



Training Module



This training module contains four training components. We recommend you review the information in the modules and calendar, consider how it applies to you and complete the quiz. Please return the completed quiz to earn the training hours.

Each provider (as well as each assistant) needs to turn in their own completed quiz.

Return the quiz to 4-C (155 N 3rd St, Suite 300, DeKalb IL 60115). Once we receive the quiz, with the correct responses, we will forward you a certificate for 3 training credit hours. This training is optional.



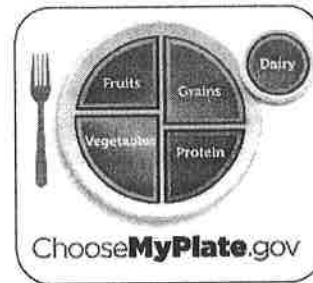
Best Practices: CACFP Classics



CHILD & ADULT CARE FOOD PROGRAM

The 2017 NCA Nutrition Calendar highlights CACFP Best Practices each month and gives snack suggestions which follow the best practice for that month. This training component focuses on what child care givers can do to adopt best practices so that it becomes seamless in their menu-planning.

Healthy Habits: Nutrition for the Nursery & Beyond



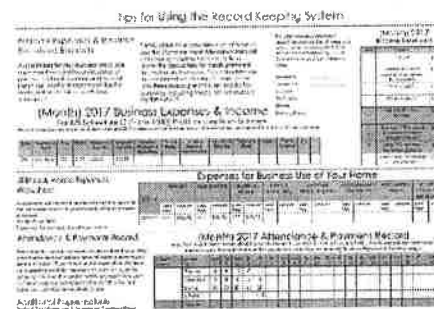
The 2017 NCA Nutrition Calendar is all about trying new things! This training component highlights the importance of healthy eating and maintaining an active lifestyle. More information on healthy, balanced meals can be found at www.choosemyplate.gov and www.letsmove.gov.

Parent Connection: Sharing Stories

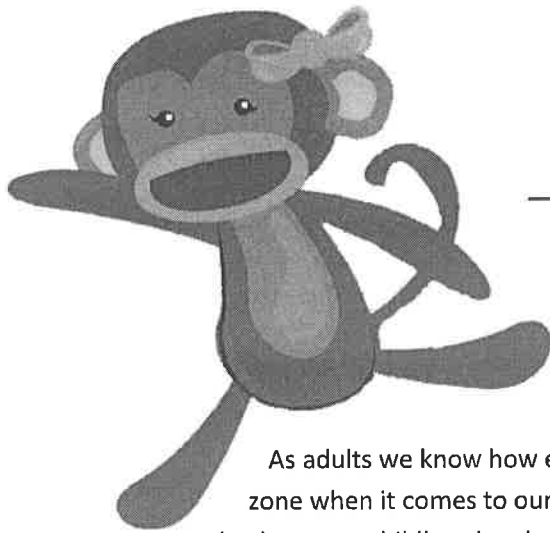


The 2017 NCA Nutrition Calendar is adapted to provide child care givers a ready-to customize parent connection newsletter each month. This training module focuses on the information available to share with parents to expand their understanding of nutrition education and why CACFP is an indicator of quality childcare.

Business Records: Keeping the Cupboard Organized



The 2017 NCA Nutrition Calendar & Record Keeping System provides a variety of forms to assist child care providers in maintaining their business records. This training component focuses on the how and why of record-keeping and gives tips for making record-keeping easy in a busy child care setting.



HEALTHY HABITS:

Nutrition for the Nursery & Beyond



As adults we know how easy it is to stay in our comfort zone when it comes to our daily routines. Now think back to your childhood and your experiences trying new foods. New foods often mean new textures and colors, unknown flavors, and interesting combinations. We now know that forcing, bribing, rewarding, and punishing doesn't work, so it's all about the delivery!

Through the use of classic nursery rhymes, the 2017 NCA Nutrition Calendar, provides the opportunity for children to try new foods and games, many of which are familiar - but with a twist! Better yet, all recipes are kid friendly and a fantastic chance to get them hands-on in the kitchen, helping with the preparation of meals and snacks.

