



# Child Care Information Center

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

Go to [www.ccic.wi.gov](http://www.ccic.wi.gov) and click on the tab **Child Care Library** for borrowing procedures and a searchable online catalog of all CCIC's books and DVDs.

### Overviews

**The Art of Leadership: Promoting Early Childhood Services.** Redmond, WA: Exchange Press, 2016. 128 pgs. *Exchange* magazine articles on the economics of early care and education, advocating for children and families, and promoting your program.

**The Child Care Director's Complete Guide: What You Need to Manage and Lead.** Christine A. Schmidt. St. Paul, MN: Redleaf Press, 2017. 176 pgs. A comprehensive guide to child care center administration.

**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 (ECERS-3).** 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.

**From Survive to Thrive: A Director's Guide for Leading an Early Childhood Program.** Debbie LeeKeenan and Iris Chin Ponte. Washington, DC: NAEYC, 2018. 167 pgs. This guide for leaders of early childhood programs blends theory with practical tips.

**The Practical Guide to Quality Child Care.** Pamela Byrne Schiller. Beltsville, MD: Gryphon House, 2001. 192 pgs. This comprehensive 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.

## Leading and Supervising

**The Art of Leadership: Developing People in Early Childhood Organizations.** Redmond, WA: Exchange Press, 2016. 144 pgs. *Exchange* magazine articles on selecting, training, and appraising staff and promoting teamwork.

**The Art of Leadership: Leading Early Childhood Organizations.** Redmond, WA: Exchange Press, 2016. 136 pgs. *Exchange* magazine articles on being a leader, supervising staff, and managing the organization.

**Blueprint for Action: Achieving Center-Based Change Through Staff Development.** 3rd ed. Paula Jorde Bloom. Lake Forest, IL: New Horizons, 2015. 311 pgs. A practical guide for describing, monitoring and improving a child care program through individualized staff development.

**Coaching with Powerful Interactions: A Guide for Partnering with Early Childhood Teachers.** Judy Jablon, Amy Laura Dombro, Shaun Johnsen. Washington, DC: National Association for the Education of Young Children, 2016. 113 pgs. This guide for coaches and professionals who support the work of teachers includes access to 30 coaching videos and bonus material.

**High-Quality Early Childhood Programs: The What, Why, and How.** Laura J. Colker and Derry Koralek. St. Paul, MN: Redleaf Press, 2018. 193 pgs. Detailed descriptions of what one should see in high-quality programs – and why – written for educators who oversee, supervise, coach, or provide professional development for teachers in early childhood programs serving children from infancy through age five.

**Model Work Standards for Teaching Staff in Center-Based Child Care.** 3rd ed. Berkeley, CA: Center for the Study of Child Care Employment, 2019. 64 pgs. Describes in detail the high-quality work environment required for good child care. **Available online only:**  
<https://cscce.berkeley.edu/publications/report/creating-better-child-care-jobs-model-work-standards/>

**Transformational Coaching for Early Childhood Educators.** Constant Hine. St. Paul, MN: Redleaf Press, 2019. 187 pgs. This guidebook is designed to help supervisors working with staff or staff working peer-to-peer to strengthen their coaching skills and attain sustainable habits of self-reflection, critical thinking, problem-solving, and lifelong learning themselves, as well as the ability to intentionally facilitate others to do the same.

**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.

## Financial Management

**The Art of Leadership: Managing Money in Early Childhood Organizations.** Redmond, WA: Exchange Press, 2017. 144 pgs. *Exchange* magazine articles on financial management principles, practices, strategies and tools, including how to raise funds to support quality.

**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.

## Health and Safety

**Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs.** 4th ed. Itasca, IL: American Academy of Pediatrics, 2019. 598 pgs. Extensive, detailed standards for the health and safety of children from birth to 12 years in family and group child care centers. Search or download from: <https://nrckids.org/CFOC>

**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. Download from: <http://ecels-healthychildcarepa.org/publications/manuals-pamphlets-policies/item/248-model-child-care-health-policies.html>

## Family Engagement

**The Art of Leadership: Engaging Families in Early Childhood Organizations.** Redmond, WA: Exchange Press, 2016. 128 pgs. *Exchange* magazine articles on welcoming, engaging, and supporting parents, communicating with them, and working with all types of families.

**From Parents to Partners: Building a Family-Centered Early Childhood Program.** 2nd edition. Janis Keyser. St. Paul, MN: Redleaf Press, 2017. 209 pgs. Describes the many ways that families and teachers can team up in true partnerships to benefit children, parents, teachers, and the program.

**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.

## Preschool Curriculum

**The Art of Leadership: Cultivating an Early Childhood Curriculum.** Redmond, WA: Exchange Press, 2017. 168 pgs. *Exchange* magazine articles on understanding child development, crafting the curriculum, designing the space, and evaluating the program

**Individualized, Child-Focused Curriculum: A Differentiated Approach.** Gaye Gronlund. St. Paul, MN: Redleaf Press, 2016. 221 pgs. How to create a Developmental Study for each child aged 2-6 and use it to plan playful, individualized learning activities that bring joy to child and teacher alike.

**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.

## Infant and Toddler Programs

**Infant/Toddler Environment Rating Scale (ITERS-3).** 3rd ed. Thelma Harms. New York : Teachers College Press, 2017. 81 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

**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.

**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.

04/2021