Community Resources Policy Builder Prompts (QR 2-5)

PROMPT	WRITER'S TIPS
ADM 13: Community Resources Shared & ADM 14: Community Resources Used	Writers Tips and Think Abouts: Community Resources are places, organizations, and agencies within your local community that provide activities, events, workshops, and
What community resources are shared with families and staff? (Required Levels 2-5)	information for the families and children in your program.
	Examples include: local public libraries, museums, inclusive playgrounds, social service organizations, mental health agencies,
	community colleges, job training organizations, educational resources for children or parents, local parent support organizations and more.
What referral resources do you share with	Writers Tips and Think Abouts:
families and staff regarding children with	Referral resources include information about
disabilities and special health care needs?	agencies and procedures related to suspected or
(Required Levels 2-5)	diagnosed disabilities, suspected or diagnosed developmental delays, or any special health care need.
	Examples of referral resources include: pediatric
	offices and medical services, special education
	and early intervention services (ex. Child Find, Infants and Toddlers), mental health services.
How do you share the resources with	Explain how your program shares information
families and staff? (Required Levels 2-5)	about community resources with families and staff
	members. Examples: Newsletters, text messages,
	email, calendar of events, flyers, family handbook,
	Family Night events, Parent-to-Parent groups, Only as needed or requested by a family or staff member
	member



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How do you learn about the community resources that you use? (Required Levels 2- 5)	Writers Tips and Think Abouts: Think about the community resources that your program uses. - How did you learn about them? Program staff? Families? Other child care providers or local child care associations?
How do you identify the resources that meet the needs of your program? How do keep the resources current? What is your process for updating them? (Required Levels 3-5)	 Writers Tips and Think Abouts: Do you select resources based on needs and/or interests of the families and children enrolled? Where do you find information about community resources (ex. websites, newspapers, flyers and bulletins posted in local businesses or community centers)? Do you select resources and events based on activities within your program? How often does your program update its list of resources? Who is responsible for identifying resources and keeping them updated? Do you have a system or procedure to keep resources updated?
What community resources are accessed and used by the program? How do you use/access services provided by your local public library? How are other resources used by your program? (Required Levels 4- 5)	 Writers Tips and Think Abouts: How often does your program use the services at your local public library? What types of library services does your program use? Where else in your community do you go for support for your program? For information? For activities? How do you use community resources to support your program?

