



Child Care Business Plan Checklist

Business Information	
Business Name:	
Address:	
City, State, Zip:	
Telephone:	

Questions to Review	Notes
<input type="checkbox"/> What type of business to do you want to start? DHS Child Care Requirements (Licensed Center, Preschool or Registered Child Development Home)	
<input type="checkbox"/> Choose type of business entity. Iowa Source Link (Sole proprietorship, LLC, Corporation)	
<input type="checkbox"/> Apply for IRS Employer Identification Number (EIN). (To obtain Form SS-4 to apply for an EIN, go to irs.gov)	
<input type="checkbox"/> Register with Department of Human Services as a business. (Application packets are available from Iowa CCR&R or go to www.dhs.iowa.gov)	
<input type="checkbox"/> If corporation, file letters of incorporation. (If partnership, create and sign partnership agreement - contact your attorney)	
<input type="checkbox"/> Where will you set-up your business? (Out of your home, rent a building, shared space)	
<input type="checkbox"/> If your business will be out of your home, do you own or rent? (How is the property zoned? Do you have landlord approval?)	
<input type="checkbox"/> Purchase insurance plan(s). (Tom Copeland Directory and 10 Questions to Ask)	
<input type="checkbox"/> Choose an accounting method. (cash or accrual)	
<input type="checkbox"/> Select and purchase accounting software.	
<input type="checkbox"/> Install and set-up accounting software.	
<input type="checkbox"/> Open a business bank account.	
<input type="checkbox"/> What will your hours of operation be?	
<input type="checkbox"/> Who will your customers, suppliers or competitors be?	
<input type="checkbox"/> How will you advertise your child care business? (word of mouth, social media, newspaper, etc.)	
<input type="checkbox"/> What items will you need to start the business? (What will these items or services cost? How will you pay for them?)	
<input type="checkbox"/> What will your expected earnings be in the first years of business? (budget worksheet)	
<input type="checkbox"/> How many children/families do you need to have to generate enough income to become self-sufficient?	