



the
2011 idea
Lanner™

HOW TO USE YOUR PLANNER

This planner can handle daycare days!

The Provider Planner & Organizer has undergone a complete makeover since its introduction. We streamlined the look to help you streamline your days.

This planner is jam-packed with features only a provider could appreciate. Here's just some of the upgrades you will find in this newest version of the Provider Planner:

Annually

PLAN THE YEAR: One of the first things you will notice is the additions of a Goal & Plans and Annual Event Planner pages. Use these pages to forecast events for the year, months in advance.

Contact

KEEP CONTACTS: Another new upgrade is our Important Contacts & Numbers and Parent Contacts pages. These pages will keep important numbers easily accessible.

Monthly

A MONTH AT A TIME: Stay on top of your monthly activities, birthdays and events using the monthly two-page and birthday calendars.

Weekly

WATCH THE WEEK: Use the weekly planner pages to log daily appointments, meals and holiday reminders & events. US Holidays are in **bold black** and reminders are in **light gray**.

Track

TRACK TUITION & EXPENSES: Keep track of finances by noting tuition payments and monthly expenses on logs.

Extras

MORE IS MORE: Use the additional pages like Rates , Password Log, Project & Inspiration journal, and the weekly meal planner pages to keep important information right at your fingertips.

Need more help? No problem. The Provider Planner & Organizer has it's own social media community. Get even more tips and insight from the author as well as ways to celebrate all though the year.



EVENT CALENDAR

Excited for events this year? Plan out special events here.

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Goals & Plans for the Year

LONG-TERM GOALS

SHORT-TERM GOALS

THIS YEAR'S MOTTO

WORD OF THE YEAR

QUARTERLY GOALS

QUARTER 1



QUARTER 2



QUARTER 3



QUARTER 4



I mportant Contacts & Numbers

EMERGENCIES	_____		_____
POLICE/SHERIFF	_____		_____
FIRE/PARAMEDICS	_____		_____
EMERGENCY SER	_____		_____
AMBULANCE	_____		_____
HOSPITAL	_____		_____
POISON CONTROL	_____		_____
CHILD PROTECTIVE	_____		_____
SERVICES	_____		_____

LICENSING	_____		_____
ANALYST	_____		_____
FIRE MARSHAL	_____		_____
FOOD PROGRAM	_____		_____
CCR	_____		_____
CDC	_____		_____
UNION	_____		_____
BANK	_____		_____

ASSISTANT/TEACHER	_____		_____
ASSISTANT/TEACHER	_____		_____
ASSISTANT/TEACHER	_____		_____
SUBSTITUTE	_____		_____
SUBSTITUTE	_____		_____
OTHER	_____		_____
OTHER	_____		_____
OTHER	_____		_____

Your Rates

FULL-TIME	\$	450.00
PART-TIME	\$	350.00
DAILY	\$	80.00
DROP-IN/BACKUP	\$	
DATE/MOVIE NIGHT	\$	
LATE FEE/PER	\$	
AFTER HOURS	\$	
MONTHLY DISCOUNT	\$	
LOCAL RATES	\$	
LOCAL RATES	\$	
OTHER: HOURLY	\$	7.56
OTHER:	\$	
OTHER	\$	

Notes:



IF YOU ARE PLANNING FOR A
YEAR, SOW RICE; IF YOU ARE
PLANNING FOR A DECADE,
PLANT TREES; IF YOU ARE
PLANNING FOR A LIFETIME,
EDUCATE PEOPLE.

Chinese Proverb

plan

Notes For This Month

~ Goals ~ Projects ~ Ideas ~ Inspiration ~

PULL OUT HALLOWEEN STUFF

DECIDE IF WE ARE HAVING A HALLOWEEN PARTY THIS YEAR.

Monthly Focus

What is the one thing I want to focus on this month?

