources, learning activities and videos.
- FEATURE FILMS FOR FAMILIES 1-800-347-2833
P.O. Box 572410, Murray UT 84157-2410
Berenstein Bears and others. All movies come with parent discussion questions.
- TEACHING & LEARNING COMPANY 1-800-852-1234
1204 Buchanan Street, P.O. Box 10, Carthage, IL 62321-0010
Catalog of craft and learning books to use with children of all ages.

Equipment Lending Programs.

TOY COOP. *Toys available through area leaders for members of the Dakota County Day Care Association. Annual fee. www.dcfcca.org*

Fire Extinguisher Services.

C.G. Edwards.....(763)561-8049

NARDINI FIRE EQUIPMENT (fire extinguishers)(651) 483-6631
405 W. County Road E, Shoreview MN 55126

GERRY'S FIRE and SAFETY(651)459-1324
P.O. Box 75, 303 21st Street, Newport MN 55055
Services fire extinguishers in the home.

WEBER and TROSETH, INC.(651) 645-1034
1902 University (west of Snelling), St. Paul MN 55104
(1) Annual fee is \$4.00. (1) Recharge (required every six years) is \$12.00. (3) Hydrostatic Test (if extinguisher is over 12 years old) is \$21.00. (Hours: M-F 8-4:45PM; no appointment necessary.)
• #s 1 and 2 take no more than 10 minutes to complete
• #3 will require that the extinguisher be left with Weber & Troseth for at least a half day.

HASTINGS FIRE & SAFETY.....(651)437-9545
Picks up the extinguisher at your home.

AIM, FIRE & SAFETY.....(952)881-4700
14276 Allen Blvd., Savage, MN 55378

First Aid Kits/Booklets.

ZEE MEDICAL SERVICE.....(952) 890-1321
701 E. Cliff Road, Burnsville MN 55337

AMERICAN RED CROSS(651)291-6789
176 S. Robert Street, St. Paul MN 55107

Water Testing.

BRAUN INTERTEC
1826 Buerkle, St. Paul MN 55117.....(651)487-3245

DAKOTA COUNTY ENVIRONMENTAL MANAGEMENT(612)891-7556
14955 Galaxie Avenue, Apple Valley MN 55124

RED WING UTILITY LABORATORY(651)385-3641
231 Levee Road, Red Wing, MN 55066

INSTRUMENTAL RESEARCH.....(763)571-3698
7800 Main Street NE, Fridley, MN 55432

INFANT FORMULA and FOOD INQUIRIES.

Coupons on baby food, formula, label savings programs, telephone inquiries, etc.

Abbott Nutrition Consumer Relations 1-800-227-5767
www.Abbottnutrition.com

Beach Nut baby food (occasional coupons & label savings program) 1-800-233-2468
www.beechnut.com

Gerber telephone inquiry specialists..... 1-800-4-GERBER
WWW.GERBER.COM

REFERRAL SERVICES

Resources for Child Caring (RCC).....(651) 641-0305
Scott and Carver County (CAP Agency)(952) 496-2125

These Child Care Referral Services help parents find an appropriate child care provider. Parent needs are matched with information on file for all licensed family day care providers, day care centers, nursery schools, sick child care providers and in-home providers. The information that is used to make referrals includes available openings by age, home locations, special needs care, available hours as well as information on smokers, pets and toilet training.

The Referral Services benefit family day care providers by referring potential customers at NO CHARGE to the providers. This is an important way to advertise your program. Family day care providers are encouraged to contact the Referral Services regularly to update their program's information. This is especially important for changes in enrollment. Providers should contact the Referral Service whenever a child leaves, a child begins or a child moves up to a new age category. By keeping the referral service up to date providers will receive the most appropriate parent referrals.

The Referral Services benefit parents by offering phone counseling and written materials to help them choose a provider. The Referral Service does not make recommendations. It is the responsibility of the parent to choose the provider. Parents are given assistance in areas such as what kinds of questions to ask providers, when to begin searching for child care and what neighborhoods have the greatest shortage of openings.

