



Child Care Provider Business Resources

This resource guide contains free online business resources developed specifically for Family Child Care Home providers.

These resources may be referenced to strengthen business practices and create stronger, more sustainable small businesses.

Family Child Care Home Providers

- **Where can I find a good budget template?**

The *Wisconsin Quality Rating and Improvement System* (QRIS, called YoungStar) provides budget and expense tracking samples and templates in **English** and **Spanish**:

<https://dcf.wisconsin.gov/youngstar/providers/budget>

Begin by reviewing their FAQ here: <https://dcf.wisconsin.gov/files/youngstar/pdf/budget/budget-instructions-fcc.pdf>

Then review the forms for *Estimating Expenses, Creating a Budget for Family Child Care, Line Items Budget Break out, Comparing Estimated Expenses to Actual Expenses, the Actual Expenses worksheet, and Keeping Track of Hours Worked* in your home business.

Find a sample balance sheet here: <https://app.box.com/s/xm3syide47cpk5r68o9d1rqfkqkatxsw> to better understand the various considerations you should account for when balancing your budget.

- **Where can I find information related to taxes and my child care business?**

Tom Copeland's blog *Taking Care of Business* focuses on Family Child Care Homes (with resources in **English** and **Spanish**). Start here to find tax related forms for your child care business: <http://tomcopelandblog.com/irs-tax-formstax-changes>

You may also be interested in reading his blog posts: [2020 Tax Changes Affecting Family Child Care Providers](#) or [What Are the Tax Consequences of a State Grant?](#)

Comprehensive tax information for small business owners, like Family Child Care Home providers, may be found: <https://www.irs.gov/businesses/small-businesses-self-employed>

The *IRS* also developed a webinar series called "Small Business Tax Workshop":

<https://www.irsvideos.gov/Business/SBTW>

- **I know recordkeeping is an important business practice; where can I learn more about recordkeeping?**

Start here on Tom Copeland's blog: <http://tomcopelandblog.com/top-articles-on-record-keeping>

The *IRS* answers questions like "[What kinds of records should I keep?](#)", "[How long should I keep records?](#)", and "[What is the burden of proof?](#)" on their website: <https://www.irs.gov/businesses/small-businesses-self-employed/recordkeeping>

The U.S. *Small Business Administration's* "Recordkeeping for a Small Business" Participant Guide allows you to take a self-assessment on your knowledge of recordkeeping and provides strategies for improving recordkeeping practices:

https://www.sba.gov/sites/default/files/files/PARTICIPANT_GUIDE_RECORD_KEEPING.pdf

On the *Child Care Aware of North Dakota* website, there is a downloadable form to document home inventory, along with checklists for recordkeeping basics and tips for success. These forms are found under the heading "Taxes and Record Keeping" here:

<https://ndchildcare.org/providers/business/>

- **What other resources might be helpful in enhancing my business practices or managing my business?**

From the *Administration for Children and Families*, this comprehensive handbook outlines essential business practices and resources for Family Child Care Homes related to: creating a business plan, budgeting and funding sources, filing taxes, marketing to extend your program's reach, and creating emergency plans:

https://childcareta.acf.hhs.gov/sites/default/files/public/rq2e_startingandoperatingachildcarebusiness.pdf

[Early Childhood Investigations](https://www.earlychildhoodwebinars.com) offers free webinars for early childhood providers covering a broad range of topics including *Business 101*, *Risk Management*, and *Shared Services*. Access the website here: <https://www.earlychildhoodwebinars.com>

The U.S. *Small Business Administration* clearly outlines ways to manage your business on this webpage: <https://www.sba.gov/business-guide/manage-your-business/manage-your-finances>
Topics include: *Manage your finances*, *Buy assets and equipment*, and *Prepare for emergencies*. You can also reach the SBA Answer Desk at Small Business Administration Answer Desk: 800-827-5722 and email: answerdesk@sba.gov

First Children's Finance is a comprehensive website containing downloadable templates and guidance on budgeting, contracts and policies, record keeping and taxes, and legal and insurance. Access the website here: <http://www.firstchildrensfinance.org/businessresourcecenter/family-2/>

Child Care Aware has a Family Child Care program resource guide which includes sections such as "Prepare a Budget" and "Develop Policies and Procedures" to help you in developing or evaluating your business practices: <https://www.childcareaware.org/wp-content/uploads/2018/11/FCC-Resources.pdf>

Early Learning Ventures hosts an online webinar called “Strengthening Business Practices Financial Reports and Internal Controls.” In this webinar, they review reports like income statements and revenue reports and explain how reviewing these documents help you manage your business: <https://www.youtube.com/watch?v=qpsVREEEUKE>

- **Who can I contact if I need technical assistance regarding business and accounting practices including spending priorities and recordkeeping?**

The SEIU Education Support Fund sends monthly newsletters including their latest training and professional development offerings; ESF offers a series of beginner-level business courses (including courses like: “I am an Entrepreneur,” “Business Training,” and “Brand Building Blocks”) for Family Child Care providers. ESF also offers a suite of Digital Literacy courses that can complement your business development, designed specifically for the needs of family child care providers in mind. Be sure to check your mail for the monthly newsletter so that you can learn more about the latest offerings!

The Center for Early Learning Professionals <https://center-elp.org/> [center-elp.org] supports Rhode Island’s commitment to improving the care and education of the state’s youngest children by strengthening the early childhood workforce. The Center will provide immediate support to center based and family child care administrators through small group technical assistance that focuses on business practices related to managing grant funding, including: defining goals, budgeting and record keeping. If you are interested in small group technical assistance, please contact sterreault@edc.org. The Center also offers a three part Business Practices series for Early Childhood Program and Family Child Care administrators which takes a deeper dive into topics related to managing a business. Watch your email and the CELP website for dates and times.

- **Who can I contact if I need technical assistance regarding economic development and child care facilities improvements?**

The [Rhode Island Child Care and Early Learning Facilities Fund \(RICCELFF\)](https://riccelff.org/) is a public – private partnership designed to help child care and early learning programs develop safe, high quality learning environments. RICCELFF provides training and technical assistance to child care providers and, in particular, has expertise regarding facility renovation and construction projects. You can find more information and resources at <https://riccelff.org/guides/> or connect to technical assistance here <https://riccelff.org/technical-assistance/>