This training module will review ways to help open their minds to trying new foods, along with offering suggestions for keeping them healthy and active. As always, we'll help you make nutrition a priority while keeping things practical and budget-friendly. Before you check out the nursery rhyme classics from your library, remember to always follow CACFP meal pattern requirements and to check with your CACFP sponsoring organization for additional information on planning your menus, including your snacks.

Treasures in the Classics

Kids love to use their imaginations and participate in pretend play. By dressing up, and incorporating foods and activities from several classic nursery rhymes, they'll have the opportunity to get into character. They can even imagine they're someone else... someone who likes to try new foods! With a different nursery rhyme showcased each month, we've made it easy to introduce the classics. We hope that you'll take advantage of these monthly themes and really dive into the many featured recipes and activities to introduce new foods or try familiar foods in a different context. Maybe your kids will find a new treasure that becomes their favorite!

Try It!

It's true that the activities can be spread out over the entire month rather than accomplished in one day. Try picking an easy one and planning ahead to create a week where you dive in and read a new nursery rhyme, participate in activities, and introduce foods to go along with it. Take the second week of May for example. After reading *The Muffin Man*, lead up to Mother's Day by learning how to make a new twist on the old classic of *Macaroni and Cheese* with *Mac and Cheese Muffins* and make Mom a muffin liner bouquet of flowers. Don't stop there! Check out other books from the library, print pages to color and incorporate other crafts and snacks that Mom will love.

A Tisket, A Tasket

You don't always have to put the same things in your basket! Swapping out simple ingredients or making a twist on a classic recipe can make food fun. Our 2017 Nutrition Calendar offers many recipes that offer a small change to an otherwise familiar recipe. Strawberry S'Mores are a healthy, tasty version of the traditional campfire treat and the coffee cup scramble allows children to experience a new way of cooking eggs.

Including children in the preparation of snacks and meals is another sure way to get them creating good habits at a young age. Keep the conversation going by talking about why certain foods were selected. These eggs will keep your bones strong and give you energy for our nature walk later. Try some blueberries. They're good for your brain and will help make you smart! By matching health benefits to individual foods, they'll be learning how to create a balanced meal.

Explaining why we make certain choices is also beneficial in educating children. If told why and given the opportunity to ask question and share ideas, the information is more likely to be retained. Let's try skipping our way to the next activity instead of walking. It's good for our muscles and we'll get our heart rates going, too! Since we're already having fruit and yogurt, let's drink water with our snack instead of juice or milk. Plus, water is good for our skin and teeth!

Try it!

Challenge yourself to incorporate these ideas into your daily activities. Set a goal to plan one snack a day where the children can get involved in the preparation. Or, learn a few fun facts about something you can tie to the nursery rhyme of the month and share that knowledge with your group.



Tools of the Trade

It's not only what you serve but how you serve it that can get kids either turning up their noses in refusal or raising their hands for more.

We're often telling kids to use their forks and not their fingers, but what if you gave them sticks instead? Chopsticks that is! The simple act of using a new utensil can be just enough to get them sampling a recipe they might not have tried otherwise.

Also remember that it can often take several tries for a child to develop an interest in new foods. This is one of many techniques we share that will not only get children trying new-to-them foods, but they'll also begin acquiring a taste and acceptance for these nutritious foods.

Try it!

Chopsticks can be tricky, but not when used with a little "cheater." Do an internet search for chopstick + helper to find clever (and inexpensive) gadgets to take the fuss out of these fun utensils. Or look for instructions to make your own using only the chopstick wrapper and a rubber band. Then check out the month of March in the 2017 Nutrition Calendar for the Garden Stir-Fry recipe – perfect to test out their new tools!



Very Berry Good!

Good nutrition and fun physical activities don't have to cost a fortune. Video games are expensive whereas a child's imagination is free.

