



Penn State Better Kid Care Distance Education Lesson

- Family Child Care...
It's a Business

Professional Development Code K6C1
Child Development Associate CDA 6



Family Child Care... It's a Business

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Assignments & Required Forms



Lesson Instructions

1. Watch the educational video.
2. Read the workbook.
 - Plan time each day to work on the lesson.
 - Set a goal to complete the lesson in about two weeks.
3. Complete all assignment pages and forms written in ink. Save a copy of all completed work for your files in case there is a need to refer to your saved copy. We will no longer return incomplete lessons. You will be notified if lessons are incomplete.
4. We encourage the use of distance education lessons in staff meetings; however, all assignments need to be completed independently. Copied answers, "does not apply" answers, or incomplete assignments are considered not complete.
5. **To avoid delays in processing your registration for this professional development, be sure to go over the check list on the Registration Form, include all items, and mail to :**

Penn State Better Kid Care
 Distance Education Program
 253 Easterly Parkway
 State College, PA 16801

Please note:

- Two professional development hours will be given for successful completion of this lesson.
- Completed assignments will be checked and returned to you with a certificate of completion.
- Training developed by Penn State University Better Kid Care Distance Education provides:
 - Continuing Education Units (CEUs)
 - Keystone STARS professional development
 - PA Dept. of Public Welfare required hours
 - Act 48 hours for certified educators
 - Child Development Associate (CDA) credential hours
- Completed assignments must arrive at the Penn State Better Kid Care office for processing at least **6 weeks** before your certification or registration renewal due date.
- If you are completing this as a Web-based lesson, please refer to the online instructions at <http://www.betterkidcare.psu.edu/AngelUnits/GeneralDirections.html>

Marketing

Good business people need to think about the way others see them. As a professional child care provider, think about these points for running a successful business:

- **Looking neat and clean each day is important.**

The way you look gives parents a first impression of you and your business each morning. Casual clothes are fine for playing with children each day. Greeting parents and children in an old bathrobe or torn jeans gives the idea that you don't consider caring for children to be an important job. You want parents to understand that you are ready to start the day with their child when they arrive at your door.

- **Greeting parents and children is a good way to start the day.**

Get into the habit of greeting each child and his parent each day as they arrive. This tells parents and children that you're happy to see them and you're ready to start the day. It's also a good idea to take a few minutes at the end of the day to share something about the child's day with the parents: "Billy was a great helper today. He put away all the blocks by himself."

- **Make sure your home is child-proofed, comfortable, and inviting.**

Parents are looking for a place that is neat, clean, and safe for their children. Take a good look at your house. It doesn't have to look like a picture in a magazine. You want it to look like a fun, safe place where children can play. Do you have toys out so children can help themselves? Are there places where toys and supplies can be put away at the end of the day so things don't look cluttered? Do you have doors or gates to keep children from falling down stairs? Do you keep cleaning supplies locked in cabinets so children can't get to them? Do you sweep the floor every day and wash off tables when they get messy? Does your yard look safe, without a lot of junk or trash in it? Keeping your house clean and safe lets parents know you care a lot about your business and their children.

- **Record a positive message on your telephone answering machine.**

Give your name and the name of your business. Say that you are unable to answer the phone right now because you need to focus your attention on the children in your care. Ask callers to leave their name and telephone number for you to return their call during naptime or after the children have left for the day.

- **Have written rules and agreements with parents.**

Experience shows that the child care providers with the fewest problems are the ones who have taken the time to make rules and a written agreement with parents. Giving parents written information and having them sign an agreement shows parents that you are a professional child care provider, not just a babysitter. For help on making rules and a written agreement, see pages 7, 8, and 9 in this workbook.

- **Choose a name for your family child care home.**

Most businesses have a name. A business name helps parents to think of you as a professional. Otherwise you may be just a babysitter to them. Your business name may be very simple, such as "Smith Family Child Care" or you could make up something catchy like "Kathy's Kids' Kare." If you like to draw or have a computer you may want to create a logo to go with your name. Use your business name and logo on posters for advertising, on business cards, and on paperwork you give to parents.

- **Make a scrapbook to show parents what you do.**

Take pictures of the children doing different activities in your child care. Put the pictures in a scrapbook to share with parents who are looking for child care. Be ready to share some stories of fun things you've done with the children and how they blend together like a family.

