



## Child Care Provider Business Resources

This resource guide contains free online business resources developed specifically for Child Care Centers.

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

### Child Care Centers

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

Child Care Centers can find a budget planning template and revenue projection template (for non-profit and for-profit programs) here:

<http://www.firstchildrensfinance.org/businessresourcecenter/centers-2/finance/finance-tools/>

Learn from the *National Center on Early Childhood Quality Assurance* how to “Build A Budget”: <https://app.box.com/s/q36su0mssrg0y9o6hkp3oqg79859d5nk> and view a “Sample Balance Sheet” here: <https://app.box.com/s/8bk7pn4s0za3kypbqnl06po9f51nnio>

*Child Care Aware* provides a 2-page resource on how to maximize income in your program through what they call the “Iron Triangle”: [https://info.childcareaware.org/hubfs/OpEx\\_2019\\_IronTriangle.pdf](https://info.childcareaware.org/hubfs/OpEx_2019_IronTriangle.pdf)

The *Early Childhood Learning and Knowledge Center* outlines a brief article on “What is Cash Flow and How Should We Manage it?” here: <https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/what-cash-flow-how-should-we-manage-it>

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

Comprehensive tax information for small business owners, such as Center-based Child Care 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?**

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 site: <https://www.irs.gov/businesses/small-businesses-self-employed/recordkeeping>

The *U.S. Small Business Administration’s* “Recordkeeping for a Small Business” Participant Guide will allow you to take a self-assessment on your knowledge of recordkeeping and provide strategies for improving recordkeeping practices:

[https://www.sba.gov/sites/default/files/files/PARTICIPANT\\_GUIDE\\_RECORD\\_KEEPING.pdf](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 facility inventory, along with checklists for the basics and tips for success related to recordkeeping.

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?**

From the *Administration for Children and Families*, this comprehensive handbook outlines essential business practices and resources for Child Care Centers 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](https://childcareta.acf.hhs.gov/sites/default/files/public/rq2e_startingandoperatingachildcarebusiness.pdf)

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](mailto: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. Click here to access their website:

<http://www.firstchildrensfinance.org/businessresourcecenter/centers-2/>

*Child Care Aware* has a Child Care Center 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/Center-Resources.pdf>

Explore online webinars hosted by *Child Care Aware* related to automating business practices and how that may elevate your business operations to the next level:

<https://www.childcareaware.org/events/webinars/webinar-series-business-automation/>

*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=gpsVREEUKE>

Head Start or Early Head Start programs can explore the Fiscal Management-Resources page on the *Early Childhood Learning and Knowledge Center* website, for guidance specific to Head Start programming: <https://eclkc.ohs.acf.hhs.gov/browse/topic/fiscal-management?type=All&keyword=All&audience=All&options=All&res-type=All&page=0>

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

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 TA please contact [sterreault@edc.org](mailto: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 child care facilities improvements and economic development for business?**

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/>