RECORDKEEPING and TAX PUBLICATIONS

Basic Guide to Recordkeeping and Taxes

Calendar Keeper: *A recordkeeping system for child care providers. (Also available through the Dakota County Family Day Care Association.)*

Tax Workbook. *(updated yearly)*

The above publications can be obtained from:

RED LEAF PRESS (Resources for Child Caring)
450 N. Syndicate Street
St. Paul MN 55104
(TEL: 651-641-0305)

SK Income Tax and Accounting

6175 Cahill Ave. Suite 103

Inver Grove Heights, MN 55076

Specializing in child care taxes; teaches a record-keeping class for child care providers.

651-455-0797

RECORDKEEPING AND TAXES

As a family day care provider you are a self-employed person running a business from your home. The Internal Revenue Service requires that nearly all providers report the income they receive in their business and pay taxes on any profit. It is important that you understand the tax laws that affect your business so that you file accurate tax returns and pay the lowest allowable taxes.

You must keep accurate records of your business including canceled checks, expense receipts, attendance records and mileage records.

If you use a tax preparer, choose him/her carefully. Look for someone who has experience in doing family day care taxes. Ask providers for recommendations. Ask for references and call them to see if they were satisfied with how their taxes were done. Bring along a family day care guide such as *“Basic Guide to Recordkeeping and Taxes”*, to the tax preparer to make sure they are aware of all the deductions allowed.

Resources for Tax and Record Keeping

www.irs.gov

IRS telephone assistance for business	1-800-829-4933
IRS Taxpayer Education (<i>for questions about filing out any form</i>)	1-800-829-1040
IRS forms (<i>to receive any form in the mail</i>)	1-800-829-3676
State Taxpayer Assistance	651-296-3781

WEB ADDRESSES

The following is a list of web site addresses that may have an interest to child care providers.

Title and Explanation of site	Address
COMMUNITY ACTION COUNCIL	www.communityactioncouncil.org
CONSUMER PRODUCT SAFETY COMMISSION	http://www.cpsc.gov
DAKOTA COUNTY CHILD CARE LICENSING Web Site: You will find licensing reminders, list of workers by area, links to sites for the rule and licensing act, training information, links to other sites	www.dakotacounty.us/HealthFamily/ChildCareProviders/
DAKOTA COUNTY FAMILY CHILD CARE ASSOCIATION	www.dcfcca.org
MINNESOTA STATE TRAINING REGISTRY	http://www.mnstreams.org
RESOURCES FOR CHILD CARING	http://www.resourcesforchildcare.org

RESOURCE SUBJECTS

Dakota County Licensing Workers have resource information on the following subjects. To receive information please call your licensing

ACCREDITATION	ABUSE
ADA	ACTIVITIES
ASSERTIVENESS	ADHD
ATTENTION SPAN	ATTACHMENT
BEHAVIOR GUIDANCE	AUTISM
BITING	BEHAVIORIAL GUIDANCE
CHILD DEVELOPMENT	BULLYING
COMPETITION	CHILDCARE LAW CENTER
COMPUTERS	COMPETITIVENESS
DEATH	CONFLICT RESOLUTION
DIVERSITY	DIFFICULT BEHAVIORS
DOWNS SYNDROME	DIVORCE
ENVIRONMENT	EDUCATIONAL READINESS
FEARS	EQUIPMENT
FETAL ALCOHOL SYNDROME	FEELINGS
GARAGE DOOR SAFETY	FIELDTRIPS
HEALTH	GENDER FAIRNESS
HEALTH AND SAFETY	HEALTH & SAFETY
LANGUAGE DEVELOPMENT	INFANTS
LEARNING STYLES	LEARNING DISABILITIES
LYING	LEARNING THROUGH PLAY
MIXED AGE GROUPING	MEALTIME
MIXED-AGES	MIXED AGES
ONLY CHILDREN	MULTI-CULTURAL
OWN CHILDREN IN CARE	OUTDOOR PLAY
PARENT/PROVIDER COMMUNICATION	PARENT/CHILD SEPARATION
PROBLEM SOLVING	PERFECTIONISM
PROVIDER PROFESSIONAL ISSUES	PROSOCIAL BEHAVIOR
RESPONSIBILITY	PUBLICATIONS
SCHOOL AGE	SAFETY
SELF ESTEEM	SCHOOL READINESS
SENSITIVE CHILDREN	SELF-ESTEEM
SEXUALITY	SEPARATION
SIBLING RIVALRY	SHYNESS
SNACKS	SIDS
SPIRITED CHILDREN	SPECIAL NEEDS
STUTTERING	STRESS
TEEN STRESS	TANTRUMS
TEMPERAMENT	TELEVISION
TOILET TRAINING	TODDLERS
TRANSITIONS	TOYS
VIOLENCE	TRANSITIONS
	WINDOWS

