

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 http://www.oregon.gov/OCC/Pages/OCC_Forms.aspx.
- 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 proposed operation 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.oregon.gov/OCC/> Click on "Online Central Background Registry" located on left side. Note: All subject individuals will receive instructions on how to complete the FBI fingerprint check.
- Complete the required free online Basic Child Care Health and Safety and Recognizing and Reporting Child Abuse and Neglect (RRCAN)training** at <http://campus.educadium.com/OCCD/>
- Call CCR&R to register for the initial training requirements:** 503-491-6205
 - Current CPR & First Aid certification
 - Current Food Handlers card
- If you do not take trainings though CCR&R:** Send copies of your certificates to Oregon Registry Online (ORO) with an ORO cover sheet. You can get a cover letter from the **OCC** website.
Address: Portland State University
Oregon Registry Online
PO Box 751
Portland OR 97207-0751
Visit: my.oregonregistryonline.org to track your trainings
- Business licenses or permits may be required for your business.**
You **must** call the city you live in before you begin any type of home business. Each city has different requirements.
 - Portland** -- Call 503-823-5157
 - Gresham**-- Call 503-618-2780
 - Troutdale**-- Call 503-665-5175
 - Fairview**-- Call 503-665-7929
- 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 503-491-7658
- 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 www.filinginoregon.com.
- Apply for an Employer Identification Number (EIN).** To protect your social security number EIN are recommended. Go to the IRS website 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 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 is two programs available. Child Development Services, Inc. 503-489-2509 www.cdsmetro.org OR Northwest Nutrition Services 503-653-7626 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 office of child care website for sample forms. Samples forms and the training “Put it in Writing” are available at CCR&R.
- Contracts and Policies.** Develop contracts and a Policies and Procedures Family Handbook that you will use for your child care customers.
- 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:

- *Put It in Writing:* Review OCC list of required forms, review sample forms and discuss systems to store paperwork
- *Family Handbooks:* Developing written policies for parents
- *Redleaf Calendar Keeper:* Simple record keeping system

Suggested books/resources available from CCR&R’s lending library to help start your business:

- *Redleaf Press Family Child Care Business Series* by Tom Copeland: Business Planning Guide, Contracts and Policies, Marketing Guide, Recordkeeping Guide, Legal and Insurance Guide
- *The Redleaf Complete Forms Kit for Family Child Care*

Suggested websites:

National Association of Family Child Care (NAFCC) www.nafcc.org Look for the “Business Center” link in the menu on the left.

Taking Care of Business: www.tomcopelandblog.com Tom Copeland writes regular articles about child care business issues include topics on recording 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 for more information and to find your local chapter. OR ...

Oregon Association for the Education of Young Children 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 Consultants at 503-491-6234

Disclaimer: CCR&R is not engaged in rendering legal, accounting or other specialized professional services. Advice enclosed herein is not intended to replace services of an attorney, accountant or tax preparer, but to share general knowledge. If legal or expert assistance is required, consult the services of a qualified specialist.