If you would like more information on marketing your child care business, a Web-based learning unit, *Getting the Word out: Marketing Your Family Child Care*, is available on the Better Kid Care Web site:

www.betterkidcare.psu.edu

Advertising

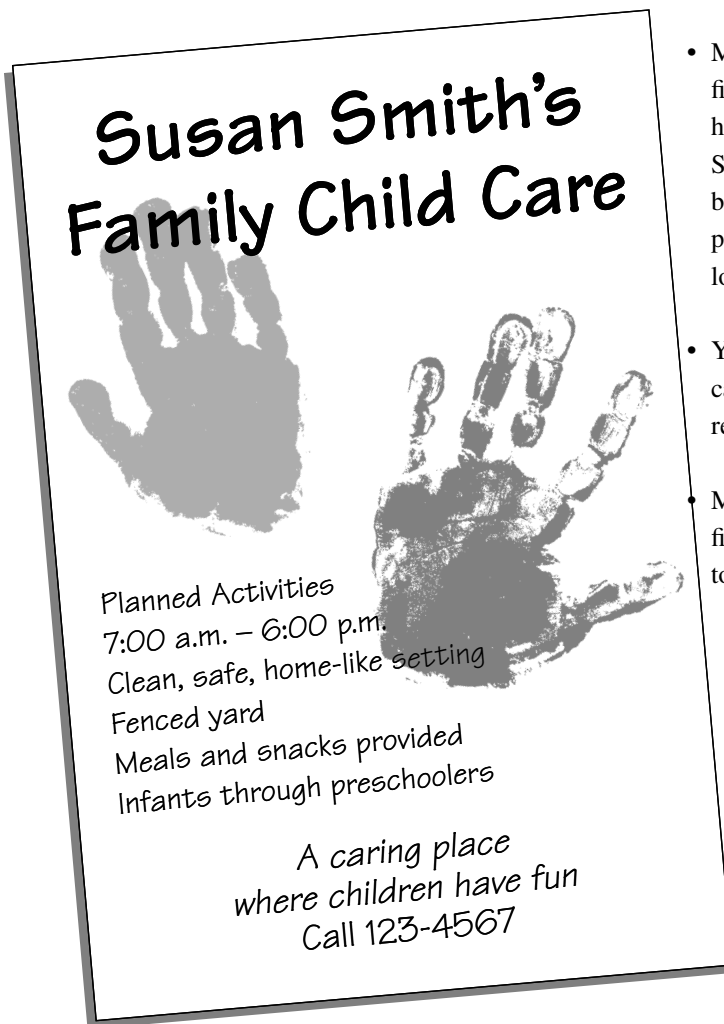
You want to get the word out to others in your community. You can advertise your business in several ways without spending a lot of money.

You do not have to take every child or family who calls about your child care. If you prefer working with infants, for example, you may want to put that in your advertising. Some child care providers like to choose children to keep a balance of different ages in their programs.

Keep in mind that it is illegal to not take a child because of their race, religion, if they have a disability, or if they are receiving state subsidy monies.

Here are some ideas for getting the word out:

- Call your local office of Child Care Information Services to have your business listed with the child care resource and referral agency. This agency will give out your name to parents who are looking for child care.
- Make a poster (*see sample shown on the left*) to hang in grocery stores, laundromats, doctor and dentist offices, libraries, churches, real estate offices, and other places where parents go. You may want to ask if a factory or other business in your area would hang a poster in their break room for parents to see. Be sure your poster looks clean and neat, has some key ideas about your program, and your telephone number.
- Many providers find word-of-mouth is the best way to find families in need of child care. Tell the parents who have children in your care when you have an opening. Stay in touch with children who have left your program by sending birthday or other holiday cards. This will help parents remember you when friends mention they are looking for child care.
- You may want to offer a prize or a few days of free child care for families who tell others about your business, resulting in a new child coming for care.
- Make a coupon that offers a beginning discount for the first week of child care. Hand them out like business cards to parents in your area. Everyone loves a sale!





Legal Requirements

Part of running a good business is making sure you are doing it in a legal manner. You don't want to start caring for children and find out you have to close your doors because you forgot to check on something ahead of time.

Be sure to check out these legal points before you open your child care business.

If you rent your home or apartment

Contact your landlord to get written permission for running a child care home.

Zoning

Some communities have laws about the types of businesses that may be run out of a person's home. Check with the county planning office where you live to see if a family child care business is allowed under the zoning laws in your local area.

If you find that a family child care business is not allowed where your home is located, ask how to apply for a permit. County, township, or city officials have the right to close your business if they find you are running a child care home in an area without the right zoning or a permit.

Insurance

Don't assume that your homeowner's insurance policy will cover your home-based child care business. It's important to check with your insurance company to see what will be covered in case of an accident or fire in your home. If you're going to take children in your car, it's also important to talk with your insurance agent to make sure your auto insurance will cover you and the children.

Local Regulations

There may be local regulations for a home business in your area. Check with the township or municipal office to see if they apply to a child care business.

State Regulations

The Pennsylvania Department of Public Welfare makes regulations for child care providers, based on the number of children in care and their ages. Contact the regional day care office nearest you to make sure your business meets the statewide regulations for family child care homes.

Western Region

701 State Office Building
300 Liberty Street
Pittsburgh, PA 15222
Call toll free 1-800-222-2149

Central Region

P.O. Box 2675
Harrisburg, PA 17105
Call toll free 1-800-222-2117
Hollidaysburg 814-695-5616
Selinsgrove 717-374-2675

Northeast Region

100 Lackawanna Avenue
Scranton Office Building
Scranton, PA 18503
Call toll free 1-800-222-2108

Southeast Region

502 State Office Building
1400 Spring Garden Street
Philadelphia, PA 19103
Call toll free 1-800-346-2929



Setting Fees

You will need to figure out how, what, and when to charge for caring for children.