RESOURCE BOOK LIST

The following is a list of some of the books we feel would be very beneficial to childcare providers. Books should be available through the library system or local bookstores. Those with (*) are available to borrow through your county licensing worker.

Behavior Guidance

Kids, Parents & Power Struggles

By Mary Sheedy Kurcinka

Practical Wisdom for Parents: Demystifying the Preschool Years

By Nancy Schulman and Ellen Birnbaum

No More Misbehavin'

By Michele Borba, Ed.D.

Parenting on Purpose: Red, Yellow, Green Framework

By Ada Alden

Touch Points: The Essential Reference and Touch Points:3 to 6

By Berry Brzetto, MD

***Positive Discipline**

By Jane Nelson, Ed.D. (Ballantine Books, New York 1987)

Very good description of the reasons for misbehavior and specific ways to promote positive behavior.

***Positive Discipline A-Z 1001 Solutions to everyday parenting problems**

By Jane Nelson, Lynn Lott, and H. Stephen Glenn (Prima Publishing)

A good resource on how to handle specific behaviors based on the Positive Discipline Methods.

***How to Talk So Children Listen, and Listen So Children Talk**

By Adele Faber and Elaine Mazlish (Rawson Wade Publishers, 1980)

This is an excellent resource for anyone dealing with children. The authors take a look at how talking and listening affects a child's self-esteem, cooperation, and discipline. This is a must for childcare providers.

***Raising Good Kids: A Developmental Approach to Discipline**

By Louise Bates Ames (Modern Learning Press, 1992)

This book looks at developmental stages and how they affect behavior guidance.

***Practical Solutions to Practically Every Problem; The Early Childhood Teachers Manual**

By Steffen Saifer (Red Leaf Press, 1990)

This book deals with all kinds of situations you encounter in childcare. It gives lots of solutions to existing problems as well as prevention techniques. Almost anything you encounter in childcare is dealt with in this book.

***Without Spanking or Spoiling**

By Elizabeth Crary (Parenting Press Inc., 1987)

Same topic as above; geared to younger preschoolers and toddlers. Very readable.

***Kids Can Cooperate: A Practical Guide to Teaching Problem Solving**

By Elizabeth Crary (Parenting Press Inc., 1984)

Problem-solving for children and adults. Very good for older preschool age and school age children.

***Parent Effectiveness Training**

By Dr. Thomas Gordon (New American Library, 1975)

A common sense system for the settlement of conflicts between parents and youngsters. Its payoff is democratic discipline that literally enforces itself because the family rules become satisfactory to parents and children alike.

***Time-In (When Time-out Doesn't Work)**

By Jean Illsley Clarke

A great, easy to read book on the basics of behavior guidance.

***A Very Practical Guide to Discipline with Young Children**

By Grace Mitchell (Telshare Publishing, 1982)

This is a book that discusses practical, positive discipline. The author received her PhD at the age of 70, and is a co-founder of a national chain of childcare centers. Her concepts are based on a premise of listening to the children and trying to understand what they are telling us through their behavior, which is their second language.

***Solving Child Behavior Problems at Home and at School**

By Elaine Blechman (Research Press, 1985)

This book gives you ideas and various alternatives to helping children gain control of themselves as well as handle situations that arise.

***Parents. Please Don't Sit On Your Kids**

By Claire Cherry (Fearon Teacher Aids)

A good book with some specific examples of typical responses and new strategies.

Child Development and Self-Esteem

***Your One-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Two-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Three-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Four-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Five-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Six-Year Old;** by Ames and Ilg, Gesell Institute (Dell Publishing, 1976)

***Your Seven-Year Old;** by Louise Bates Ames and Carol Chase Harber, Gesell Institute (Delacour Press, 1985)

Secrets of the Baby Whisperer and Secrets of the Baby Whisperer for Toddlers

By Tracy Hogg

Einstein Never used Flashcards

By Kathy Hirsch-Pasek, Ph.D. and Roberts Michnick Golinkoff, Ph.D.

