Stanislaus County
Office of
Education

Child/Family Services

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Deciding How You will Run Your Business

Resource & Referral Handout

Making decisions on how you will operate your business will help you be better prepared to answer questions that parents have, prepare your contract and policies, and plan a schedule for your day to day operation. There are a few items that need to be taken into consideration before you begin operating your family child care home. The following is a list of the most common items; you may have others that you would like to list.

- A brief philosophy statement
- Hours of operation
- Days of Operation
- How will you handle holidays or vacations?
- Rates – Will you charge by the day, week, hour?
- Will there be a discount for more than one child from the same family?
- Will you be space reserved or Attendance?
- When will payments be due?
- Will you charge a fee for late pick up?
- Will you charge a registration fee?
- Will you charge for overtime or late pick-ups?
- How will you handle late payments?
- A termination policy
- Will parents need to provide diapers, formula or special diet food or will you?
- Nap and rest policy
- Illness policy
- Potty training
- Meals
- Clothing – extra change, appropriate clothing for the season
- Discipline policy
- Substitute care arrangements
- What if the provider or the provider's child is ill?
- Medication policy
- A list of persons authorized to pick up the child
- Will you provide transportation (car or walking)?
- Emergency plan
- Advertising – How will you market your business?