The amount you charge will depend, in part, upon what other child care providers in your area charge. You can ask other providers about their fees or call your local office of Child Care Information Services to get this information. The amount you charge will also depend on what you offer and the expenses of running your child care business.

- Do you provide meals and snacks for the children?
- Does a child require special foods or infant formula that you are asked to purchase?
- Will you provide special transportation, such as taking a child to a swimming class?
- Will you provide breakfast to a child if she arrives early?
- Will you provide diapers?

You can charge parents:

- a flat rate (so much per week or day)
- an hourly rate
- or a flat or hourly rate with money added for any “extras” (like those listed above)

Child care providers with many years of experience recommend charging a flat rate per week.

Here are some other points to consider on setting fees:

- You may want to consider an “overtime” charge to prevent parents from running errands before they come to pick up their children. Some providers allow a ten-minute grace period and then charge \$1.00 per minute for the first five minutes, \$5.00 per minute for the next five, etc.
- If a parent has more than one child in care, some providers charge a lower rate for the second child.
- Infants need more care than preschoolers. Some providers charge more to care for infants than preschoolers.
- Should parents pay you if their child is sick and does not come for care? What if you are sick and cannot provide care?
- Will parents need to pay for care when they go away on a vacation?
- Some providers charge a flat fee per week, but give a small discount if the parent pays ahead for the whole month at one time.
- Will you charge a late fee if payment is late or if you are given a bad check?

Many providers have parents pay a week ahead of time. For example, payment is due on Friday to pay for child care for the next week. That way you have money to buy food and supplies for the coming week and you know you will be paid for your work.

Remember, you are running the business. The actual decision on charging is up to you, but be consistent. Parents don't like to hear that you are charging different rates for different families.



Agreements with Parents

As a family child care provider, you are your own boss. You set the rules. It's important to have these rules written down, so you can share them with parents when you begin caring for their child. Some child care providers make a Parent Handbook with a list of all their rules. Written rules help parents understand that you are running your child care as a business, that you are not just a drop-off babysitter.

Sharing written rules with parents from the start helps both you and the parents to avoid hard feelings.

Here are some points to consider as you write your list of rules. (Place a check by the points you want to put in your own list of rules.)

Will you:

- provide breakfast to children who arrive early in the morning?
- provide lunch to the children?
- expect children to bring their lunches?
- provide part of the lunch (for example, soup and milk)? Parents will need to send extra foods, such as a sandwich and fruit.
- provide morning and afternoon snacks, or will children bring them from home?

Will you:

- provide food for children on special diets?
- provide formula for infants?
- provide diapers for infants?
- provide blankets and pillows for naptime?
- provide toothbrushes and toothpaste for the children in care?
- provide care for a sick child?
- give children medicine as prescribed by a doctor?

Will you:

- take the children on field trips?
- transport a child who needs to go for lessons or an appointment during hours of care?

Will you:

- require payment when a child is sick and doesn't come for care?
- require payment when a child goes on a vacation?
- require payment when you are sick or take a vacation?
- require payment for holidays?
- require the same fees if a family has more than one child needing care?

Will you:

- charge a penalty fee if parents do not pay on time?
- charge a late fee for parents who do not arrive on time to pick up their child?
- want time off for some holidays?
- take a vacation?
- find a substitute care provider if you are sick or on vacation?
- offer part-time care?



Agreements with Parents (continued)

SAMPLE PROGRAM RULES AND INFORMATION

AS A CHILD CARE PROVIDER, I WILL:

- give your child loving care, constant supervision, and pleasant things to do
- provide lunch, mid-morning snack, and mid-afternoon snack
- cooperate with you in toilet training, guidance, and other needs of your child
- try to locate you first if emergency medical care is needed for your child. (If you cannot be located immediately, I will call your child's doctor or take your child to the hospital)
- inform you in advance of any field trips or activities away from my child care home
- find substitute care for your child if I will be unable to provide care

AS THE PARENT, YOU WILL:

- provide _____ - (formula, diapers, toothbrush, or other special items needed for your child's care)
- provide a clean change of clothing for your child to keep at my child care home
- call me if your child is ill
- keep your child at home if he or she has a fever, diarrhea, or other signs of communicable illness
- pay for emergency medical treatment for illness or injury that may occur while your child is in care
- tell me at least one week in advance if your child will be absent because of holidays, vacation, or withdrawal from care
- inform me if someone other than a parent will pick up your child

PAYMENT

Payment should be on a weekly basis, by cash or check, by Friday of the previous week. Payments received after 5 p.m. on Friday will be charged a late penalty of \$1.00 for each day the payment is late.

Care is offered between the hours of 6:30 a.m. and 5:30 p.m. Parents who arrive before or after those business hours will need to pay a late fee of \$1.00 per minute for every minute beyond the stated time.

Cash payments should be placed in an envelope with the parent's name on the front so I can give a receipt. At the end of the year I will give the parent a copy of the payment record.

