

## Starting Your Registered 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.
- Read the Registered Family Child Care Rule book.** Available at CCR&R or <http://www.oregon.gov/OCC>. Click on "OCC Forms and Publications" located on left side.
- Business licenses or permits required for home businesses.** 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
- Call Child Care Resource and Referral (CCR&R)** to sign up for the Family Child Care Overview class (this class is required for all new Registered Family Child Care) 503-491-6205.
- 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 through 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](http://my.oregonregistryonline.org) to track your trainings
- Return your Family Child Care application to Office of Child Care Licensing:** Include check or money order for \$30 payable to "Office of Child Care". Check the Federal Poverty Level Table to see if you qualify for a reduced application fee of \$15.  
Address: Office of Child Care Unit 22      Phone: 1-800-556-6616  
PO Box 4395  
Portland OR 97208-4395
- 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) 503-491-7658
- Register your business name.** Consider registering your business name if you are not your first name or last name is not being used in your business name. 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](http://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](http://www.irs.gov)
- Apply for the USDA program:** There is 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)
- 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 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. .
- Required information and permissions.** Read your Office of Child Care rule book for required postings, records and permissions you need to keep for children and families. Check the Office of Child Care website for sample forms. Samples forms and "Putting in Writing" training 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.** Decide how you will promote your program. Develop 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:**

**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.

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

**Taking Care of Business:** [www.tomcopelandblog.com](http://www.tomcopelandblog.com)

**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 no cost consultations call CCR&R'S Early Childhood Consultants at 503-491-6234 or [gris@mhcc.edu](mailto:gris@mhcc.edu)**

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