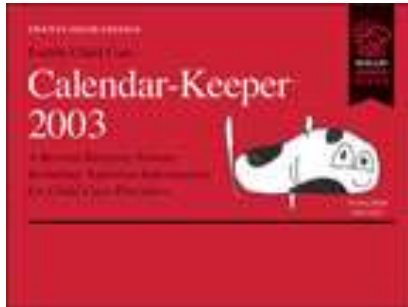


Family Child Care Books for Sale  
Published by Red Leaf Press  
Sold by Child Care Choices of Boston

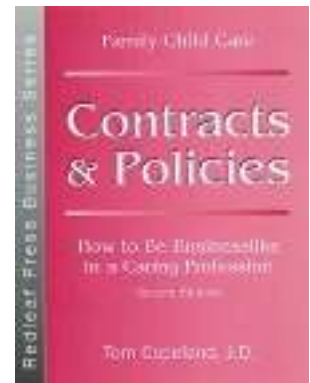


**Calendar-Keeper 2008: A Record-Keeping System  
Including Nutrition Information for Child Care  
Providers** **Cost: \$15.00**

Be supremely organized with the most comprehensive family childcare record-keeping system available. The *Calendar-Keeper* gives you monthly expense charts for all purchases; monthly attendance and payment log for parent fees; Food Program tallies for meals, expenses, and claims; weekly/ quarterly income record; important record-keeping advice; worksheets that make tax time a breeze; convenient mileage record; ready-to-use waiting list; fire and emergency drill records; easy-to-find emergency numbers; recipes and menus with CACFP crediting; and so much more. Big 12 x 9, 92-page format has space to record 37 children. Spiralbound; will hang or lie flat. Also available in Spanish.

**Family Child Care Contracts and Policies: How to Be  
Businesslike in a Caring Profession by Tom Copeland**  
**Cost: \$11.00**

A complete guide to establishing and enforcing contracts with parents. Includes sample contracts, provider policies, and other important forms. Softbound, 7 x 9, 80 pgs.



---

**Ordering Information:**

Books can be ordered through Child Care Choices of Boston Training Department by sending in the order form (on reverse side) with a check or money order for the exact amount.

Please send payment to:

Child Care Choices of Boston  
Training Department  
105 Chauncy Street  
Boston, MA 02111

You may also visit Child Care Choices of Boston (8<sup>th</sup> Floor) to purchase the books, Monday – Friday, 9 AM – 5 PM.

Questions: Please contact Maria Sandoval-Loomis at 617-348-6573



**Family Child Care Marketing Guide: How to Build Enrollment and Promote Your Business As a Child Care Professional by Tom Copeland Cost: \$14.00**

Learn how to spread the word about the benefits of your quality child care services! The *Marketing Guide* will help you maximize your enrollment and income and find inexpensive ways to promote your business. Dozens of marketing tips, including ways to attract new parents, how to set rates, and where to advertise. Perfect for new providers or experienced professionals. Illus., Softbound, 7 x 9, 150 pgs.

**Family Child Care Record-Keeping Guide, 7th Edition by Tom Copeland Cost \$15.00**

Includes over 1,000 allowable deductions indexed alphabetically for easy reference, an expanded discussion of Time- Space percentage, ways to calculate all the hours you work, how to choose and use a qualified tax preparer, and a detailed explanation of CACFP (Food Program) expenses and income. Other new topics include bartering, military housing allowances, tangible personal property tax, applying for a home loan, partnerships and incorporation, and employees. Index. Softbound, 7 x 9, 210 pgs.




---

**ORDER FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Book:	Cost:
_____	_____
_____	_____
_____	_____
_____	_____

Total Enclosed: \$ \_\_\_\_\_