Payment is expected only for those days when a child is in my home receiving care.

A fee of \$25.00 plus any additional costs will be charged for

returned (bounced) checks. If a check is returned, all future payments for child care will be made in cash.

DAILY PROGRAM AND SCHEDULE

I plan a variety of activities for children based on their ages and abilities. Some activities involve household tasks such as setting the table and raking leaves. Other activities, such as block building, painting, and pretend play, are based on the idea that children learn best through play.

A sample of the daily schedule is attached. It shows times for lunch, snacks, nap, toileting, and outdoor play. Children are encouraged to wash their hands after toileting and before eating, and to brush their teeth after eating.

I try to take the children outside to play every day, even if it's just for a few minutes. Please send your children with warm coats, snow pants, hats, scarves, boots, and mittens when the weather is cold. On warm sunny days, we may spend a lot of time outdoors.

Naps/rest time

Children in my care usually take regular naps. Infants nap as needed. Older children nap in the afternoon after lunch. Children who do not sleep will need to lie quietly at this time and look at books.

DISCIPLINE

The goal of discipline is to help children learn to manage their own behavior. Your child will be given a safe and fun environment with materials suited to his or her age and abilities. He or she will be expected to follow a few simple rules for the safety and well-being of all the children in my care. Two house rules are the following:

- * We are kind and do not hurt each other.
- * We ask first before taking someone's things. (We do not permit one child to grab a toy from another child.)

As a child care provider, I use positive language in talking with children, show children how to behave by example, and give children emotional support.

PARENT VISITS AND CONFERENCES

I will meet regularly with you to talk about your child's progress and growth. You may request other conferences at any time.

You may drop in for visits—expected or unexpected—at any time. However, during unexpected visits, I will continue to give the children my undivided attention.



Agreements with Parents (continued)

Agreements with Parents

Some child care providers think a signed agreement with parents is too businesslike. The purpose of signing an agreement is to make sure that the parents and the provider are agreeing to the same things. A signed agreement can help you avoid misunderstandings. If a problem comes up, a signed agreement can be used in court if the terms of the agreement weren't followed.

Be sure to include the following in a signed agreement:

- name of the child
- days or dates when care is to be given
- hours of care
- payment rates
- signatures of parents/guardians
- signature of child care provider
- date of signature

It's best to read over the agreement with the parents, then have them sign two copies, one for each of you to keep.

Agreement

This is an agreement to provide care for
(name of child)

Care will be provided from to
(days of the week) (hours)

If the child is picked up later than that time, parents will pay an overtime charge of \$
per , payable with the next fee payment.
(hour or minute)

The fee is \$ per ,
(amount) (month or week)

Payable on
(day of month or week)

If the fee is not paid by that date, a penalty of will be charged.
(percentage or amount)

Agreed to on
(date)

By
(parent's signature)

.....
(caregiver signature)

The First Visit

Try to set a time when you aren't caring for children to meet with parents for the first time. You want to be able to give them all your attention and not have to worry about keeping children safe while talking.

This is a time to talk about what you do each day with the children, share your scrapbook with pictures of children

doing activities, and talk about your rules. You will want to gather important information about their child. Use the Background Information Sheet as a guide. You may want to add more questions on the back. *(A full page copy of this form is in the back of the workbook).*

Child's Background Information

General Information

Child's name _____

Nickname (if applicable) _____

Sex: Boy Girl Birth date _____

Home phone _____

Address _____

Parent(s) or Legal Guardian(s) _____

Place of Employment _____

Work phone _____

List every person, including parents, who have the authority to pick up the child:

1. _____ 3. _____

2. _____ 4. _____

Is anyone denied permission to see the child? Yes No If yes, who: _____

More About Your Child...

Does the child have any unusual eating problems or food dislikes? Yes No If yes, explain: _____

Does the child have any allergies? Yes No If yes, what are they: _____

Does the child usually nap? Yes No If yes, at what time: _____ How long: _____

What are the child's fears? _____

Is the child usually happy? Yes No

Does the child have any nervous habits? Yes No If yes, when does the child show them: _____

What is your attitude toward discipline? _____

Any further information that might be helpful in understanding the child (visual or physical handicaps, for example) _____

Names and ages of the child's brother(s) and sister(s) _____

Record Keeping

Keeping organized records is an important part of your family child care business. You don't need to go out and buy an office file cabinet to keep organized records. A large box or plastic crate will work just as well.

Make dividers out of heavy cardboard. Label each divider to organize your paperwork. Your labels could look something like this:

- Children in Care
- Business Records
- Health Records
- Children's Activities
- Food
- Professional Materials

Make files to hold materials between the dividers. You can buy manila file folders, use large envelopes, or make file folders from paper grocery bags.

Your filing system may look something like this:

divider: **Children in Care**

files: Make a file with each child's name.

