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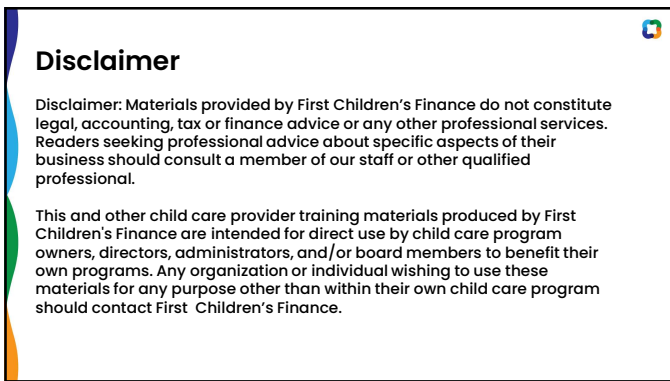
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### What does First Children's Finance do?

- Child Care Businesses:** We PARTNER with child care entrepreneurs to strengthen their operations and increase their revenue in the most cost-effective way.
- Systems:** We CHANGE public policies through advocacy & expertise, improving practices in public programs, funding, and policy.
- Communities:** We CONSULT with communities to increase sustainability, meet new needs, and meet local economic & cultural needs.

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### Child care is a small business with BIG impact.

First Children's Finance helps child care entrepreneurs start and grow sustainable child care businesses

- Increase financial sustainability**
- Empower child care business leaders**
- Invest capital in high quality child care businesses**

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### Training Objectives

- Discussion of roles and responsibilities of management and program leadership
- Discussion CCMS and efficiency Initiatives
- Discussion and Strategic Planning activity

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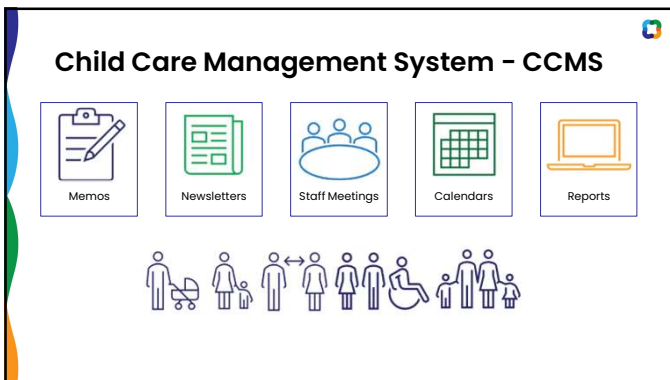
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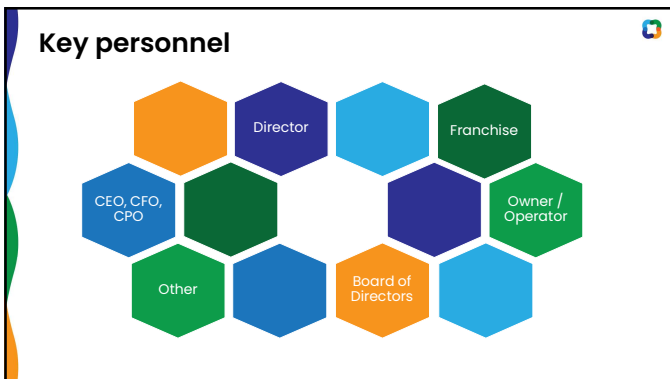
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### Many Hats of Child Care

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### Management Responsibilities

- Uphold the vision and mission of the center
- Monitor the finances- Ensure appropriate taxes and paperwork are filed on time
- Hire and oversee program staff
- Maintain day to day operations of program
- Keep policy and procedures updated and in compliance with regulations

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### Cost of Child Care Video

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### Documents to Review Monthly

Profit and Loss Statement	Balance Sheet	Bank Reconciliation
Year End Budget vs Actual Summary	Aging of Accounts Receivable	Aging of Accounts Payable

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### Other Documents To Review

- Policy Manual
- Parent Handbook
- Training Registry
- Strategic Plan
- Operations Manual
- Other

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### Management Calendar

MONTH	Person Responsible
January - Licensing Renewal Financial Reports Teacher Certs PTO / Holiday Policy	Director CFO, Accountant, Managers Director, Lead Teachers Management Staff
February - Fire extinguishers Financial Reports Marketing Procedures	Office Assistant CFO, Accountant, Managers Management Staff
March - Summer Staffing Financial Reports	Lead Teachers, Director CFO, Accountant, Managers

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**- Small Groups -**

- How are you currently dedicating time to managing:
  - ... the business operations of your center?
  - ... financial information?
  - ... performance evaluations and staff supervision?

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- **Set Aside Protected Time**
- **Get Organized**
  - Pull together your current files, information, and manuals
  - Imagine someone having to take over your job unexpectedly
- **Determine the holes in your operations**
  - What needs to be created?
  - What areas are you most unfamiliar with?
- **Ask for Help from Others**

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**Strategic Planning**



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graph TD
  A[Define] --> B[Prioritize]
  B --> C[Create]
  C --> D[Execute]
  D --> E[Review and Revise]
  
```

Define: Define your programs needs

Prioritize: Prioritize your objectives

Create: Create a strategic plan

Execute: Execute the plan

Review and Revise: Review and Revise your plan as needed

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**Understanding Basic Project Management**

What Happens if we hit a detour in our goal pursuit?

Project Start

Goal Achieve

DETOUR

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**Understanding Basic Project Management**

Is it possible in pursuit of our goal, we find a better outcome?

Project Start

Goal Achieve

Partner

Alternate Goal Achieve

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**How Do We Achieve Goals?**

**Consider SMART Goals...**

**What makes a goal SMART?**

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### Building Your Own SMART Goals

- Specific**
  - What makes my goal specific?
  - Is it focused on something that is tangible?
- Measurable**
  - Can my goal be measured?
  - Can the outcome be determined without question?
- Assignable**
  - Who owns the goal?
  - Are there any additional people that can help with the goal?
- Realistic**
  - Is the scope of my goal reasonable?
  - With available resources, environment, is it realistic to find success?
- Timely**
  - Is my goal time-specific?
  - Does the goal meet a needed time-frame and fit within that time-frame?

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### Questions?

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# THANK YOU!

All of us at First Children's Finance wish you the Best of Luck in your future pursuits!

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