

Family Child Care **Start-Up Checklist**

Finance

- ☐ Secure start-up funding to cover expenses incurred as you launch your business and grow enrollments
- ☐ Research and set weekly/monthly rates and fees
- ☐ Create a business checking bank account
- ☐ Set up a billing system
- ☐ Develop a record-keeping system for income and expenses
- ☐ Find a reliable accountant that has experience with child care businesses

Parents/Guardians

- ☐ Create a childcare contract
- ☐ Create childcare policies for your program
- ☐ Create a plan for scheduling tours/open houses

Children

- ☐ Create a system for organizing children's files (Community Care Licensing forms, program enrollment forms, observations/progress reports, contracts, consents, etc.)
- ☐ Purchase routine equipment and furnishings (step stool, diaper changing station, storage, cots/cribs)
- ☐ Purchase materials for ages/different abilities you may serve
- ☐ Arrange environment to suit children's diverse needs
- ☐ Plan daily activity and routine schedule
- ☐ Plan curriculum
- ☐ Plan menus and recipes

Professional/Business Development

- ☐ Establish reliable internet and purchase a device that connects to the internet
- ☐ Create a business email
- ☐ Research and secure childcare business insurance
- ☐ Research and join a childcare association
- ☐ Research child development educational and training opportunities
 - ☐ Children's Council
 - ☐ Wu Yee
 - ☐ First 5 of San Francisco
 - ☐ City College of San Francisco/SF State
- ☐ Create and refine a five-year business improvement plan