Include in each file:

- Background information sheets*
- Other information about each child

divider: **Business Records**

- files:*
- Daily Attendance Records*
 - Agreements with parents*
 - Annual Budget Worksheet*
 - Expenses
 - Monthly Expense Calendar*
 - Envelopes for each month to hold receipts
 - Income
 - Annual Income Chart*
 - Receipts for Payment*
 - Insurance information
 - Registration information
 - Tax records

* See Important Forms section in the back of this workbook for a sample of this form.

divider: **Health Records**

files: Make a file with each child's name. Include in each file:

- Immunization records
- Medical emergency information
- Medication records

divider: **Children's Activities**

files: Daily activity plans (see pages 15–16)

- Indoor activity ideas
- Outdoor activity ideas
- Art Ideas
- Field trips (brochures from museums, libraries, parks, and other interesting places to visit in your community)
- Games (instructions and ideas)
- Holiday activity ideas
- Quiet time activities
- Rainy day activities
- Songs and finger plays

divider: **Food**

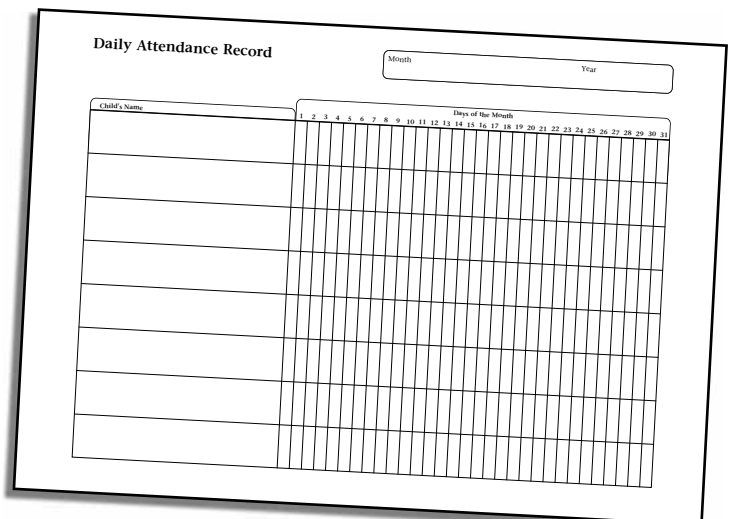
files: Menu plans

- Lunch ideas
- Snack ideas
- Child Care Food Program

divider: **Professional Materials**

files: Newsletters

- Workshops attended



Budgeting — Income

Do you have to go through twelve months of paper to figure how much you were paid last year for your professional caregiving? Do parents ask you for a statement listing how much they paid you for child care, so they can deduct that amount from their taxes?

If parents pay you every week, fill in the amount paid each week on the chart. If parents pay every other week or monthly, complete only those lines. Add the amounts for a monthly total. Add monthly totals to figure your total income for one child for the year.

Use the Annual Income Chart in the back of this workbook to keep track of payments as you receive them.

Receipt of Payment

Date

Received \$ from
(amount) (Name of parent)

as payment for child care services for
(Name of child)

Payment covers service during the time period

Provider's signature

For Year

Annual Budget Worksheet

Income
 Child care fees (Number of children x \$ amount per week x number of weeks)

Total Income

Expenses

Salary (pay yourself)

Food (meals and snacks for children in care)
 (\$ amount x number of children x number of days)

Other

Home Costs

- Rent or Mortgage
- Heat
- Electricity
- Telephone
- Home or renter's
- Maintenance and
- Equipment

Supplies

- Toys, art suppli
- Household
- Office
- Postage
- Other

For Year

Child's Name

Annual Income Chart

<p>January Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>January Total \$</p>	<p>February Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>February Total \$</p>	<p>March Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>March Total \$</p>	<p>April Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>April Total \$</p>	<p>May Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>May Total \$</p>	<p>June Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>June Total \$</p>
<p>July Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>July Total \$</p>	<p>August Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>August Total \$</p>	<p>September Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>September Total \$</p>	<p>October Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>October Total \$</p>	<p>November Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>November Total \$</p>	<p>December Fees</p> <p>Week 1 \$</p> <p>Week 2 \$</p> <p>Week 3 \$</p> <p>Week 4 \$</p> <p>Week 5 \$</p> <p>December Total \$</p>

Total Fees for Year

Provider's Signature

Address



Annual Budget Worksheet

Do you know what it will cost to run your child care business? How much money will you make? Complete the chart below to make a budget for your business, so you can plan for your income and expenses for a year. (A full-page version of this form can be found in the back of this workbook.)

Income

Child care fees (Number of children x \$ amount per week x number of weeks)
Total Income

Expenses

Salary (pay yourself)

Home Costs

Rent or Mortgage (\$ amount per month x 12 months)

Heat

Electricity

Telephone

Home or renter insurance

Maintenance and repairs

Equipment

Supplies

Toys, art supplies, children's books

Household

Office

Postage

Other

Food (meals and snacks for children in care)

(\$ amount x number of children x number of days)

.....

