



Send completed CEU homework to:
URPD
6515 Old Main Hill
Logan, UT 84322

CEU Homework Cover Sheet

Course Title Family Child Care Course 4 – Professional and Business Practices

Course Dates _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Please complete this form and submit it with your completed CEU homework assignments.

. There is no cost for CEU credit. Please note that the CDA Council now accepts clock hours for CDA Renewal so completion of the CEU credit for this purpose might not be necessary. Please contact the CDA Council at 800-424-4310 or check their website <http://cdacouncil.org> for more information

Homework assignments must be complete in order to be considered for credit. Incomplete assignments will be returned. You can re-submit a homework assignment for credit, as long as it is still before the due date. You **MUST** include a CEU Homework Cover Sheet with all requests.

Homework due dates will be strictly enforced. Homework is due 3 weeks after the last session of class. In order for homework to be considered for credit it needs to be postmarked on or before that date. There are no exceptions to this policy. Classes you are earning CEU credit for must be completed in full. If you make up a session in order to complete the course, the CEU homework is due 3 weeks from the make-up session date.

Please allow 3 weeks for processing of your certificate. If you have any questions, please contact CCPDI at 855-531-2468 or by email at ccpdi@usu.edu

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Family Child Care

Course 4 – Professional and Business Practices

Instructions:

- Choose and complete four of the following assignments.
- Answer all parts of the assignments that you choose.
- Represent what you learned from your participation in Family Child Care, Course 4.
- Please write in depth, but try to contain your answers to one page per question.

1. Do a risk assessment of your Family Child Care Program (see the Session 1 Handouts). List at least 5 ways you are at risk and then describe what you are doing to help manage these risks. (i.e. You have a trampoline, but you fence it off making it not accessible to child care. Don't use this example).

2. Using the "Time Space Percentage Formula" (from Session 2 Handout #5) calculate the Time-Space Percentage for your business. (Show your work). Then allocate the business use of shared business and personal expenses for 5 things, for your business such as: house repairs and maintenance, home depreciation, property tax, mortgage interest, house rent, utilities, homeowners insurance, home improvements, Personal property depreciation land improvement, toys, cleaning supplies, yard supplies.

3. Using 4 different days of menus that you actually serve to children, calculate the per meal cost using the formula on Session 2 Handout #11a. Calculate this for Breakfast, Lunch and a Snack. How does this figure compare to what the food program reimburses.

4. Make a "Benefits –vs- Features Chart for your business, with a least 10 things on it. You may not use the ones from Session 3 – Handout #9. Explain at least three ways you will use these as you talk to prospective clients.

5. Come up with a marketing strategy for your business with at least 5 new ways you can market your program that you aren't doing now. List what you do now and then list at least 5 new things you could start doing.

6. Update your contract. Attach your old contract and then attach a new one with highlights showing what you are adding. Explain how what you learned from the class prompted these changes.

7. Update your policy. Attach your old policy and then the new one with highlights showing the changes you are making. Explain how what you learned from the class prompted these changes.

8. Describe a conflict you have had with a parent. After you describe the conflict, use "The Three Choices of Life" from Session 4 – Handout #11. Explain how using these three choices could help you resolve the conflict you describe and then how it could help you resolve conflicts with parents in the future.