

A training event for Family & Group Providers
**Learning the Business
Side of Child Care**

**Saturday, July 24, 2010
9 am to 3:45 pm**

Hilton Garden Inn
4301 James Ray Drive • Grand Forks, ND

\$35 per person
\$45 after July 9th registration deadline
Lunch and continental breakfast are included

**Registration Deadline:
July 9, 2010**

Training Credits
Participants earn 6 clock hours
of training credits.
CEUs are also available for an additional fee.

For more information contact:
Child Care Resource & Referral
800-452-3646 ext. 7325

Conference Schedule

- 8:00 am - Registration & Vendor Displays
- 9:00 am - Tom Copeland Business Practices
- 12:00 pm - Buffet Lunch and Vendor Displays
- 12:45 pm - Tom Copeland Business Practices
- 3:45 pm - Certificates Distributed

Hotel Information

Hilton Garden Inn
4301 James Ray Drive • Grand Forks
701-775-6000

Holiday Inn Express
4051 32nd Avenue South • Grand Forks
1-866-453-9466

Travelodge of Grand Forks
2100 South Washington Street • Grand Forks
701-772-8151

About the Presenter



Tom Copeland is a licensed attorney and business consultant for family child care providers. He has written several books on the business issues for the family child care field and he trains thousands of providers on record keeping, marketing, contracts and other business topics.

- Are you looking for ways to reduce your expenses?
- Do you know how to set your rates?
- What should be in your contract?
- Would you like tips on resolving disputes?
- Would you like to learn new tricks to marketing your business?

Tom can help you manage your financial resources. Please join us for the most up-to-date essential business skills for home based child care providers.



Mr. Copeland will have many of his books available for purchase at the conference.

**NORTH DAKOTA
CCR&R**
CHILD CARE RESOURCE & REFERRAL
www.ndchildcare.org

To register online:

- Go to: www.ndchildcare.org
- Click on "Search for Training" to complete your registration

To register by mail:

Complete form below for each registrant. Forms may be reproduced.

- \$35 advanced registration fee/person
- \$45 registration fee/person after July 9, 2010

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

EMAIL _____

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LAST 5 DIGITS of SSN

PLEASE INDICATE YOUR PROVIDER TYPE:

- Family
- Group
- Other _____

Mail registration form & payment to:
Lakes and Prairies CCR&R
Training Department
Moorhead, MN 56560
For Questions, call 1-800-452-3646 ext. 7325

Registration Policies

- All registration forms must be postmarked by July 9.
- Only completed registration forms with fees enclosed will be processed. Telephone registrations not accepted.
- All registrations will be processed in the order they are received until maximum capacity is reached.
- A \$10 late fee per participant must be included in registrations postmarked after July 9, 2010

No refunds will be given, but registered participants can transfer their attendance to another person.

**The
Business
Side of
Child Care**
July 24, 2010



Workshop topics include:

Creating a business relationship

- How to establish business rules with parents and ways to enforce them
- The difference between a policy and contract, plus the key contract term all providers should adopt

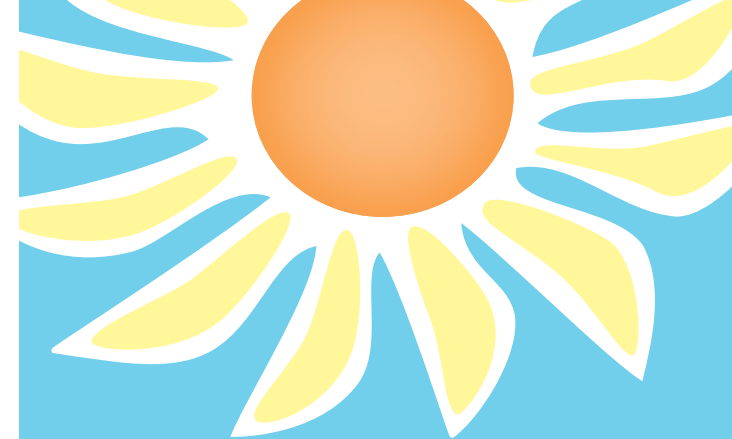
Record keeping and taxes

- Learn the basics of record keeping
- What records you need to save
- Tax consequences and deductions
- How to track food expenses
- Ways to calculate time-space percentages
- How to figure depreciation and more

Insurance and Legal Issues

- How to reduce your risks
- Dealing with custody issues
- Caring for children with disabilities
- How to avoid illegal discrimination
- What insurance do you need

NORTH DAKOTA
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Lakes & Prairies CCR&R
715 11th St. N. - Suite 402
Moorhead, MN 56560



Summer Bash 2010

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Featuring Tom Copeland,
Licensed Attorney and Business Consultant

