

Week 3

	AM Cleaning	PM Cleaning	Email/Internet	FCC Assn.	CACFP	Meal
				Activities	Paperwork	Preparation
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Week 3						
Week 4						
	Am Cleaning	PM Cleaning	Email/Internet	FCC Assn.	CACFP	Meal
				Activities	Paperwork	Preparation
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Week 4						
Monthly Total						
Number of Hours						

Enter the time of day you are doing business activities in your home when daycare children are not present. Example: If you cleaned for an hour on Monday you would enter under the "AM Cleaning" column 6-7.

Add up the number of hours for each week. Then add up the weekly total to get a monthly total. Keep at least two months of these records each year. Make a copy of this chart for the second month. Calculate the average for two months and use this average for the rest of the year.

Parent	Phone Calls	Preparing	Record	Other	Other
Interviews		Activities	Keeping		
Parent	Phone Calls	Preparing	Record	Other	Other
Interviews		Activities	Keeping		

are not present.
column 6-7am.