



Tom Copeland's Business Practices

For Family Child Care Providers

Iowa Central Community College
BioScience & Health Science Building Auditorium

One Triton Circle,
Fort Dodge, IA 50501

May 7, 2011

Registration due April 27, 2011

*****QUALIFIES FOR 6 TRAINING HOURS*****

Registration fee - \$15.00*

*Linking Families and Communities will provide \$15.00 scholarships for programs located in their area

AGENDA

8:00 - 8:30 Arrival and Sign In

8:30—10:00 Getting Organized

Participants will learn to prepare a budget and cash flow projections, better manage their business finances, calculate hourly wage, figure the break even point and communicate with parents.

10:10 - 11:40 Record Keeping

Participants will learn how to keep essential business records, claim proper deductions and legally reduce their taxes. This session will provide updates on current IRS rulings that affect child care homes, how to claim food expenses, key record keeping rules that save money, maximizing deductions, depreciating your furniture, appliances and home improvements as well as mistakes to avoid.

11:40 - 12:15 Lunch Provided

12:15 - 1:45 Contracts & Policies

Participants will learn how to establish effective contracts and policies. This session will assist participants with establishing a business relationship with parents, understand the difference between contracts and policies, essential elements of contracts and how to resolve conflicts.

2:00 - 3:30 Reducing Your Risks

Participants will learn how to protect the children in their care, their property and themselves from the increased risk of running a business. The session will cover: proper insurance coverage through homeowners, business property, liability and car legal issues; custody disputes; price fixing; and the Americans with Disabilities Act (ADA).

3:30 Wrap-Up & Evaluation

YES! I'm interested!

Register on-line at:

<http://www.linking-families.com/category/news/>

or

Return the lower portion of this flyer :

Linking Families & Communities
822 Central Avenue, Ste. 340
Fort Dodge, IA 50501

Please add me to the Linking Families and Communities E-Mail List for workshops, training and other information:

- Yes
 No

Name: _____

Address: _____

Phone: (____) - ____ - _____

Email: _____

Provider Experience (check one):

___ New Provider: 2 yrs. or less

___ Established Provider: 3 - 10 yrs.

___ Seasoned Provider: 11 yrs. +

___ Other: _____