Other

Advertising costs

Books for your use

Other education

Tax preparer

Loan payments (if needed for your business)

(\$ per month x 12 months)

Total expenses

Budgeting — Taxes

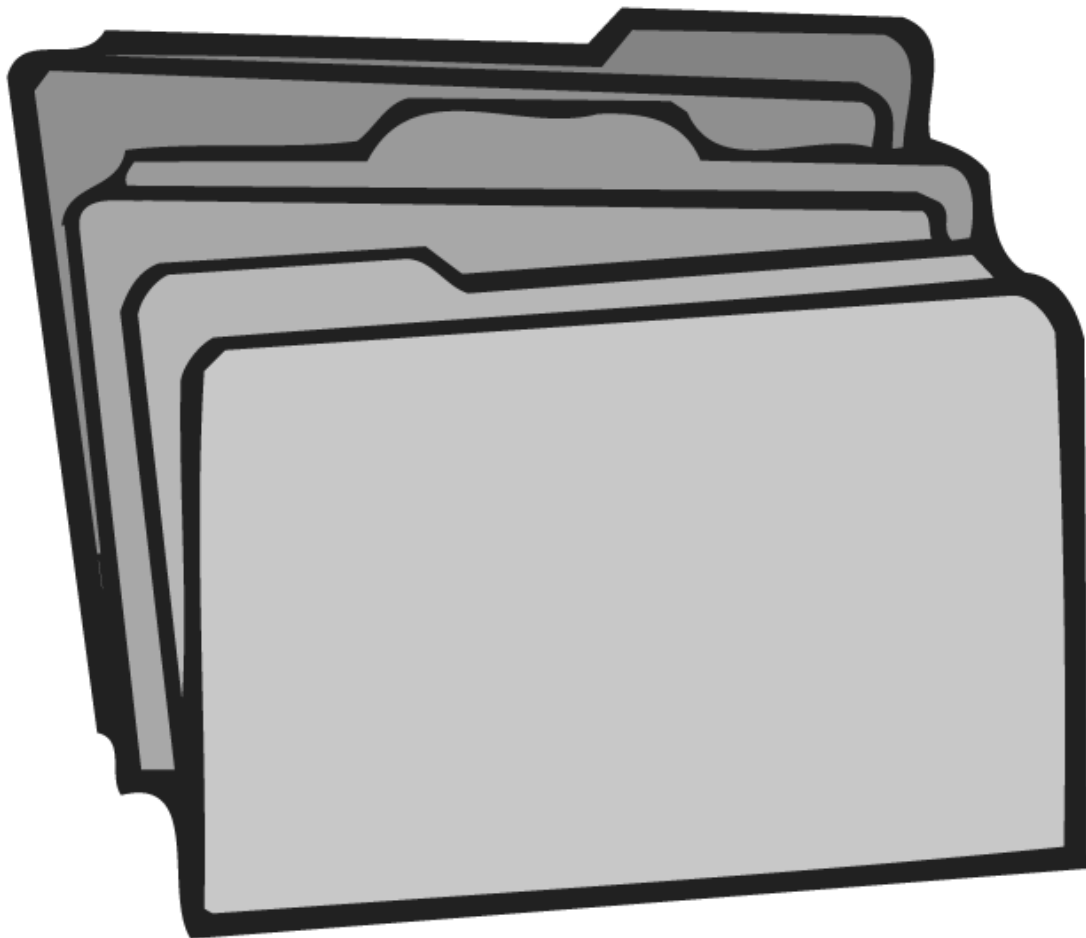
A family child care provider is considered a self-employed taxpayer. There are a number of tax deductions that may be taken by people running a home business. Unfortunately, many providers don't claim all the business deductions they should because they don't understand the tax rules. Most providers find they will pay less in taxes if they take all the business deductions they are allowed to use.

Direct business expenses are bills that come from caring for children. You can deduct the full amount of what you spend for toys, food for the children, art supplies, children's books, sleeping cots, etc.

Indirect business expenses are shared by your home and business, such as rent or mortgage, home repairs, cleaning supplies, kitchen supplies, electricity, telephone, etc. Part of these expenses may be deducted from your taxes.

It's a good idea to work with a tax professional to help you take all the deductions you can. The fee you would pay for this service is an indirect business expense.

The IRS is publishing a new booklet to help family child care providers with information about keeping good records. A copy of "Family Child Care Provider Guide" is available via the Internet at the Redleaf Institute Web site. If you have a computer with Internet access, you can see this guide at www.redleafinstitute.org. You could also check with your local Internal Revenue Service (IRS) office to see if they have a copy of the book.



Planning

Every good business makes plans. Successful business days don't just happen — they require planning. The same is true with the business of caring for children. Regardless of whether you care for one child or several, successful child care providers plan for each day.

Your plans may be very simple. Do you have a routine that you follow each day with the children? Make that part of the

plan, but remember to keep your time flexible. If a water main breaks in front of your house, the children may want to spend time watching the equipment and people fixing the pipes instead of working on puzzles and art. It's good to listen to children's interests and plan activities around them.

Children need a variety of play activities every day. Be sure to make time for different types of play.

