

Administration for Family Child Care Course



**WESTCOAST
CHILD CARE
RESOURCE
CENTRE**

This course is for participants who have taken Westcoast's 20-hour Responsible Adult course and would like to continue their career in child care by opening their own family child care business. Suitable for registered or licensed family child care providers who would like to refine their administration skills and/or review their Parent Package. Participants must be at least 19 years old to register.

NOTE: This 15-hour course alone does not qualify participants to become registered or licensed family child care providers, or open a family child care business. For more information contact your local Child Care Resource and Referral Office (CCRR) or Licensing Office.

Course Description:

Through interactive sessions this 15-hour course guides participants to explore best practices in family child care as well as basic business practices like how to project a family child care business budget, record keeping, organising expenses and paperwork to be ready for tax season. We will identify and review policies and procedures needed in family child care and as a final assignment participants will create or review and update their own parent's manual containing their centre's policies, contracts, daily schedule, programming, etc. (i.e. Parent Package).

Objectives:

- Become familiar with CCRR best practices in family child care.
- Identify and review policies and procedures and create a Parent Package (parent's manual containing centre's policies, contracts, daily schedule, programming, etc.) or review and update an existing one.
- Explore basic business practices.
- Obtain basic knowledge about Child Care Subsidy.
- Learn effective strategies for forming positive relationships with families.

Instructor: Vesna Krcmar is an experienced facilitator and Early Childhood Educator, currently working as a Vancouver CCRR Child Care Services Consultant at Westcoast Child Care Resource Centre. She brings a rich background in working with 0-5 year old children in both family child care and group care settings and as a Westcoast's facilitators for the 35-hour Introduction to Family Child Care Course and the 20-hour Responsible Adult in Child Care Settings.

Course Dates:

Six Tuesday & Thursday sessions:
May 8, 10, 15, 17, 29 & 31,
2018 (no class May 22 & 24)

Time:

6:30pm to 9:00pm
15 hours training

Registration Starts:

February 15, 2018
Maximum participants: 25

Course Fee:

\$150.00 workbook included

Location:

Westcoast Child Care
Resource Centre
2772 East Broadway, Vancouver

Contact Rosa at:

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