



# National CACFP Sponsors Association 2016 Nutrition Calendar & Record Keeping System Training Module



This training module contains two components:

- Fork in the Road: Opening Their Minds and Mouths to New Activities and Foods
- Business Records: Tools for a Successful Journey

The NCA 2016 Passport to Adventure Nutrition Calendar & Record Keeping System is designed as a business tool for the child care provider. Each month contains activity pages filled with recipes, snack ideas, nutrition tips, physical activities, craft suggestions, and timely events. Each calendar page also has oversized squares for recording important events and is followed by the business record-keeping pages.

The “Business Expenses and Income” page and the “Attendance and Payment Record” page follow the calendar page and allow providers to record monthly child care expenses and income, and track daily attendance by time in/time out. Providers will find the “Utilities and Home Business Expenses Worksheet,” “Federal Tax Worksheet,” and “Telephone Contact” pages at the back of the NCA 2015 Calendar Nutrition & Record Keeping System to further assist them in organizing their business records.

We recommend child care providers review the information in the modules and calendar, consider how it applies to their child care home, and complete the quizzes. Quizzes must be completed to earn the training hours (one hour per module is recommended). You may choose to print the quiz on the back of the Certificate of Completion.

For Sponsors, these two training module components are flexible and can be adapted to fit your needs. Since training requirements and guidelines vary by state and sponsoring organization, you may modify or supplement the material as needed.

## Fork in the Road: Opening Their Minds and Mouths to New Activities and Foods



The 2016 NCA Calendar & Record Keeping System 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](http://www.choosemyplate.gov) and [www.letsmove.gov](http://www.letsmove.gov).

## Business Records: Tools for a Successful Journey

Tips for Using the Record Keeping System

**Business Expenses & Income**  
For 1099-Business C, Form 1099-NEC, or other forms, enter the amount in the appropriate box. If you have a loss, enter the amount in the loss box.

**(Month) 2015 Business Expenses & Income**  
For 1099-Business C, Form 1099-NEC, or other forms, enter the amount in the appropriate box. If you have a loss, enter the amount in the loss box.

**Utilities & Home Business Expenses Worksheet**

Month	Electricity	Gas	Water	Phone	Internet	Other	Total
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

**Attendance & Payment Record**

Month	Day	Time In	Time Out	Payment
2015	Jan 1			
	Jan 2			
	Jan 3			
	Jan 4			
	Jan 5			
	Jan 6			
	Jan 7			
	Jan 8			
	Jan 9			
	Jan 10			
	Jan 11			
	Jan 12			
	Jan 13			
	Jan 14			
	Jan 15			
	Jan 16			
	Jan 17			
	Jan 18			
	Jan 19			
	Jan 20			
	Jan 21			
	Jan 22			
	Jan 23			
	Jan 24			
	Jan 25			
	Jan 26			
	Jan 27			
	Jan 28			
	Jan 29			
	Jan 30			
	Jan 31			

The 2016 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 why and how of record-keeping and gives tips for making record-keeping easy in a busy child care setting.



# FORK IN THE ROAD:

## Opening Their Minds and Mouths to New Activities and Foods

---

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!

By introducing children to what's "normal" for kids in cultures around the world, they'll have the opportunity to try new foods and games, many of which are familiar - but with a twist! Better yet, get them hands-on in the kitchen, helping with the preparation of the 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. But before you pack your bags and grab your passport, 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.

Now let's hit the road!

### Have Theme; Will Travel

With a different country showcased each month, we've made it easy to travel the world without ever having to set foot on an airplane! We hope you'll take advantage of these monthly themes and really dive into the many featured cultures, embracing the ways they are both different and similar to our own.

Kids love to use their imaginations and participate in pretend play. By dressing up, reading books about, and incorporating foods and activities from a foreign country, they'll have the opportunity to get into character. They can even imagine they're someone else...someone who likes to try new foods!

### Try it!

It's true that the activities can be spread out over the entire month rather than accomplished in one day, but try picking an easy one and planning ahead to create a week where you dive in and explore another country. Take the first week of May for example. Lead up to Cinco de Mayo by learning some basic Spanish words on Monday, then making the maracas on Tuesday, the empanadas on Wednesday, and celebrating the 5th with a Mexican Hat Dance on Thursday. Don't stop there! Check out books from the library, print pages to color, and incorporate other crafts and snacks to represent this colorful country!

## Foreign Exchange!

Swapping out simple ingredients can make food fun. Our 2016 Calendar & Record Keeping System offers many recipes that offer a small change to an otherwise familiar recipe. South Africa's fritters are a savory version of the ever popular pancake, and China's lettuce wraps are similar to a taco but with an Asian spin, and using lettuce instead of tortillas!

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 questions 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 a faraway country 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 January in the 2016 Calendar & Record Keeping System and whip up a batch of Crispy Edamame. It's the perfect snack 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 comes 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. Then check out the months of January, August, and October in your 2016 Calendar & Record Keeping System for even more suggestions.



## 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

# QUIZ

## FORK IN THE ROAD:

### Opening Their Minds and Mouths to New Activities and Foods

Use the training module and your 2016 Nutrition Calendar & Record Keeping System to answer these questions.