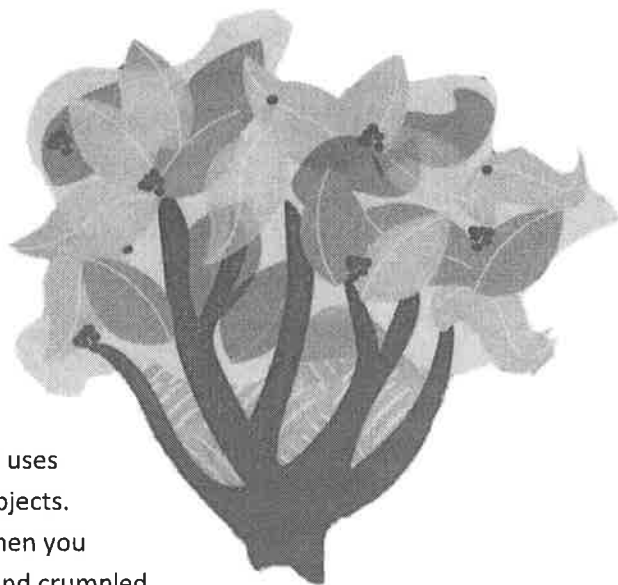
Encourage them to find new uses for old toys and discarded objects. Who needs a bat and ball when you have a wrapping paper roll and crumpled paper. Stuck indoors on a cold winter day? Use a ball of paper and kitchen bowl to score baskets!

Nutritious foods don't have to break the bank either. Plan meals around fruits and vegetables that are in season or grown locally. Try purchasing items that do double duty such as low-fat yogurt which can be served on its own, blended in a favorite fruit drink, or transformed into a healthy dip.

Try it!

Challenge yourself to find options that are both kid-friendly and budget-friendly. Or learn a few fun facts about a fruit or veggie you'll be serving and share that knowledge with your group.

Check out March, June, July, August, and December in your 2017 Nutrition Calendar for even more fruit and veggie recipes.



What's in Season

While seasonal produce varies from place to place, here is a list of fruits and veggies that may be available for each month of the year.

January	avocados, cabbage, kale, mushrooms, oranges
February	oranges, tangelos, grapefruit, lemons, papayas, broccoli, cauliflower
March	pineapples, mangoes, broccoli, lettuce
April	pineapples, mangoes, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce
May	cherries, pineapples, apricots, okra, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce
June	watermelon, strawberries, cantaloupe, cherries, blueberries, peaches, apricots, corn, lettuce
July	watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, tomatoes, summer squash, corn, green beans, lettuce
August	watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, corn, eggplant, tomatoes, summer squash, green beans, lettuce
September	grapes, pomegranates, persimmons, eggplants, pumpkins, tomatoes, spinach, lettuce
October	cranberries, apples, pomegranates, grapes, sweet potatoes, pumpkins, winter squash, broccoli, spinach, lettuce
November	cranberries, oranges, tangerines, pears, pomegranates, persimmons, pumpkins, winter squash, sweet potatoes, broccoli, mushrooms, spinach
December	pears, oranges, tangelos, grapefruit, tangerines, papayas, pomegranates, sweet potatoes, mushrooms, broccoli, cauliflower
Always	bananas, potatoes, celery



BUSINESS RECORDS: Keeping the Cupboard Organized

What is a Family Child Care Provider?

A family child care provider is many things – one of them is a small business owner.

As a family child care provider, you are a self-employed professional operating a business out of your home. This defines you as a small business owner. As a taxpayer and self-employed proprietor you are required by the Internal Revenue Service (IRS) to file an accurate tax return at the end of each year.

Keeping Business Records

As a small business owner, you need to keep track of business income, or money coming in, and business expenses, or money paid out. This is called “record-keeping.” Keeping a good, organized account of income and expenses will help you file an accurate tax return. Record-keeping is not only necessary for tax purposes, it helps you determine if your tuition rates are enough to maintain your desired level of net profit, or money left over after paying all expenses associated with your business. It helps to see just where and how you are spending your hard-earned money.

Where Do You Start?

With the NCA Calendar Nutrition & Record Keeping System!

Record Income and Expenses

Let’s start with income, or money coming in each month from the CACFP or money charged to child care. In most cases, tuition is based on attendance.

Monthly Attendance and Payment Record

Use the monthly Attendance and Payment Record to record arrival time (Time In) and departure time (Time Out) for each child on a daily basis. The amount owed is entered as money due (\$ Due). When a payment is made, the amount paid is entered as money paid (\$ Paid). In this example, J. Smits was present 4 days this week. His tuition is \$25 per day. On the 5th, his parents paid \$100.

MONTHLY 2017 Attendance & Payment Record

In & Out Use to record time child is admitted in and out of child care. \$ Due & \$ Paid Use to record amounts each parent owes and has Record total monthly payments collected on monthly Business Expense & Income page.