How Much is Enough?

By Jean Illsley Clarke, Ph.D.

The Girlfriends' Guide to Toddlers

By Vicki Iovine

***Your Eight-Year Old;** by Ames and Haber, Gesell Institute.

These books describe behaviors and characteristics of each age group. They help one understand the various stages of childhood and what part adults play in helping children develop. They give very practical suggestions for dealing with each age group. These books are recommended for anyone who deals with children; parent, childcare provider or teacher. A valuable resource.

***Your Baby and Child**

By Penelope Leach (Alfred A. Knopf, New York, 1981)

A good basic reference for child development, behavior guidance, common problems, and illnesses.

***Self-Esteem: A Family Affair**

By Jean Illsley Clarke (Harper and Row, 1978)

This book deals with people's self-esteem from young to old. The author helps you evaluate your own style and learn how one may hinder one's self-esteem without realizing it, as well as how you can develop good self-esteem in people. The author demonstrates ways in which you can practice building self-esteem in self and others.

***101 Ways to Boost Your Child's Self-Esteem**

By Dr. Alvin H. Price and Jay A. Parry (American Baby Books, Wauwalose WI 53226)

How to raise a happy child.

***Teaching Children Joy**

By Linda and Richard Eyre (Ballantine Books, New York, 1986)

This is an excellent book for anyone in childcare. The authors see happiness as a main goal parents want for preschoolers and looks at keeping joy in the various ways children learn and develop. The book has some good examples of how to create joy while obtaining those characteristics children need in order to grow in life.

***The Preschool Years**

By Ellen Galinsky and Judy David (Times Books, 1988)

This is a book that combines parent's findings and conclusions of the leading experts in the development of children between two and five years old. This book is based on hundreds of questions that have come up in numerous seminars throughout the country. This is an excellent resource.

***Love and Anger: The Parental Dilemma**

By Nancy Samalin (Penguin Books, 1991)

This book discusses constructive alternatives for anger driven words and actions that don't hurt children. It looks at anger as natural and necessary and gives suggestions on how to cope.

***Pick Up Your Socks; and Other Skills Growing Children Need!**

By Elizabeth Crary (Parenting Press, 1990)

***Self-Esteem for Tots to Teens**

By Eugene Anderson, George Redman, and Charlotte Rogers (Bantam Books)

A good description of what self-esteem is and how to give children a good sense of self.

***Stress Proofing Your Child**

By Sheldon Lewis and Sheila Kay Lewis (Bantam Books)

An excellent source of ideas to help children stay calm and feel good about themselves in stressful situations. Covers calming exercises, yoga, etc.

For the “Active”, “High-Spirited” Child

Books about differences in temperament are helpful in learning what motivates children’s behavior. Understanding temperamental differences are essential with some children since their behavior is often a challenge. For further help, suggestions and support, watch for presentations by Mary Sheedy Kurcinka, The Spirited Child; and Linda Budd, Living with the Active/Alert Child; Prentice Hall Publishers.

***Raising Your Spirited Child**

By Mary Sheedy Kurcinka (Harper Collins, 1991)

14445 Diamond Path, Rosemount MN 55068; TEL: (952) 431-8341

***Raising Your Spirited Child Workbook**

By Mary Sheedy Kurcinka (Harper Collins)

An excellent resource to go along with Raising Your Spirited Child. Deals with the specific behaviors of each temperament with some different strategies to use.

Sleep Issues

Sleepless in America

By Mary Sheedy Kurcinka

Healthy Sleep Habits, Happy Child

By March Weissbluth, M.D.

The Scientist in the Crib: What Early Learning Tells Us About the Mind

By Alison Gopnik, Ph.D., Andrew N. Meltzoff, Ph. D. and Patricia K. Kuhl, PH.D.

