



**GROW CHILD CARE BUSINESS PLAN**  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 EARLY CHILDHOOD  
 SFN 1946 (2-2024)

Business Name		Business Telephone Number	
Address	City	State	ZIP Code
Business Owner	HHS Child Care License Number	Date Business Plan Created	

Complete the following charts to indicate expenses and income for your child care program for the next 12 months.

**ANNUAL EXPENSES**

*Specify combined total for all staff in each position listed below-if applicable*

	Total Yearly Combined Wages		Total Yearly Combined Wages
Director's Wages		Assistant Director Wages	
Head Teacher Wages		Teacher Wages	
Teacher Aide Wages		Other Staff Wages	
<b>TOTAL WAGES</b>			

Expense	Amount	Expense	Amount
License Fees		Utilities	
Insurance		Mortgage	
Rent		Real Estate Taxes	
Legal and Professional		Food	
Advertising		Training	
Cleaning Supplies		Transportation	
Educational Supplies		Mileage	
Repairs\Maintenance		Interest	
Quarterly Taxes		Loans	
Retirement Program		Other _____	
<b>TOTAL EXPENSES</b>			

**ANNUAL INCOME**

Fee	Per Year	Fee	Per Year
Infant Fees		Toddler Fees	
Preschool Fees		School Age Fees	
Part-Time Fees		Drop-In Fees	
<b>TOTAL FEES</b>			

	Amount		Amount
Child Care Subsidy		Grants	
USDA Food Program		Other _____	
<b>TOTAL INCOME</b>			

**TOTAL PROFIT/LOSS**

Describe your budget and business finances from the previous page.

Give a detailed overview and vision of your program and services you will offer.

Describe other funding sources you are using to start your child care business.

Describe your target audience/customer and how will you reach them.

Describe your management structure, as well as job titles, job descriptions, and average wages for each staff member.

Describe your business structure. (Limited Liability Company, LLC, Sole Proprietorship, Partnership, Corporation, etc.)

Describe your plans for record-keeping and business policies.

What are your business's long-term goals, 3-5 yrs?

*Use additional document if more lines are needed.*

Signature of Program Owner or Director	Date
Signature of Start Child Care Coordinator	Date