



# BUSINESS & FINANCIAL FUNDAMENTALS®

FOR CHILD CARE

 **First Children's Finance**

**First Children's Finance** is dedicated to helping child care providers run a financially sustainable and successful business. With Business & Financial Fundamentals® series for Child Care Homes or Centers, you'll receive simple business tools to help you understand and build your business. Even better, after the training you will have access to individualized coaching to help you get started, at no cost to you.

## Benefits to Your Child Care Program

Business & Financial Fundamentals® includes eight 90-minute training modules. You'll gain a better understanding of business practices, receive practical tools and resources.

**1  
BUSINESS  
TRAINING**

**2  
QUESTIONS  
ANSWERED**

We can answer questions about budget, cash flow, reducing liability risk, or other child care business topics.

Receive personal coaching helping you to build a sustainable business foundation.

**3  
PERSONAL COACHING**

Coaching participants appreciate the one-on-one opportunity to discuss financial concepts covered in training and a guided approach to implement business practices. Some of the topics discussed include:

- Calculating enrollment percentage and optimization.
- How to use financial reports and develop financial policies.
- How to create a monthly cashflow worksheet and annual budget.
- Cost per child and other tuition and revenue strategies.
- Communicating tuition increase and policy enforcement to parents.
- Calculating time/space percentage and discussing other tax deductions.



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**To learn more:**

Email: [InfoIA@FirstChildrensFinance.org](mailto:InfoIA@FirstChildrensFinance.org)

Visit: [www.FirstChildrensFinance.org](http://www.FirstChildrensFinance.org)

# Business & Financial Fundamentals® for Child Care 2023 – 2024 Series Schedule

Each series is posted on [i-PoWeR Professional Workforce Registry](#).

## 90-Minute Modules For Centers

1. Child Care is Your Business – Plan for Success
2. Marketing and Enrollment
3. Financial Statements, Policies and Procedures
4. Cash Flow
5. Annual Budget
6. Tuition and Revenue
7. Facility and Equipment Management
8. Building Your Quality Staff

<b>Sept</b>	19	<b>Modules 1 &amp; 2</b>	Online 6:00–9:15 p.m.
	21	<b>Modules 3 &amp; 4</b>	Online 6:00–9:15 p.m.
	26	<b>Modules 5 &amp; 6</b>	Online 6:00–9:15 p.m.
	28	<b>Modules 7 &amp; 8</b>	Online 6:00–9:15 p.m.
<b>Oct</b>	14	<b>Modules 1 – 4</b>	In-person 9:00 a.m.–4:00 p.m. <i>Western Iowa Tech Community College, Sioux City</i>
<b>Oct</b>	21	<b>Modules 5 – 8</b>	Online 9:00 a.m.–4:00 p.m.
<b>Nov</b>	09	<b>Modules 1 – 4</b>	In-person 9:00 a.m.–4:00 p.m.
	16	<b>Modules 5 – 8</b>	In-person 9:00 a.m.–4:00 p.m. <i>Iowa State University Extension &amp; Outreach, Altoona, Iowa</i>
<b>2024</b>			
<b>Jan</b>	13	<b>Modules 1 – 4</b>	In-person 9:00 a.m.–4:00 p.m. <i>Location TBD, Cedar Rapids</i>
	20	<b>Modules 5 – 8</b>	Online 9:00 a.m.–4:00 p.m.
<b>March</b>	05	<b>Modules 1 &amp; 2</b>	Online 6:00–9:15 p.m.
	07	<b>Modules 3 &amp; 4</b>	Online 6:00–9:15 p.m.
	12	<b>Modules 5 &amp; 6</b>	Online 6:00–9:15 p.m.
	14	<b>Modules 7 &amp; 8</b>	Online 6:00–9:15 p.m.

## 90-Minute Modules For Homes

1. Child Care is Your Business – Plan for Success
2. Marketing for Enrollment
3. Tuition and Income
4. Budgeting for Financial Health
5. Accounting and Record Keeping
6. Business Policies and Procedures
7. Facility and Equipment Management
8. Employees, Subs, and Helpers

<b>Oct</b>	10	<b>Modules 1 &amp; 2</b>	In-person 6:00–9:15 p.m.
	12	<b>Modules 3 &amp; 4</b>	In-person 6:00–9:15 p.m. <i>Ankeny Kirkendall Public Library, Ankeny, Iowa</i>
<b>Oct</b>	17	<b>Modules 5 &amp; 6</b>	Online 6:00–9:15 p.m.
	19	<b>Modules 7 &amp; 8</b>	Online 6:00–9:15 p.m.
<b>Nov</b>	27	<b>Modules 1 &amp; 2</b>	Online 6:00–9:15 p.m.
	29	<b>Modules 3 &amp; 4</b>	Online 6:00–9:15 p.m.
<b>Dec</b>	04	<b>Modules 5 &amp; 6</b>	Online 6:00–9:15 p.m.
	05	<b>Modules 7 &amp; 8</b>	Online 6:00–9:15 p.m.
<b>2024</b>			
<b>Feb</b>	03	<b>Modules 1 – 4</b>	In-person 9:00 a.m.–4:00 p.m. <i>Western Iowa Tech Community College, Sioux City</i>
	10	<b>Modules 5 – 8</b>	Online 9:00 a.m.–4:00 p.m.
<b>April</b>	06	<b>Modules 1 – 4</b>	In-person 9:00 a.m.–4:00 p.m. <i>Location TBD, Cedar Rapids</i>
	13	<b>Modules 5 – 8</b>	Online 9:00 a.m.–4:00 p.m.

Business & Financial Fundamentals® training, technical assistance, and coaching are FREE for child care directors and home providers thanks to funding from Iowa Department of Health and Human Services.

Receive 12 Iowa DHS credit hours which may be used towards IQ4K level requirements.

Center modules are National Administrator Credential (NAC) approved.

Spots are limited.



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