***Living with the Active Alert**

By Linda Budd, PhD (Prentice-Hall, 1990)

2301 Como Ave., Suite 204, St. Paul MN 55108; TEL: (651) 644-8235

Linda puts out an “Active Alerter” newsletter three times per year for \$5. Support groups are also held monthly at two locations; for locations, subjects and times, contact the phone number listed above.

***The Difficult Child**

By Stanley Turecki and Leslie Tonner (Bantam, 1985)

A helpful book describing constellations of the behaviors and temperament of the child who is hard to manage. Although the title uses a negative label, the content helpfully and positively describes characteristics so that the child’s needs are better understood.

***Solving the Puzzle of Your Hard-To-Raise Child**

By William G. Crook, MD; and Laura Stevens (Random House, 1987)

Recommended by Pat Gardner of the *Tender Years* column in the Star Tribune.

***In Their Own Way**

By Thomas Armstrong (New York, Jeremy Tarcher, 1987)

***Know Your Child**

By Stella Chess and Alexander Thomas (New York Basic Book, 1987)

Gifted Children

The following books take a look at what giftedness refers to in looking at children's behavior, development, needs, etc. They help us take a thorough look at the gifted child and what needs they may have.

***Guiding the Gifted Child**

By James T. Webb, PhD; Elizabeth Meckstroth, M.S.; Stephanie Tolar, MD (Ohio Psychology Publishing Company, 1982)

***Parenting the Gifted: Developing the Promise**

By Sheila C. Perino and Joseph Perino (Bowker, 1981)

***The World of the Gifted Child**

By Priscilla Vail (Walker, 1979)

Personal Development

***The Six Stages of Parenthood**

By Ellen Galinsky (Addison-Wesley Publishing Co.; 1987)

A look at how parents change or develop as their children enter different developmental stages. Excellent look at how parents may be responding to these various stages.

Medical

***A to Z: Baby and Child Medical Handbook**

By Dr. Miriam Stoppard

This is an excellent source to help one understand your child's body, care for a sick child, help in understanding diagnoses, respond to accidents, help prevent accidents, and First Aid.

***Childhood Emergencies: What To Do**

(1989; \$12.95) www.bullpub.com

Bull Publishing, PO Box 208, Palo Alto CA 94302-0208; TEL: (415) 322-2855

***Emergency Medical Treatment – Infants**

By Stephen Vogel, MD, and David Manhoff

(EMT Inc., PO Box 983, Wilmette IL 60091)

Distributed by RPM Inc., PO Box 616, Oshgosh WI 54902; TEL: (414) 233-4263

***Emergency Medical Treatment – Children**

By Stephen Vogel, MD, and David Manhoff

(EMT Inc., PO Box 983, Wilmette IL 60091)

Distributed by RPM Inc., PO Box 616, Oshgosh WI 54902; TEL: (414) 233-4263

***Infectious Diseases in Child Care Settings**

Published by Hennepin County Community Health

Available through Dakota County Public Health for \$24.00, TEL: (952) 891-7528

Crafts and Activities

Check out the many resources available in the *Books Available for Loan* section of this resource booklet.

***We Care: A Preschool Curriculum for Children Ages 2-5**

By Bertie W. Kingore and Glenda M. Highbee (Scon, Foreman & Co., 1988)

Can be obtained from Goodyear Books, Dept. GYB, 1900 E. Lake Ave., Glenview IL 60025

***Home Style Learning: Activities for Young Children and Their Parents**

By Philip S. Morse and Lillian B. Brand (Prentice Hall Inc., New Jersey, 1981)

Activities for children to enhance child development skills. Very simple and easy to include in your daily routine.

***Parentips**

By Bonnie Burgess Neely (Pocket Books, 1987)

Activities for children; lots of fun, inexpensive ideas to do with children.

***Read Aloud Handbook**

By Jim Trebase (Penguin Books, 1989)

***Prime Time Together...With Kids**

By Donna Erickson

Creative ideas, activities, games and projects (Augsburg Fortress; Box 1209, Minneapolis MN 55440)

Day Care Resources

***Family Day Care: How to Provide It In Your Home**

By Betsy Squibb (Harvard Common Press, Harvard and Boston, Massachusetts, 1986)

This book covers all aspects of running a child care business in your home. Some areas discussed are safety, development, activities, your family, and taxes. Gives a good list of books on the various subjects as well as other resources childcare providers can use.

