

## 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