Child's Name	Month 2017	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
J.Smits	Time In		8	8	8	8																		
	Time Out		5	5	5	5																		
	\$ Due		25	25	25	25																		
	\$ Paid					100																		
	Time In																							
	Time Out																							

Monthly Business Expense and Income Record

The monthly Business Expense and Income Record gives you a place to record both your income and expenses. At the end of each month, carry over the total monthly income from the Attendance and Payment Record to the Monthly Income Received section on the right side of the Business Expense and Income Record. Next, record the monthly income received from the CACFP in the same area.

Month 2017 Income Received

Date	Source	Amnt
	CACFP	\$
	This month's total payments received from parents	\$
	Other (specify)	\$
	Other (specify)	\$
=	This month's total income	\$
+	Previous YTD Income Received Balance Brought Forward	\$
=	New YTD Income Received Balance	\$
	Amount out in savings for tax payment	\$

Now let's look at your expenses, or money going out. Most of the Business Expense and Income Record is devoted to your expenses. This is where monthly purchases and other monthly business expenses are recorded. As purchases are made, record the date, place or purchase, check number, and the type of purchase. It is important to keep all of your business receipts, whether you pay with cash, credit card, or check. Most columns on our form match the tax deductible items on the IRS Form Schedule C.

MONTHLY 2017 Business Expenses & Income
For IRS Schedule C (Form 1040) Profit or Loss from Business

Record your business expenses below. Record 2015 utilities and home expenses on the worksheet provided at the back of the calendar.

Date	Purchased From	Chk#	Food	Household Supplies	Program Supplies	Supplies, Postage, & Bank Fees	Toys & Equip	Business Repair & Maintenance	Laundry & Cleaning	Training & Dues	Wages
6/3	X Y Z Store	123	\$108	\$32.90	\$12.43						

Standard Meal Allowance Record

Business food expenses can be calculated for tax purposes in two ways. You can claim your actual business food costs (by saving all business and personal food receipts) or you can use the Standard Meal Allowance method. With this method, you keep track of all meals and snacks served to children in your care, not just CACFP-reimbursed meals and snacks. You can claim up to one breakfast, one lunch, one dinner, and three snacks per child per day for tax purposes. Do not include meals and snacks served to your own children or other residential children, even if income eligible. These totals are recorded monthly using the Standard Meal

For "standard meal allowance" record the total number of meals and snacks served including meals and snacks not reimbursable by the CACFP. Do not include your own children's meals.

Breakfasts _____

AM Snacks _____

Lunches _____

PM Snacks _____

Dinners _____

Evening Snacks _____

Allowance Record on the Business Expense and Income Record.

Utilities and Home Expense Worksheet

A separate page called the Utilities and Home Expense Worksheet is found near the back of the calendar. This page is used to record your monthly utility and home expenses such as electric, water, gas, trash, and other categories from IRS Form 8829. Simply record the date paid and the dollar amount spent on the utility or home expense. This example shows what the provider paid for electricity, natural gas, water and sewer, trash and recycling, and homeowners insurance in the month of January.

Utilities and Home Expenses Worksheet
For IRS Form 8829 - Expenses for Business Use of Your Home

2017	Electric		Natural Gas		Water & Sewer		Trash & Recycling		General Home Repairs		Homeowner's Insurance		Real Estate Taxes	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
January	1/7	\$62.90	1/7	\$45.12	1/30	\$15.67	1/8	\$34.27			1/10	\$50.00		
February														

Organize Your Receipts

After entering your expenses, file each receipt in a folder, envelope, or file labeled with the name of that category. For example, the receipt from Acme Food Market would go in a file titled Food Expenses. The receipt from Bill's Toy Store would go in a file titled Toys and Equipment.

Extra Features

There are many features in the Monthly Business Expense and Income Record in addition to the ones we have discussed. NCA has included a Federal Income Tax worksheet to complete your file organization for tax time. Enjoy the record-keeping portion of the calendar and make use of it. This will help you to get organized and take some of the stress out of tax time!

Reminder

The CACFP requires that you keep accurate daily records on the foods you offer and the children you serve each day to earn your reimbursement.

