

**Community Coordinated Child Care of Union County
presents**

**Family Child Care Business Training
with Tom Copeland**

Saturday, March 17, 2012

8:30 a.m. -- 3:30 p.m.

(certificates will be distributed -6 training hours)

(translation service available by
Dynamics Multilingual Services)

Name/Nombre: _____

Address/Direccion: _____

City: _____

State: _____ Zip Code _____

email: _____

Please check:

Family Child Care Provider _____ Other _____

Union County _____

Other Counties (name of county) _____

Cost (non refundable):

Union County providers: \$25.00

All other counties: \$35.00

Please check:

Payment enclosed: check: _____ money order _____

Payable to: CCCC of Union County

Please check:

Continental Breakfast included and Lunch:

chicken _____ vegetarian meal _____

Registration is on first come first serve basis limited seating. Please register by February 20, 2012

El registro es el primero que llega para sentarse de forma limitada. Por favor regístrate 20 de febrero 2012

Please mail payments to:

Community Coordinated Child Care of Union County

P.O. Box 609

Union, New Jersey 07083

Attn: Virginia Whatley, Provider Services Manager

Presenter



Tom Copeland

Tom Copeland is a licensed attorney and business consultant for family child care providers. He has helped thousands of providers, trainers, and tax preparers understand complex business and tax issues since 1981 through live trainings,

webinars, consulting, and writing. In 2004 he won the Advocate of the Year Award from the National Association for Family Child Care. In 1998 he won the Child Care Advocate of the Year award from the Minnesota Licensed Family Child Care Association. He has represented numerous providers in IRS audits and has won five US Tax Court cases.

Tom authored two proposals, adopted by the IRS that significantly reduced the record keeping requirements of child care providers. The first IRS regulation reduced the paperwork for providers who hire part-time employees. The second one allowed family child care providers to use a standard meal allowance rate to claim food expenses.

Tom conducts numerous workshops a year on business issues for family child care providers, tax preparers, and trainers. He has presented workshops for six years as part of the Minnesota Farm & Individual Income Tax Course sponsored by the University of Minnesota Extension Service and Internal Revenue Service.

He is the author of the following books:

Family Child Care Record Keeping Guide • The Family Child Care Tax Workbook and Organizer • Family Child Care Tax Companion • Family Child Care Money Management and Retirement Guide • Family Child Care Business Planning Guide • Family Child Care Marketing Guide: How to Build Enrollment and Promote Your Business as a Child Care Professional • Family Child Care Legal and Insurance Guide: How to Reduce the Risks of Running Your Business • Family Child Care Contracts and Policies: How to Be Businesslike in a Caring Profession • Family Child Care Audit Manual: Strategies for Protecting Your Business in an IRS Audit

Tom graduated from Macalester College (BA) in 1972 and from William Mitchell College of Law (JD) in 1980.

Dynamics Multilingual Services
Simultaneous Conference Interpreting,
Translation and Sound
www.dynamicsmultilingual.com

Schedule

8:30 am - 9:00 am

Registration and Continental Breakfast

9:00 am

Welcome and Introduction of Presenter

9:15 am - 11:45 am

**Coming to Terms: How to Effectively
Use Contracts and Policies with Parents**

Participants will learn how to establish an effective contract and policies and enforce their agreement with parents. Content includes:

- How to establish a business relationship with parents
- The four key elements of a contract
- How a contract and policies differ
- How to resolve conflicts and enforce agreements
- How to write a transportation policy that protects you and the children

Followed by

Marketing Your Business

Participants will acquire the knowledge and confidence to be better able to promote their business and succeed as a business.

Content includes:

- What are the child care trends that will affect your business
- How to identify the benefits of your program
- Five key marketing strategies
- How to compete against child care centers and exempt providers
- How to determine what to charge parents

12:00 pm - 1:30 - pm

Lunch

1:45 pm - 3:15 - pm

**Reaching Your Retirement Goals:
How to Save Money**

Participants will learn how to reduce their expenses, increase their income, save more money for retirement, and learn how to invest using the various IRA plans available.

Content includes:

- Identify ways to reduce expenses and increase income
- Where to put money to meet short and long-term goals
- Learn how to prioritize long-term financial goals
- Understand the basics of retirement investing
- IRA retirement plans for providers: Traditional IRA, Roth, SIMPLE, SEP, Self Employed 401(k)