

Ring in the Tax Year with  
**Tom Copeland**

Family Home Child Care Providers

**FREE**  
**Training**

**How to Register**



925.417.8733

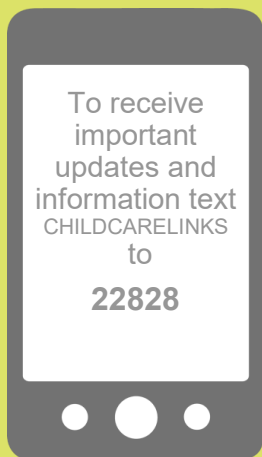


cclevents@childcarelinks.org



www.childcarelinks.org

**Child Care Links**



Newsletter

**Saturday, 24 February**

**Child Care Links Conference Room**

**Taxes and Record Keeping**

**8:30am-10:30am**

Participants will learn how to keep essential business records, claim proper deductions and legally reduce their taxes. Information includes:

- Updates on current IRS rulings
- Key record keeping rules that will save Family Home Child Care Providers money
- Calculating Time-Space percentage
- How to avoid mistakes when hiring family members and other employees
- What to look for in a tax preparer

**Register Online:** [www.bit.ly/CCL-taxyear](http://www.bit.ly/CCL-taxyear)

**Creating a Policy Handbook**

**10:45am-12:45pm**

Clear communication is key when building successful relationships between Family Home Child Care Providers and families. The beginning of the New Year is a great time to dust off your Child Care Program's Policy Handbook and review policies to ensure they have been effective and are still relevant. Haven't created a Policy Handbook yet? It's not too late! Attend Creating a Policy Handbook as the first step to improving communication with families and enhancing the quality of your Child Care Program.

**Register Online:** [www.bit.ly/CCL-policybook](http://www.bit.ly/CCL-policybook)

CCIP ECE Competencies Topic: Administration and Supervision

**Check with your PGA to see if this training counts as Professional Growth Hours**