BEST PRACTICES: CACFP Classics



What is a Best Practice?

Best practices are defined as: a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption. *Merriam Webster*

The USDA created a diverse seven member panel with expertise in nutrition education to create the CACFP best practices. These practices serve as a guide for child care providers who choose to take additional steps to offer high-quality and nutritious meals in their program. These strategies are supported by evidence and have been shown to be effective. They were created to promote consistency in programs and increase confidence that education efforts will result in positive nutrition and health-related behavior changes.

The 2017 NCA Nutrition Calendar highlights CACFP Best Practices each month and gives snack suggestions which follow the best practice for that month. This training component focuses on what child care givers can do to adopt best practices so that they are seamlessly incorporated into menu-planning and daily routines.

Sunday	Monday	Tuesday
<p>CACFP BEST PRACTICE Provide at least 1 serving each of dark green vegetables, red/orange vegetables and legumes per week.</p>	<p>SNACK SUGGESTIONS</p> <ul style="list-style-type: none"> • Broccoli florets and low-fat cottage cheese • Black bean dip and whole-grain pita wedges • Green and red pepper strips and low-fat milk • Carrots and hummus • Pinto beans and corn with baked tortilla chips 	

The Story is Complete

Each month, the 2017 NCA Calendar and Record Keeping System highlights a classic nursery rhyme and within that month an entire lesson plan can be built around the chosen story. Start out reading the nursery rhyme and you can then smoothly integrate the CACFP best practice within the unit.

Take a look at January 2017. We start out by introducing the nursery rhyme London Bridges and talk about building bridges with the table activity. Teamwork and building is added as we ask our little helpers to assist with the recipe for the month, Building your own Bruschetta. This recipe incorporates the best practice of providing at least 2 whole-grain rich grains per day by using whole-grain baguettes for the bruschetta base.

Try it!

You certainly do not have to accomplish everything listed for the month in one day or even one week! Look through the calendar and pick a month. How could you incorporate the best practice listed throughout the month into your lesson and menu plans?

Eating Her Curds and Whey

There are times that even when we know what the best practice is, we still have difficulty adding that idea to our meal planning. We also know as child care providers, we have to serve foods in a variety of ways, not just the traditional way. Some of our picky eaters will eat a food one way, but won't in another.

In the calendar, you will find a list of snack suggestions for each CACFP best practice for the month. A variety of options is represented to meet the CACFP best practice. There are more ways than one to serve a fruit and vegetable or to provide a protein source!

In April, the CACFP Best Practice focus is to limit serving processed meats to no more than once per week. Did you know that you can serve low-fat cottage cheese and peaches to count as a protein source? Even better, it's not a processed meat and is nutritious for the kids!

Inquiring Minds

A child's favorite question is "why?". We know as child care providers sometimes giving the why is all a child needs to move forward on trying something new. In the calendar, Nutrition Notes are provided to help you as the child care provider give a little more information to those inquiring minds. Did you know that eggs have 13 essential vitamins and are considered a complete protein? Or that the human body is made of 75% water and must have more for all of the bodily systems to work properly? Check out the rest of the calendar months and find interesting tidbits of information you can share with your most inquisitive customers!

Try it!

It's in a book! Visit your local library and find books about foods you are asking the children in your care to eat. Why are these foods important to little bodies? How can they help keep us healthy and strong?



Choosing Favorites

As we all know, children and adults develop their own "favorites". As their child care provider, help the children you care for find their favorites and introduce new ways to consume those foods.

Let's take June for example. Most children do not push a strawberry away. Strawberry S'mores are a fun, new way to eat strawberries and consume an even more nutritious snack with the additional yogurt. This will help you, as the child care provider, meet the best practice of making at least 1 of the 2 required components of every snack a fruit or vegetable. Along with Strawberry S'mores, you could offer sugar snap peas with cheese, asparagus with pretzels, grapes and a hard-boiled egg, or blueberries with whole-grain crackers for the second daily snack.

Try It!

In July, the listed best practice is to serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice. Think about your favorite fruit recipes and snack ideas. Are those ideas on the list, if not add them. Is there anyone in your provider group that has a different favorite recipe? Do a recipe swap and add their favorite to your list. Now you are ready to start menu planning and grocery shopping!