- Enrollment
- Finances/Tuition Matters
- Parent Communication
- Curriculum
- Paperwork
- Hiring/Employee Issues
- Organization
- Contract/Policy Issues
- Other: START PLANNING FOR HOLIDAYS

This will be my plan of action:

1

RENEW MY ADS ON GOOGLE + CRAIGSLIST

2

3

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY

**SEND OUT
MLK
REMINDERS!**

Birthdays & Anniversaries

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				EVAN'S BIRTHDAY		

Week of:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

MEALS

MEALS

MEALS

MEALS

BREAKFAST

BREAKFAST

BREAKFAST

BREAKFAST

SNACK

SNACK

SNACK

SNACK

LUNCH

LUNCH

LUNCH

LUNCH

SNACK

SNACK

SNACK

SNACK

DINNER

DINNER

DINNER

DINNER

SNACK

SNACK

SNACK

SNACK

Holidays, Reminders & Fun Observances

NEW YEAR'S DAY

NATIONAL DRINKING STRAW DAY
NATIONAL SPAGHETTI DAY
NATIONAL BIRD DAY
NATIONAL BEAN DAY
SEND OUT MLK DAY REMINDERS

JANUARY 1ST

JANUARY 3RD
JANUARY 4TH
JANUARY 5TH
JANUARY 6TH
FIRST MONDAY OF JANUARY

NOTES:

Week of:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

MEALS

MEALS

MEALS

MEALS

BREAKFAST

BREAKFAST

BREAKFAST

BREAKFAST

SNACK

SNACK

SNACK

SNACK

LUNCH

LUNCH

LUNCH

LUNCH

SNACK

SNACK

SNACK

SNACK

DINNER

DINNER

DINNER

DINNER

SNACK

SNACK

SNACK

SNACK

Holidays, Reminders & Fun Observances

NATIONAL BUBBLE BATH DAY
NATIONAL MILK DAY
NATIONAL CLEAN OFF YOUR DESK DAY
NATIONAL STICKER DAY

JANUARY 8TH
JANUARY 11TH
SECOND MONDAY IN JANUARY
JANUARY 13TH

NOTES:

Week of:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

MEALS

MEALS

MEALS

MEALS

BREAKFAST

BREAKFAST

BREAKFAST

BREAKFAST

SNACK

SNACK

SNACK

SNACK

LUNCH

LUNCH

LUNCH

LUNCH

SNACK

SNACK

SNACK

SNACK

DINNER

DINNER

DINNER

DINNER

SNACK

SNACK

SNACK

SNACK

Holidays, Reminders & Fun Observances

NATIONAL HAT DAY
NATIONAL STRAWBERRY ICE CREAM DAY
NATIONAL WINNIE THE POOH DAY
NATIONAL POPCORN DAY
MARTIN LUTHER KING DAY

JANUARY 15TH
JANUARY 15TH
JANUARY 18TH
JANUARY 19TH
THIRD MONDAY OF JANUARY

NOTES:

Week of:

THURSDAY

FRIDAY

SATURDAY

SUPPLIES:

MEALS

BREAKFAST

MEALS

BREAKFAST

MEALS

BREAKFAST

Monthly Goals:

Week of:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

MEALS

MEALS

MEALS

MEALS

BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
SNACK	SNACK	SNACK	SNACK
LUNCH	LUNCH	LUNCH	LUNCH
SNACK	SNACK	SNACK	SNACK
DINNER	DINNER	DINNER	DINNER
SNACK	SNACK	SNACK	SNACK

Holidays, Reminders & Fun Observances

NATIONAL PEANUT BUTTER DAY
NATIONAL BLUEBERRY PANCAKE DAY
NATIONAL PUZZLE DAY
NATIONAL BACKWARD DAY

JANUARY 24TH
JANUARY 28TH
JANUARY 29TH
JANUARY 31ST

NOTES:

Week of:

THURSDAY

FRIDAY

SATURDAY

SUPPLIES:

MEALS

BREAKFAST

SNACK

LUNCH

SNACK

DINNER

SNACK

MEALS

BREAKFAST

SNACK

LUNCH

SNACK

DINNER

SNACK

MEALS

BREAKFAST

SNACK

LUNCH

SNACK

DINNER

SNACK

Monthly Goals:

