

## Employee Tip Sheets

These tip sheets can help employees address their child care needs. They provide helpful hints for employees starting a child care search, provide suggestions on making an informed child care decision and offer tips on balancing work and family.

The child care tip sheets work best as paycheck stuffers or messages, fliers or bulletin board items.

### It's as easy as 1-2-3:

1. Copy the tip sheets on white paper or colored paper for a nicer effect. The tip sheets are available on disk and for download off the Internet so they will reproduce clearly and easily.
2. Separate the tip sheets from one another.
3. Begin by disseminating the first tip sheet in the series. Consider including the tip sheets with employee paychecks, one after the other, until all three have been disseminated. Another option is to rotate the tip sheets by placing them on company bulletin boards over a period of time.



### Employee Tip Sheet

## Help Is Available For Finding Child Care

Contact the Oklahoma Child Care Resource and Referral Association at 1-888-962-2772 to get free information on child care options and obtain the number for the child care resource and referral agency that serves your area. The information line is answered Monday through Friday from 8:30 a.m. to 5:00 p.m.. The automated system operates 24 hours a day.

Consult with a child care specialist at the local child care resource and referral agency on choosing child care and to receive free child care referrals. Resource and referral agencies serve every county and can provide specific information for your area.

Once you have identified child care providers in your area, don't forget to take the time to...

- Ask questions
- Check the provider's license
- Meet with the provider
- Check references



[www.oklahomachildcare.org](http://www.oklahomachildcare.org)

1-888-962-2772

Oklahoma Child Care  
RESOURCE & REFERRAL ASSOCIATION, INC.

Provided to you by your employer and the Oklahoma Child Care Resource & Referral Association

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## Quality Child Care: Making an Informed Decision

As a parent, raising your child is one of the most important jobs you will ever have. Selecting a qualified child care provider is one of the most important decisions you will ever make.

When seeking quality child care, look for the following characteristics:

- Safe settings, small-group sizes, and adult-to-child ratios that encourage the best opportunities for development;
- Caregivers or teachers who have experience and are trained in early childhood development;
- Settings that offer opportunities for meaningful parent involvement;
- Learning materials and teaching styles that are age-appropriate and respectful of children's cultural and ethnic heritages; and
- Learning opportunities that promote children's success in school.

Contact the child care resource and referral agency for free help.



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## Balancing Work and Family

Placing your child in child care can be an emotionally exhausting experience for both of you. As you begin to balance work and family life, plan ahead and avoid stressful child care situations with these tips.

- **Have back-up child care.**  
Even the most reliable child care situations can fall through sometimes. For example, when your child is sick, he or she is unlikely to be accepted at centers or by providers who care for multiple children. Anticipate this by having a child care back-up plan.
- **Find the right schedule.**  
The most stressful times of a parent's day are often morning and evenings when rushing to and from child care becomes the priority. Planning ahead is the secret to avoiding these rush hours. Most importantly, pick a provider that will be sensitive to your schedule.



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