***The Child Proofing Checklist: A Parent's Guide to Accident Prevention**

By Mary Metzger and Cinthya P. Whittaker (Doubleday, 1988)

A great book that deals with all aspects of safety for children.

***Practical Solutions to Practically Every Problem: The Early Childhood Teachers Manual**

By Steffen Saller (Red Leaf Press, 1990)

This book deals with all kinds of situations you encounter in childcare. It gives lots of solutions to existing problems as well as prevention techniques. Almost anything you encounter in childcare is dealt with in this book.

***Caring Spaces. Learning Places: Children's Environments That Work**

By Jim

Greesman (Exchange Press, 1988); P.O. Box 2890, Redmond WA 98073

This is an excellent resource about how a setting affects children's learning and how you can set up a childcare to stimulate children's learning.

***Room for Loving, Room for Living**

By Hazel Osborne (Red Leaf Press)

This book helps providers set up childcare in a family setting, looking at needs of family and children in care.

***The Special Child**

By Siegfried M. Pueschel, M.D.; Bernier, MSW; Weiderman, Ph.D

RJ135.P84' 1988. Paul H. Brookes Publishing; Minneapolis Public Library.

A source book for parents of children with developmental disabilities. A good source book that discusses a multiple of disabilities. This book looks at all aspects from parental reaction to legal issues.

Infant/Toddler Day Care

***Toddler Day Care: A Guide to Responsive Caregiving**

By Robin Lynn Leavitt, Brenda Krause Eheart (Lexington Books; DC Health & Co., Lexington MA/Town to 1985)

This book takes a look at the special needs of toddlers in childcare. It delves into theories on personalities, development, guiding behavior, family, community and environment, and looks at how these influences can be applied to creating childcare programs that are safe, healthy, happy, and promote the development of the whole child.

***Guide for the Care of Infants in Groups**

By Sally Provence, MD (Child Welfare League of America Inc., 1979)

This book is written for childcare workers and others responsible for providing care for infants not in family settings. It goes into the whys of childcare in that it explains how babies grow and develop and why they need what they need.

***Infant. Toddlers and Caregivers**

By Janet Gonzalez-Mena and Diane Widmeyer Eyer (Mayfield Publishing Co., 1989)

This is an excellent book for anyone providing childcare to infants and toddlers. The authors discuss the roles of the caregiver to the children as well as to the parents. They discuss all aspects of childcare, including the development of infants and toddlers, guidance and limits, the physical and social environment, and development of feelings.

Nutrition

***Child of Mine: Feeding With Love and Good Sense**

By Ellyn Satter (Bull Publishing Co., PO Box 208, Palo Alto CA 94302-0208; TEL: (415) 322-2855; \$12.95)

An informative, reassuring book about feeding from infancy to school age.

Books For Children

The following is a list of books that help children express feelings, role-play solutions to common issues, and are well liked.

***Friendship: Sharing and Taking Turns (preschool)**

***My Feelings About Me (preschool)**

***Friendship: Making Friends**

***Friendship: Keeping Friends**

***The Feeling Fun House**

***Self-Esteem: Being a Friend to Myself**

Kidskills produced by Family Skills, Dallas TX. Obtained through Minnesota Curriculum Services Center, 3554 White Bear Ave., White Bear Lake MN 55110.

***My Name Is Not Dummy;** by Elizabeth Crary (Parenting Press Inc.)

***I Want It;** by Elizabeth Crary (Parenting Press Inc.)

***I Can't Wait;** by Elizabeth Crary (Parenting Press Inc.)

***I Want to Play;** by Elizabeth Crary (Parenting Press Inc.)

***Surviving Fights With Your Brothers and Sisters**

***A Kid's Guide to Making Friends**

***You're One of a Kind**

***Handling Your Ups and Downs**

By Joy Wilt (Educational Products Division of Weekly Reader, 1978)

This list is not exhaustive but hopefully is representative of the positive, nurturing style of interaction with children that encourages behaviors in them that reflect the same. Please call your licensing worker if you run across a specific behavior or problem that you would like to discuss. We will be continuing to revise this list to add new resources, and will also have copies of articles on specific topics such as toilet training, biting, etc.