



CEU Homework  
sponsored by  
UACCRRRA

Send completed CEU homework to:  
Carrie Stott  
6510 Old Main Hill  
Logan, UT 84322

## CEU Homework Cover Sheet

Course Title Family Child Care, Course 4: Professional & 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.**

The cost of 1 CEU is \$15. Please make **check** or **money order** payable to UACCRRRA (no cash please). Payment for CEU credit **MUST** be submitted with completed homework assignments in order for CEU credit to be awarded.

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 2 weeks for processing of your certificate. If you have any questions, please contact Carrie Stott at 435-232-2981 after 5:00 pm, Monday-Friday or email me at [carrie.stott@usu.edu](mailto:carrie.stott@usu.edu).

***Completed CEU homework is due 3 weeks after the last session of class.***



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<b>Family Child Care, Course 4: Professional &amp; Business Practices</b>
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**INSTRUCTIONS:**

- ▶ Choose five of the following assignments to answer.
  - ▶ Answer all parts of the assignments that you choose.
  - ▶ Represent what you learned from your participation in the course listed above.
  - ▶ Your answers need to be in depth, but try to contain them to one page.
1. Be sure that you have trained any assistants or substitute caregivers (or family member) you use. Document that they have received basic training on the orientation form you received in Session one. Send in a copy of this form for each assistant or substitute caregiver you have.
  2. Make a list of questions you can use during an enrollment interview, when you are talking to a new parent and child. Send in a copy of these questions.
  3. Take a close look at your current contract and policies. Give them an update, or re-do them using ideas you learned in the class. Enclose a copy of the old and the new.
  4. Using the handout, "What is a Child Care Professional?", from Session 1, write a paper explaining why you consider yourself a "Child Care Professional."
  5. Create a professional development plan for the coming year which includes a list of your strengths as a provider, skills you would like to improve in, all training or conferences you plan to attend in the next year, and your long term professional training goals.
  6. Make a list of five specific items you could work on improving before you schedule an Environment Rating Scales Evaluation to get your provider achievement award or quality improvement grant. Send in a plan and time line for these improvements.
  7. Using skills or information from the tax session, write a brief paper listing ways you will use this information to improve your business in the coming year.
  8. Develop an annual marketing calendar for your business using the template you were given in Session 4 of this training. Send in a copy of this.
  9. Design an ad, a flyer & business card for your business. These can be drawn on regular paper or done by computer. Send in copies of each.
  10. Complete, copy and send in the NAFCC Standard Self-Assessments you received with each of the four sessions of this training. (Be sure improvement plan section is filled in.)