Active play

- dancing
- singing activity songs
- water play
- playing dress-up
- playing with blocks
- “driving” cars, trucks, and trains
- playing active games (such as “Duck, Duck, Goose”)
- playing with push-pull toys
- rolling balls



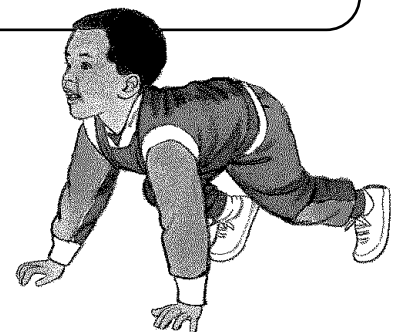
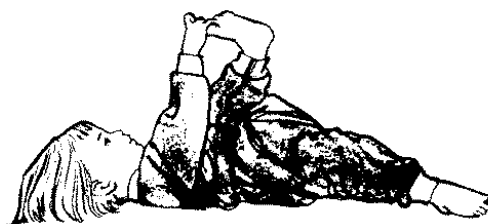
Quiet play

- listening to rhymes and finger plays
- listening to music
- cutting and pasting
- listening to stories
- singing quiet songs
- looking at picture books
- coloring, drawing, or painting
- putting puzzles together



Outdoor play

- running
- jumping
- climbing
- sliding
- flying kites
- blowing bubbles
- swinging
- throwing balls
- riding bicycles or other riding toys
- water or sand play
- taking a walk
- jumping in leaves
- playing in snow



Sample Daily Plan

Time	Activities
7:30 a.m.	Children arrive, free play. Children help prepare breakfast.
8:00 a.m.	Eat breakfast. Discuss plans for the day.
8:30 a.m.	Change diapers, use toilet. Brush teeth. Free play time.
9:30 a.m.	Table activities: art, puzzles, beads, small blocks.
10:00 a.m.	Music/movement activities.
10:30 a.m.	Morning snack
10:45 a.m.	Outdoor play (weather permitting) or free play time.
11:30 a.m.	Prepare lunch. Children help or do quiet activities.
12 noon	Eat lunch.
12:30 p.m.	Change diapers, use toilet, brush teeth. Read stories.
1:00 p.m.	Nap time.
2:30 p.m.	Wake up and cuddle time. Change diapers, use toilet. Look at books or quiet play.
3:00 p.m.	Afternoon snack.
3:15 p.m.	Free play outdoors (weather permitting) or inside.
4:30 p.m.	Pick up toys, get ready to go home. Stories, quiet play.

Professional Development

Professionals know there's always room for improvement. Gaining more knowledge and skills will help you offer higher quality child care. That's important for the children in your care and you.

Call your local Penn State Cooperative Extension Office for a list of workshops for child care providers. Many of these are offered for little or no cost.

Better Kid Care offers a list of video learn-at-home units, like this one, on many different topics including discipline, infants and toddlers, art, music, outdoor play, and more. Call 1-800-452-9108 to get a list or to request a unit to be sent to you.

If you have a computer and access to the Internet, find the Better Kid Care Web site (www.betterkidcare.psu.edu) for Web-based learning units and more information about caring for children.

Need to talk with someone about a child care problem? Call the Better Kid Care telephone help line at 1-800-859-8340. A trained professional will be there to help you.

You're never too old to learn!



The screenshot shows the Better Kid Care website interface. At the top, there is a navigation bar with the Penn State logo and the text "Better Kid Care". Below this, there are tabs for "Caregivers", "Directors", "Parents", and "Employers". The main content area is divided into several sections:

- Distance Education**: A list of links including "Distance Education", "E-Newsletters", "Satellite Workshops", "Spanish Resources", and "Media Resources".
- Cool Stuff!**: A section with links for "What is a CDA?", "Kids in Control", "Emergency Preparedness", "New Staff Orientation", and "Home-based Caregiver Orientation".
- Learn lots on your time!**: A central message stating "We provide professional development opportunities and educational information on caring for children." with the Better Kid Care logo below it.
- Upcoming Satellites Workshops**: A list of workshops including "October 26, 2006: Fighting Children's Obesity through Active Play" and "December 7, 2006: Obese Kids: They Are What They Eat".
- Articles**: A list of articles including "Family Time/Work Time: Bedtime Routines / Active Fun", "Parents Count: Communicating with providers", and "E-News Feature Article-- Television in Child Care".

Equipment

Think about buying the following equipment for your child care business to make caring for children easier and safer.

- **Cordless telephone** — makes it easy to have a telephone with you in any room of the house.
- **Answering machine** — to record calls if you are outside or busy with the children.
- **Cell phone** — to take with you when the children are playing outside or going for a walk.
- **Home computer** — to make record keeping easier.

If you buy equipment for your child care business, check to see if the cost may be deducted from your taxes.

Sources of information: Redleaf National Institute,

- ***10 Steps You Can Take to Market Your Family Day Care***
by Marisa Warrix, Ohio State University Coop. Ext.
- ***Iowa Family Child Care Handbook***
Iowa State University Extension
- ***Home Centered Care***
by Ronda Garcia.





Important Forms

In the following pages you will find original versions of all the forms seen throughout the workbook. Please feel free to make copies for your use.

