

## Starting your Certified Family Child Care Business

**Check home status:** If you live in a rental property, check with your landlord -- some rentals do not allow home businesses. Check with the licensing office about your specific space.

**Read the Rules for Certified Family Child Care:** Available at the CCR&R office or visit <https://oregonearlylearning.com/childcare-rules/>. Click the Certified Family Child Care Rules.

**Check the zoning and Call Office of Child Care Licensing: 1-800-556-6616** After reading the rules for Certified Family Child Care to determine you meet the qualifications of Certified Family child care, an on-site pre-certification visit should be requested. During the pre-certification visit, the home and other aspects of the business will be evaluated to determine if you qualify.

**Enroll in the Central Background Registry:** You are encouraged to send this prior to your license application. There is a \$35 fee for each background form you submit. You can complete and submit the form online, or print the form and mail it in with a check or money order for \$35 payable to "Office of Child Care." OR visit <http://www.oregonearlylearning.com> and click on "Central Background Registry" at the top of the screen. A background application must be submitted for all adults age 18 or over who are regular visitors or living in the home. **Note:** All subject individuals will receive instructions on how to complete the FBI fingerprint check.

**Complete the required free online Introduction to Child Care Health and Safety (ICCHS) and Recognizing and Reporting Child Abuse and Neglect (RRCAN) training** at <https://occd.educadium.com/>.

**If caring for infants, complete the required free online Safe Sleep training** at <https://occd.educadium.com/>.

**Request a lead testing kit from an approved lab.** Instructions and information about lead poisoning prevention and required lead testing are available at <https://oregonearlylearning.com/lead-poisoning-prevention/>.

**Call CCR&R to register for the initial training requirements:** 971-223-6100

CPR & First Aid certification

Food Handlers card

**If you have trainings that were not through CCR&R:** Upload your certificates to your myORO account or send copies of your certificates to Oregon Registry Online (ORO) with an ORO cover sheet. You can get a cover letter at [https://oregonearlylearning.com/form\\_sets/form\\_setsform\\_setsoro-training-coversheet/](https://oregonearlylearning.com/form_sets/form_setsform_setsoro-training-coversheet/). Visit: <https://my.oregonregistryonline.org> to upload your certificates and track your trainings.

**Business Plan/Market Analysis.** Get to know your neighborhood and gather information on the child care needs of the community. Prepare your child care learning philosophy - explain your beliefs on how children learn. Develop a simple business plan. To see sample business plan forms go to the website list below or contact the Small Business Development Center (SBDC) for assistance. [www.bizcenter.org](http://www.bizcenter.org) or 971-722-5080.

**Register your business name.** Any name used other than your name or any family names must be registered. It is a good idea to preserve and develop your unique business name for recognition and branding. For more information, to check a name's availability, or to register your new business, go to <https://sos.oregon.gov>.

**Apply for an Employer Identification Number (EIN).** To protect your social security number, an EIN is recommended. Go to the IRS website [www.irs.gov](http://www.irs.gov).

**Recordkeeping:** SAVE ALL RECEIPTS. Determine a system to keep your records organized. Find a tax preparer that is familiar with child care taxes. *Information, handouts, and trainings are available through CCR&R.*

**Liability insurance.** Check with your current insurance company for any additional insurance required for operating a child care business in your home. Check out other insurance provider options. *Insurance is not required by Oregon, but is highly recommended.* CCR&R has a list of insurance providers or you can go to the NAFCC website listed below for a list of insurance providers.

**Apply for the USDA program.** There are two programs available. Child Development Services, Inc. 503-489-2509 [www.cdsmetro.org](http://www.cdsmetro.org) OR Northwest Nutrition Services 503-653-7626 [www.nwnutritionservice.com](http://www.nwnutritionservice.com).

**Required information and permissions.** Read your Office of Child Care rule book for required posting, records and permissions you need to keep for children and families. Check the Oregon Early Learning website for sample forms. Samples forms and trainings are available at CCR&R.

**Contracts and Policies.** Develop contracts and a Family Handbook to use your child care customers. Trainings are available through CCR&R.

**Marketing.** Develop a plan to market your program. Create flyers, business cards, signs, etc. Set up a professional phone message. List your new business with CCR&R so **211** can refer parents to your program.

**Suggested classes in CCR&R's Business trainings:**

- Foundations of Family Child Care: Dollars and Sense
- Foundations of Family Child Care: Contracts and Policies
- Foundations of Family Child Care: Daily Routines and Activity Planning
- Foundations of Family Child Care: Creating Spaces for Children

**Suggested books/resources to help start your business:**

- *Redleaf Press Family Child Care Business Series* by Tom Copeland
- *The Redleaf Complete Forms Kit for Family Child Care*

**Suggested websites:**

**National Association of Family Child Care (NAFCC)** [www.nafcc.org](http://www.nafcc.org) Look for the "Business Center" link in the menu on the left.

**Taking Care of Business:** [www.tomcopelandblog.com](http://www.tomcopelandblog.com) Tom Copeland writes regular articles about child care business issues including topics on record keeping, taxes, tax updates, and links to other resources.

**Consider joining your local Provider Resource Organization (PRO)** – A family child care association made up of family child care educators like yourself. Go to [www.oregonpro.org](http://www.oregonpro.org) for more information and to find your local chapter.

**Oregon Association for the Education of Young Children** [www.Oregonaeyc.org](http://www.Oregonaeyc.org) High-quality early childhood education resources for children from birth to 8 years.

**For free consultation call CCR&R'S Early Childhood Specialists at 971-223-6100 or [ccrr@caowash.org](mailto:ccrr@caowash.org)**

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