

**CD 256**  
**Final—Part I**  
**DUE no later than December 17, 2003 at 5:00pm**

Please answer the following questions in essay format. Take time to sort out your thoughts before you write. You may use your notes, books, articles, or any other reference material (printed or electronic). You should use your references and must you APA style when doing so. **DO NOT** confer with other students in the class or outside individuals regarding your response to the questions. The aim of this exam is not for you to directly regurgitate information but to synthesize and demonstrate your knowledge base. Answers will be graded on content, style, and clarity. Responses should be word-processed and please attach this sheet to the back of your exam. Please be sure to identify your responses by their corresponding number on your exam.

**ANSWER TWO OF THE FOLLOWING**

1. In class, we have discussed four basic goals in providing for high quality child care in health, safety and nutrition. Identify one of these goals and give several examples of specific activities or policies that directors would develop to meet that goal.
2. Review the article “Creating Family Friendly Policies.” Think about the discussion in class about families as well as the chapter in your book and the family policy manual online. Use these sources as references; what would be the three most important issues for directors to consider when developing family policies or handbooks?
3. In preparing a budget what does a director need to consider? Specifically, what are the two sides of a budget? What are factors that influence how monies will be allocated in budgeting? Give and define examples of types of budget categories.

**ANSWER EITHER QUESTION 4 or 5**

4. What is the purpose of personnel policies? What areas should be covered in the content of personnel policies?
5. As future child care program directors, you will be responsible for the employment of personnel. Discuss in detail the five steps of the employment process.

**BRING A PRINTED COPY OF THIS EXAM AND YOUR RESPONSE TO CLASS ON WEDNESDAY, DECEMBER 17<sup>th</sup> AT 5:00. AT THAT TIME, YOU WILL COMPLETE PART II OF THE EXAM. THIS PART WILL ALSO BE OPEN BOOK (& BRING A CALCULATOR)!**