Agreement

This is an agreement to provide care for
(name of child)

Care will be provided from to
(days of the week) (hours)

If the child is picked up later than that time, parents will pay an overtime charge of \$
per , payable with the next fee payment.
(hour or minute)

The fee is \$ per ,
(amount) (month or week)

Payable on
(day of month or week)

If the fee is not paid by that date, a penalty of will be charged.
(percentage or amount)

Agreed to on
(date)

By
(parent's signature)

.....
(caregiver signature)

Agreement

This is an agreement to provide care for
(name of child)

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If the fee is not paid by that date, a penalty of will be charged.
(percentage or amount)

Agreed to on
(date)

By
(parent's signature)

.....
(caregiver signature)

Annual Income Chart

Child's Name _____ For Year _____

January Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

January Total \$

February Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

February Total \$

March Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

March Total \$

April Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

April Total \$

May Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

May Total \$

June Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

June Total \$

July Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

July Total \$

August Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

August Total \$

September Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

September Total \$

October Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

October Total \$

November Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

November Total \$

December Fees

Week 1 \$

Week 2 \$

Week 3 \$

Week 4 \$

Week 5 \$

December Total \$

Total Fees for Year _____

Provider's Signature _____

Address _____

Annual Budget Worksheet

For Year

Income

Child care fees (Number of children x \$ amount per week x number of weeks)

Total Income

.....

.....

Expenses

Salary (pay yourself)

.....

Food (meals and snacks for children in care)

(\$ amount x number of children x number of days)

Home Costs

Rent or Mortgage (\$ amount per month x 12 months)

.....

Other

Heat

.....

Advertising costs

.....

Electricity

.....

Books for your use

.....

Telephone

.....

Other education

.....

Home or renter insurance

.....

Tax preparer

.....

Maintenance and repairs

.....

Loan payments (if needed for your business)

.....

(\$ per month x 12 months)

.....

Supplies

Toys, art supplies, children's books

.....

Total expenses

.....

Household

.....

Office

.....

Postage

.....

Other

.....

Receipts for Payment

Receipt of Payment

Date

Received \$ from
(amount) (name of parent)

as payment for child care services for
(name of child)

Payment covers service during the time period

Provider's signature

Receipt of Payment

Date

Received \$ from
(amount) (name of parent)

as payment for child care services for
(name of child)

Payment covers service during the time period

Provider's signature

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Received \$ from
(amount) (name of parent)

as payment for child care services for
(name of child)

Payment covers service during the time period

Provider's signature



Assignments and Required Forms

Complete all assignment pages and forms written in ink. Save a copy of all completed work for your files in case there is a need to refer to your saved copy. We will no longer return incomplete lessons. You will be notified if lessons are incomplete.

To avoid delays in processing your registration for this professional development, be sure to go over the check list on the Registration Form, include all items, and mail to:

Penn State Better Kid Care
Distance Education Program
253 Easterly Parkway
State College, PA 16801

Assignments

Name
Address
City/State/ZIP
County
Phone Number

BKC OFFICE USE ONLY

1. Marketing is everything you do to let families know you provide high quality child care.

What are three ways you plan to market your family child care business?

- 1.
- 2.
- 3.

2. Putting up a poster is one way you can advertise your family child care business.

Look over the sample poster in your workbook on page 4. Make an ad for your family child care. Fill in the basic information about your business and a few things that are special about your child care in the space below.



4. Taking the time to keep good records of your business is a sign of professionalism.

What kind of a record keeping system will work best for you?

.....
.....

What records will you have on file in your family child care?

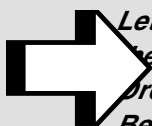
.....
.....
.....
.....

How do you plan on keeping your records up to date?

.....
.....
.....
.....

5. Now that you have completed this unit, what is the next step you will take to grow as a family child care provider?

.....
.....
.....
.....
.....



Let us help you make a commitment to being the best you can be. Take the next step on the road to high quality child care and order another Distance Ed Lesson. Review the Order Form on page 25. Select the next unit you would like to receive, and return to the Better Kid Care office along with your assignments.



Tell Us More About You...

Since we can't meet face to face, we are interested in knowing more about you. This information is very helpful to the early education specialists who review your assignments. Please return this sheet with your assignment pages.

1. Which of the following best describes you?

- I provide child care in my own home
- I provide child care in someone else's home
- I work in a child care center
- I'm thinking about becoming a child care provider
- Other, please describe

2. How long have you been a child care professional? _____

3. What are the ages of the children in your care? Check all that apply.

- Birth to 12 months
- 13-24 months
- 25-36 months
- 3 years
- 4-5 years
- 6-8 years
- 9 years and over
- Special needs

4. Please feel free to tell us a little about yourself and/or the work you do with children.

5. Other comments (please use the back of this page if necessary).

**Thank you for taking the time to help us make a connection to you
and for being part of our program!**



**Penn State
Better Kid Care Program**

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Assistant Program Director

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Assistant Director Distance Education

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Early Childhood Educator

Web site: www.betterkidcare.psu.edu

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