1. List three suggestions for encouraging children to try new foods:

---

---

---

2. Which island in Greece is considered one of only five Blue Zones, or regions of the world known for its inhabitants living unusually long and healthy lives?

---

---

---

3. What is one way to slow down and prevent over eating?

---

---

---

4. TRUE OR FALSE?

Skin color plays a part in how much vitamin D we produce.

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

5. Which of the following is necessary for a healthy lifestyle?

- a. Proper nutrition.
- b. Exercise.
- c. Adequate sleep.
- d. All of the above.

6. List three native cooking spices and why they are known for their health and medicinal benefits:

---

---

---

7. TRUE OR FALSE?

According to the What's in Season chart, broccoli is most likely to be in season during the months of February–May and October–December.

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

8. Of all the recipes shared in the calendar, which one(s) do you see being the most popular with your group and why:

---

---

---

# Fork in the Road:

## Opening Their Minds and Mouths to New Activities and Foods



One hour **free** voluntary training credit!

The 2016 CACFP Calendar you received from your Nutrition Educator is designed as a business tool for your Child Care business. Each month contains activity pages filled with recipes, snack ideas, nutrition tips, physical activities, craft suggestions, and timely events. This training component highlights the importance of good “record- keeping” for your Child Care business.

Child Care providers that are interested in the **voluntary** credit will review the information in the calendar and trimester packet and complete the quiz. Quiz must be completed and sent to **SENDCAA** to earn the training hour. This training opportunity is only available to **SENDCAA** providers. This **one hour** training credit is **Growing Futures approved**. At the end of each month, providers that have completed the credit will be sent a completed certificate and their name will be sent to Growing Futures.

Name\_\_\_\_\_

Birth date\_\_\_\_\_

Address\_\_\_\_\_

City and Zip\_\_\_\_\_

Email\_\_\_\_\_

Phone\_\_\_\_\_

Deadline: December 31<sup>st</sup>, 2016



Please mail to:

SENDCAA CACFP  
3233 S University Drive  
Fargo ND 58104

Or email to [sharlao@sendcaa.org](mailto:sharlao@sendcaa.org)



# BUSINESS RECORDS: Tools for a Successful Journey

## 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 2016 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 2015	Su 1	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8	Mo 9	Tu 10	We 11	Th 12	Fr 13	Sa 14	Su 15	Mo 16	Tu 17	We 18	Th 19	Fr 20	Sa 21	Su 22
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																						

Month 2016  
Income Received

Date	Source	Amt
	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 put in savings for tax payment	\$

## 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.

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 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	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 Allowance Record on the Business Expense and Income Record.

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 \_\_\_\_\_

### 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 spend 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

2016	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.



# QUIZ

## BUSINESS RECORDS: Tools for a Successful Journey

*Use the training module and your 2016 Nutrition Calendar & Record Keeping System to answer these questions.*

---

1. TRUE OR FALSE?

After you enter a receipt in your record keeping system, you do not need to keep the receipt.

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

2. How often should you record your business income and expenses?

- a. Daily
- b. Weekly
- c. Monthly
- d. Right before tax season

3. TRUE OR FALSE?

With the Standard Meal Deduction, you may only record meals and snacks for child care children, not your own children or children living in your house.

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

4. Describe one way to organize your receipts:

---

---

5. TRUE OR FALSE?

Monthly income received from the CACFP must be recorded as part of your business income.

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

6. How many meals and snacks may be claimed for the Standard Meal Deduction?

- a. Two meals and one snack per child per day
- b. Two snacks and one meal per child per day.
- c. One breakfast, one lunch, one dinner, and three snacks per child per day
- d. None of the above

7. What is net income?

- a. All income your business received
- b. All expenses for your business
- c. Money left over after paying your business expenses
- d. All of the above

8. TRUE OR FALSE?

With the standard meal allowance, you can also claim your actual food expenses as business expenses

\_\_\_\_\_ TRUE      \_\_\_\_\_ FALSE

# Business Records: Tools for a Successful Journey



One hour **free** voluntary training credit!

The 2016 CACFP Calendar you received from your Nutrition Educator is designed as a business tool for your Child Care business. Each month contains activity pages filled with recipes, snack ideas, nutrition tips, physical activities, craft suggestions, and timely events. This training component highlights the importance of good “record- keeping” for your Child Care business.

Child Care providers that are interested in the **voluntary** credit will review the information in the calendar and trimester packet and complete the quiz. Quiz must be completed and sent to **SENDCAA** to earn the training hour. This training opportunity is only available to **SENDCAA** providers. This **one hour** training credit is **Growing Futures approved**. At the end of each month, providers that have completed the credit will be sent a completed certificate and their name will be sent to Growing Futures.

Name\_\_\_\_\_

Birth date\_\_\_\_\_

Address\_\_\_\_\_

City and Zip\_\_\_\_\_

Email\_\_\_\_\_

Phone\_\_\_\_\_

Deadline: December 31<sup>st</sup>, 2016



Please mail to:

SENDCAA CACFP  
3233 S University Drive  
Fargo ND 58104

Or email to [sharlao@sendcaa.org](mailto:sharlao@sendcaa.org)