PARENT CONNECTION: Sharing Stories

The Wheels on the Bus Go 'Round and 'Round

... and communication is key to making everything go full circle! Child care providers spend the majority of the day with the children they care for. Parents

are curious and want to know how their children play, grow, and learn when they are not with them. CACFP Sponsors regularly seek ways to connect families to the CACFP program and to the benefits of having their children enrolled in a participating care program where these guidelines are met. A newsletter is a fantastic communication tool that child care providers can use to reach out to the parents of the children that stay at their center.

The 2017 NCA Nutrition Calendar Parent Provider Connection program includes formatted, ready-to customize parent connection newsletters for child care givers to send home each month. Parents will see examples of the healthy foods served, as well as the fun and educational activities their children are engaged in. The best part is that the templates are ready to be fully customized by you for your needs.

NCA sends out monthly emails with the parent provider connection to sponsors who purchase the calendar as a reminder of this tool and the newsletters can always be found on the website cacfp.org ready to be emailed or printed to share with families. This training module focuses on the information available to share with parents to expand their understanding of nutrition education and why CACFP is an indicator of quality childcare.

CACFP is an Indicator of Quality Childcare

Many parents are unaware that child care facilities can be a member of CACFP and even what CACFP is. In the monthly newsletter, we have offered different snippets of information to educate parents as to what CACFP is, why CACFP is important and why you are an even better provider because you follow the CACFP guidelines.

Through CACFP you are able to provide more nutritious meals and snacks while receiving regular monitoring to ensure you are meeting the program's high standards. Research shows that child care providers who participate in the food program offer more fruits and vegetables, whole grains, and lean meats than those who do not participate in the CACFP. As a CACFP provider, you are giving the children in your facility the best care you can possibly give. Parents need to know that!

Try It!

Challenge yourself to complete all the activities found each month in your 2017 Calendar & Record Keeping System and start sending home the Parent Provider Connection at the end of each month.

Bonus: Visit cacfp.org to learn more about National CACFP Week, March 12 - 18, 2017 and ways you can promote awareness in your community.



Home Work

When providers send newsletters home, they connect with parents in a fun and important way. These reinforce the elevated standards a child care provider offers families as a participant in the CACFP.

Healthy eating, physical movement, and nutrition education are just some of the ways child care providers are working daily to give our youngest a head start on life. Spending quality time with parents is essential to a child's growth and development and overall well-being. Home activities and craft ideas are also made easy for parents after long days at work. Cooking with parents is always fun too and each month a new healthy, and easy, recipe is provided to try at home.

Write Your Own

In the body of each newsletter, there is space for you to customize your own information you would like to convey to the parents. We start you out with a few ideas of activities that will be completed during the month along with recipes tried and crafts created, but the space is yours. All of the information can be customized to fit the needs of your child care facility. If you have worked on special projects or tried a new and exciting food that the kids have really loved, you should definitely communicate that to the parents.

This is also a great space to mention to parents anything that you need them to know for the month ahead. Maybe you are going on a field trip and need to make sure permission slips are filled out or you're making a special craft and need specific supplies.

Try it!

Look at the December Parent Provider Connection. How can you customize the newsletter to work for your child care facility? What information would you like the parents to know?

Table Activity

DECEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Personal Note

NATIONAL CACFP SPONSORS ASSOCIATION
www.cacfp.org

CACFP is an indicator of quality child care.

Elevated Standards

A National Platform for the Child and Adult Care Food Program



Provider Name: _____
Please Print

Asst Name: _____
Please Print

QUIZ

Best Practices:

CACFP Classics



Mail to: CACFP
4-C
155 N 3rd St, Suite 300
DeKalb IL 60115

Use the training module and your 2017 Nutrition Calendar to answer these questions.

1. List two snack ideas for serving natural cheese.

2. TRUE OR FALSE?

Chocolate and Strawberry Milk count towards the best practice of serving milk to all participants.

____ TRUE ____ FALSE

3. What are two best practices listed in the 2017 Nutrition Calendar?

4. What are the 5 basic menu planning principles?

5. Which of these should be served less often than the others?

- a. Dried Fruit
- b. Canned Whole Fruit
- c. Fresh Fruit Juice
- d. Frozen Fruit
- e. Dried Fruit

6. Why were the CACFP Best Practices Created?

7. TRUE OR FALSE?

Serving low-fat cottage cheese would count as a best practice offering.

