

APPENDIX E SAMPLE BUSINESS WORK PLAN

DETERMINING THE NUMBER OF CHILDREN YOU WILL ENROLL (ONE OF MANY OBJECTIVES)

Task	Who	Date to be Completed	Completed
Conduct Community Assessment	Director and Consultant as Needed		
Analyze Information from Community Assessment Related to the Area in which you Plan to Locate: <ul style="list-style-type: none"> ● Number of children by age. ● Number of other licensed providers. ● Number of other licensed child care slots by age. ● Number of children on current wait lists by age. ● Hours parents need child care. ● Number of children eligible for a child care subsidy. 			
Review Child Care Regulations: <ul style="list-style-type: none"> ● How does your state define age groupings? ● How many children can be in each classroom by age grouping? ● What is the child to staff ratio requirements for the age groupings? 			
Based on your Community Assessment, determine the number of children in each age grouping (infant, toddler, preschool, school age) needing care.			
If using an existing building, determine square footage available in each classroom to determine how many children might be accommodated in each room.			
Prepare an estimate of the number of age groupings you will have which will determine the number of children you would like to enroll.			
Prepare Revenue Estimates: <ul style="list-style-type: none"> ● Identify number of private pay children. ● Identify number of child care subsidy eligible children. ● Identify number of children eligible for CACFP. ● Determine your rates by age grouping for private pay. ● Identify the reimbursement rates of the child care subsidy. 			
Prepare Expense Estimates: <ul style="list-style-type: none"> ● Number of teachers you will have in each classroom. ● Number of hours you will be in operation. 			
Compare revenue to expense estimates to determine if your revenues will equal or exceed your expenses; if not, you may need to adjust your age groupings which will impact your enrollment numbers.			