Tracker

Monthly Tuition

MONEY GOALS

**ENFORCE
LATE FEES**

DATE	DESCRIPTION	AMOUNT
1/3/22	TUITION FOR OLIVER	\$206.00

TOTAL:

Monthly Childcare Expenses

NOTES:

DATE	DESCRIPTION	AMOUNT
1/5/22	PUZZLES	\$26.00

PURCHASED
PUZZLES
FOR
BIRTHDAY
GIFTS

TOTAL:

PARENT CONTACTS

NAME	<input type="text"/>	GUARDIAN'S NAME	<input type="text"/>
AGE & BIRTHDAY	<input type="text"/>	CONTACT NUMBER/S	<input type="text"/>
HOME ADDRESS	<input type="text"/>		
CONTACT NUMBER/S	<input type="text"/>		
EMAIL	<input type="text"/>		

NAME	<input type="text"/>	GUARDIAN'S NAME	<input type="text"/>
AGE & BIRTHDAY	<input type="text"/>	CONTACT NUMBER/S	<input type="text"/>
HOME ADDRESS	<input type="text"/>		
CONTACT NUMBER/S	<input type="text"/>		
EMAIL	<input type="text"/>		

NAME	<input type="text"/>	GUARDIAN'S NAME	<input type="text"/>
AGE & BIRTHDAY	<input type="text"/>	CONTACT NUMBER/S	<input type="text"/>
HOME ADDRESS	<input type="text"/>		
CONTACT NUMBER/S	<input type="text"/>		
EMAIL	<input type="text"/>		

NAME	<input type="text"/>	GUARDIAN'S NAME	<input type="text"/>
AGE & BIRTHDAY	<input type="text"/>	CONTACT NUMBER/S	<input type="text"/>
HOME ADDRESS	<input type="text"/>		
CONTACT NUMBER/S	<input type="text"/>		
EMAIL	<input type="text"/>		

P assword Log

WEBSITE	EMAIL	PASSWORD	NOTES

CHILD CARE EXPENSES CHEATSHEET

The purpose of this worksheets is help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

ORDINARY SUPPLIES	MAJOR PURCHASES
Advertising	Car Seats
Books & Magazines	Cribs
Business Tax	High Chairs
Child Proofing Devices	Riding Equipment
Continuing Education (child care)	Swing Set/Slides
CPR Training	Other:
Food & Snacks	Other:
Insurance: Bond	Purchases (<i>Subject to Percentage of Business Use</i>)
Insurance: Business	Computer Equipment
Insurance: Liability	Dishwasher
License & Permits	Dryer
Payroll: Wages	Fencing
Payroll: Taxes	Refrigerator
Professional Fees: Legal	Television
Professional Fees: Tax Preparation	Video Player (DVD, etc.)
Repairs	Washer
Replacements	Other:
Supplies: Art	Other:
Supplies: Bottles, Formulas, Diapers	TOTAL:
Supplies: Cleaning	
Supplies: Household	BUSINESS USE OF HOME
Supplies: Laundry	Total Square Feet of Home:
Supplies: Office	Business Area of Home
Supplies: Party	Business Hours (Total for Year)
Telephone: Cell	Home Mortgage Interest
Telephone: House	Property Taxes
Tickets, Fees, etc. - Field Trips	Insurance
Toys	Rents
Video Rentals	Allocated Expenses (<i>Subject to Percentage of Business Use</i>)
Other:	Cleaning Service
Other:	Gardner
Other:	Maintenance & Repairs
TOTAL:	Pool Service & Supplies
	Repairs
OTHER INFORMATION	Utilities: Cable
	Utilities: Gas & Electric
	Utilities: Trash
	Utilities: Water
	Other:
	Other:
	TOTAL:



WEEKLY MEAL PLAN

Week: _____ from _____ to _____

	Breakfast	Lunch	Dinner	Snacks	Notes
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

GROCERY LIST

Date: _____








Dairy

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>


Grains




<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>


Fruits & Vegetables

Drinks





Protein

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Desserts

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



Order Your Planner Today!

CLICK HERE



