

**Home Study Plan Form**

Home Studies provide CCIP participants with a training option that includes work done independently (at home) and during an in-person training session (with a CCIP staff member from a Child Care Resource & Referral agency). Home Study Plans must adhere to CCIP Training Guidelines, so it is important to review the [Home Study Guidelines](http://www.rrnetwork.org/information_policies_procedures_and_forms), and a sample [Home Study Plan](http://www.rrnetwork.org/information_policies_procedures_and_forms) before submitting Home Study Plans that you develop for approval. You may choose to utilize [previously approved Home Study Plans](http://www.rrnetwork.org/ccip_quality) with your CCIP participants, as is. If you wish to modify approved Home Study Plans, they need to be reviewed and approved before being distributed to CCIP participants. Contact a member of the [CCIP Training Group](https://www.dropbox.com/s/1t82jczp5rytz1t/Network%20CCIP%20Reporting%20%2B%20Training%20group%20contacts%20-%202014-2015.docx?dl=0) for Home Study Plan approval or for any questions you have about Home Studies.

**Home Study Title:**Family Child Care Contracts

|  |  |  |
| --- | --- | --- |
| ***Independent Home Study Session*** | | |
| **Components** | **Directions and descriptions** | **Time Assigned** |
| **Content** | Read pp. 33-69 in *Family Child Care Contracts & Policies* | 40 minutes |
| **Reflection** | Visualization and program philosophy exercise | 10 minutes |
| **Activity** | Complete “Hours of Operation” & “Terms of Payment” worksheets | 10 minutes |
| [**CA ECE Competencies**](http://www.cde.ca.gov/sp/cd/re/documents/ececompetencies2011.pdf)  **Alignment:** | Professionalism, Administration and Supervision | |
| **Resources** | Book: *Family Child Care Contracts & Policies* (Copeland, T., Redleaf Press, 2004) | |
| **Materials** | 1. Reflection sheet for visualization and program philosophy exercise 2. “Hours of Operation” worksheet (from p. 35 in Copeland book) 3. “Terms of Payment” worksheet (from p. 36 in Copeland book) | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Number of Training Minutes**  ***Independent study total ≤ 90 mins.*** | | | | | **CCIP Module + Section(s)/Subsection(s)**  ***Indicate one per Module only*** |
| **M1** | **M2** | **M3** | **M4** | **I/T** |
| 1. **Independent home study** | 60 |  |  |  |  | Mod. 1, subsection 4.2.3 |
| 1. **In-person session (“My CCR&R” in DB)** | 60 |  |  |  |  |
| 1. **Training time subtotals (mins.):** | 120 |  |  |  |  | **Grand total:**  2 hours |

**Submitted by (Name, CCR&R Agency, County, Date):** Elizabeth Welch, Choices for Children, Alpine & El Dorado, 3/15/12   
**Approved:** Helen Turner, CA CCR&R Network, 3/16/12