

Starting a
Child Care
WORKBOOK



Organize your
New Business

• Starting a Child Care •

Business Outline Worksheet

My child care program will be called: _____

It will be structured as a: Sole Proprietorship LLC Partnership S-Corp.

Why? _____

To Incorporate in my state I will need to fill out: _____

Incorporation fees are \$ _____ My Federal EIN is _____

There are approximately _____ other child care centers in my area

The two largest centers are 1. _____

2. _____

My program will be different than these two because _____

My program will do well in this community because _____

My program will serve children ages _____ to _____ The hours will be _____

Current childcare rates in my area (for these ages groups) range from _____

My rates will be _____

My taxes will be filed by _____

Phone Number _____ Fees _____

Notes _____

My program will have _____ teacher(s).

Teachers will be paid _____ Salary Hourly

Additional benefits provided will include _____

Payroll will be handled by _____

Phone Number _____ Fees _____

Notes _____

My program will provide care for _____ children

I will use _____ for book keeping – Fees _____

Families will be billed using _____

I will accept the following forms of payment: Cash Check Credit Card

Credit cards will be processed using _____ Fees _____

In addition to regular child care rates, I will charge additional fees for the following

My target audience is _____

I will use the following methods to market my program _____

I may be able to market my program at the following local events _____

I can post fliers in the following locations _____

Annual Budget

For the year _____

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug	Sep.	Oct.	Nov.	Dec.	Annual
Income													
Expenses													
Expense total													

• location, location, location •

Facility Checklist

Take this checklist with you when you visit potential spaces. It will help you remember to ask all of the necessary questions, and then help refresh your memory while making your decision.

Address _____

Contact Name _____ Phone _____

Square footage required _____ Square footage available _____

Rent _____ Number of rooms _____

Number of Bathrooms _____ Sinks in rooms Yes No

Kitchen space Yes No Existing 3-compartment sink Yes No

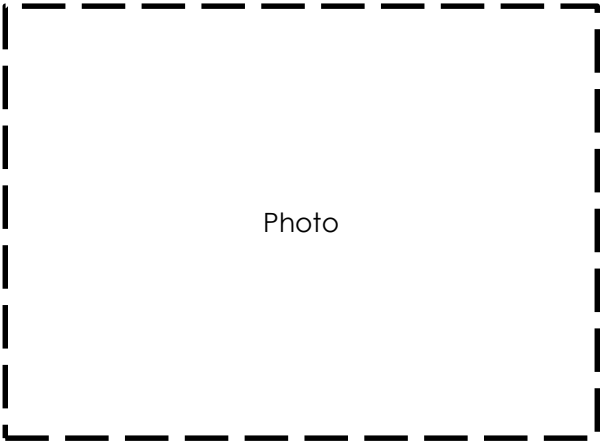
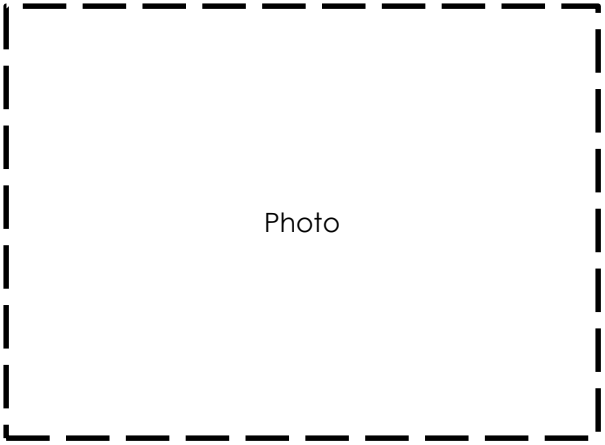
Outdoor Play space Yes No Square footage _____ Fence Yes No

Indoor Play space Yes No Number of parking spaces _____

Can you make upgrades/changes to the facility? _____

Are there other child care facilities in the area? _____

Notes _____



This product uses graphics from these amazing artists:



Tips for using this set:

This workbook is meant to help you organize your thoughts and notes as you begin the process of starting a new child care program. This workbook should be used as an organizational document along with child care licensing plans and proposals, formal business plans, and additional research. This workbook is in no way meant to serve as legal business advice. It includes pages to help organize your plans for structuring your business, planning your budget, selecting a location, choosing a curriculum, and planning for staffing and licensing.

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