____ TRUE ____ FALSE

8. What are three ideas for snacks to meet the CACFP best practice of providing 2 servings of whole-grain rich foods per day?



Provider Name: _____

Please Print

Asst Name: _____

Please Print

Mail to: CACFP

4-C

155 N 3rd St, Suite 300

DeKalb IL 60115

QUIZ

HEALTHY HABITS:

Nutrition for the Nursery & Beyond



Use the training module and your 2017 Nutrition Calendar to answer these questions.

1. If you are unable to grow your own garden at your child care center, what is an alternative for providing your children with a farm to table option?

2. What are two ways you can incorporate seasonal fruits and locally produced foods into snacks?

3. What are three ways you can involve kids in the kitchen to get them creating good habits at a young age?

4. TRUE OR FALSE?

Children under age 6 are at the highest risk for choking.

____ TRUE ____ FALSE

5. Which of these are whole-grains?

- a. Rice
- b. Corn
- c. Oats
- d. All of the above.

6. List three ways to get milk into a healthy diet for children?

7. TRUE OR FALSE?

According to the What's in Season chart, bananas are an example of a fruit that is always in season.

____ TRUE ____ FALSE

8. How many grams of protein does an egg contain?

QUIZ

PARENT CONNECTION

Sharing Stories



Use the training module and your 2017 Nutrition Calendar to answer these questions.

1. What craft activity can parents do with their children at home in March?

2. TRUE OR FALSE?

The Parent Connection Newsletter is already completely written for you. You are unable to customize it to include specific information.

_____ TRUE _____ FALSE

3. FILL IN THE BLANK

CACFP is an _____ of quality childcare.

4. How would you customize the June 2017 Parent Provider Connection newsletter for the parents of your facility?

5. What additional information might you want to list in the personal note section of the newsletter?

- a. Supplies Needed
- b. Permission Slip Deadline
- c. Tuition Due Notice
- d. New Foods Tried
- e. All of the above

6. Why is it important for parents to know about CACFP?

7. TRUE OR FALSE?

In each newsletter, the parents will read about a recipe, table craft, game/activity, and nutrition information on what their child is learning.

_____ TRUE _____ FALSE

8. Wet Sponge Hot Potato is a fun, outdoor activity for parents to play with their children. In which month would they learn about that activity?

QUIZ

BUSINESS RECORDS: Keeping the Cupboard Organized

Use the training module and your 2017 Nutrition Calendar & Record Keeping System to answer these questions.

1. TRUE OR FALSE?

Attendance does not need to be recorded daily. You can update your records all at once at the end of the week.

_____ TRUE _____ FALSE

2. CIRCLE THE RIGHT ANSWER

Using the standard meal allowance, how many snacks may a Family Child Care Provider claim each day for tax purposes?

1 2 3 4 5

3. TRUE OR FALSE?

CACFP requires a daily record of the foods you offer.

_____ TRUE _____ FALSE

4. Why is it important to keep a well-organized account of your income and expenses?

5. TRUE OR FALSE?

You can use the Standard Meal Allowance instead of keeping detailed food receipts to claim the deduction for meals provided to children.

_____ TRUE _____ FALSE

6. Complete the sample Business Expense and Income Record below for a purchase made from A+ Superstore on June 1, 2017. Check 1592 was used and you spent \$95 on food, \$45 on household supplies, \$25 on program supplies, and \$15 on toys and equipment.

MONTHLY 2016 Business Expenses & Income For IRS Schedule C (Form 1040) Profit or Loss from Business

Record your business expenses below. Record 2015 utilities and home expenses on the worksheet provided at the back of the calendar.

Date	Purchased From	Child	Food	Household Supplies	Program Supplies	Supplies, Postage, & Bank fees	Toys & Equip.	Business Repair & Maintenance	Laundry & Cleaning	Training & Dues	Wages

7. How many years of records should you keep?

- Only the current year
- The past year, plus the current year
- The past three years, plus the current year
- The past five years, plus the current year

8. TRUE OR FALSE?

You only need to keep receipts for the items for which you pay cash.

_____ TRUE _____ FALSE