

# Beyond Business Basics Class Descriptions

## Quality Module

**Meeting Child Care Regulations in Iowa:** In this session, participants will understand the benefits of regulations and have an opportunity to review the regulations that impact childcare in the State of Iowa. They will become familiar with the regulations for homes and centers.  
Competency area: Program Management

**Committing to Quality:** Make the commitment to quality. Learn about the Quality Rating System and the various tools available to help direct your path to program improvements.

**Taking the Fear out of the CACFP:** Learn accurate information about the CACFP, the benefits to your program and families, and ideas to streamline the paperwork.

**Creating Family Partnerships:** Learn how to form a partnership with parents that will benefit you, the parents, and most of all, the children.

**Making a Difference with Advocacy:** You CAN make a difference! Learn the dos and don'ts of contacting the influential people in local, state and federal government to make a difference for children.

**Resolving Ethical Dilemmas:** Participants will discuss ethics - what is lawful versus what is ethical. They will also explore the NAEYC Code of ethics and analyze scenarios that can happen in their work.

**Standards and Curriculum:** Learn the relationship between standards of what children need to know and the curriculum and activities that you provide to them.

**Professional Development Pathways:** Gain an understanding of career pathways available to you in early childhood. Learn about organizations that influence child care practices and ways to enhance your own training and education. Where do you go from here?

## Financial Module

**Professionalism and Communication Skills:** In this session, child care practitioners will learn about professionalism, including appearance, confidentiality, diversity and attitude. Professional communication practices will be explored.

**PEACE - Policy Enhancement And Policy Enforcement:** Learn the difference between a contract and a policy, and how to use them to communicate with parents. Participants will have a chance to discuss practitioner issues and parents' concerns.

**Working with Employees:** This class focuses the legal issues of interviewing, hiring and retaining employees. Learn the difference between an employee and a contract laborer.

**Minimizing your Insurance Risks:** Learn the importance of having insurance and how to minimize your risks to reduce your liability and potential insurance claims and lawsuits.

**Grant Writing:** There is money out there for childcare. Learn how to write money-winning grants, and find community resources to help you stretch your budget.

**Financial Management:** Learn how to plan for the financial health of your business.

**Marketing your Business:** Learn positive marketing and advertising strategies to represent your business to your parents and the community. Learn how to effectively use your bulletin boards and parent newsletters.

**Putting it all Together:** This class will discuss strategic planning and business plans. All participants will have an opportunity to share the activities they did during the previous weeks.