

.....

Child Care Crisis Management Budget Guide





Before We Begin:

Why Budget?

- Budget = roadmap. It is a tool to help keep you on track so you don't get lost.
- Can tell you where your money is going every month.
- Helps you plan for the future and spot issues as they come up.

Tips

- **Be realistic.** Work from a place of honesty.
- **Be conservative.** Plan for expenses to be a little more and revenue to be a little less.
- **Be patient with yourself.** Budgeting takes practice.

Documents You Need to Get Started

- Recent* bank statements
- Recent* credit card statements (any credit card that you use for business expenses)
- Current and upcoming bills (utility, phone, internet, etc.)
- Rent/mortgage monthly payment amount
- Payroll information
- Any loan payments

**recent= at least this past month (ideally the last few months)*

Deep breath. Ready? Let's get started...

Disclaimer: Material and links provided by Self-Help on this website are intended for informational purposes only and do not constitute legal, accounting, tax, or finance advice or professional services. Readers seeking professional advice about specific aspects of their business should consult a qualified professional.

1

Step One

First, enter your current cash on hand. This is how much money is currently in your bank account including savings, grants, unspent PPP, etc. This will serve as an important starting point as you estimate how much money is coming into and going out of your account every month. Also enter today's date to automatically populate the next six months in your budget.

Filling Out Expenses:

Let's take a look at the list of expenses every month (in the Orange box).

- Before you fill anything out, notice the column with the yellow header, "Costs to Reopen (if applicable)." This is the column you will use to include anything you need to spend money on in order to reopen. If you're already open, disregard this column.
- Notice the rows in purple. Pay careful attention to these expenses as they are related to new COVID-19 health and safety guidelines. You may need to check on pricing of certain items before you fill out your expenses. If there are any additional expenses associated with re-opening use the "Other" lines at the bottom of the orange section.

Ok. Let's get started. In the first column with the yellow header, "Costs to Reopen (if applicable)," go down the column and include anything that you will need to pay for in order to reopen. Remember, if you're already open, you don't need to put anything here.

Now, let's take a look at Month 1. You may have already paid some expenses for this month. Great! If you have already paid them, do not include them in this budget because the money has already left your bank account and you don't want to double count any expenses.

- Be sure to reference the bills, credit card statements, bank statements, and payroll information that you pulled together to estimate how much you expect to pay in each category. Remember to list expenses when you plan to pay them (i.e. when the money will leave your bank account).
- Think about how having fewer children enrolled affects your estimates. Having fewer children can significantly impact your payroll expenses and direct costs because these expenses are highly dependent on the number of children being cared for.
 - One main direct cost expense is food. When estimating food costs, keep the expected enrollment numbers for each month in mind.

Now, work across the coming months.

After filling out the Month 1 column, you can work across the months in each expense row. For example, looking at the “Mortgage/rent” line, how much will you be paying in rent in Month 2, Month 3, Month 4, etc.? Fill that in. What about “Electricity”? That might vary month-to-month. But you can use past bills to estimate what you’ll pay each month.

- Start with the rows that are easiest to fill out.
- Include the expense in the month you expect to pay for it.
- The 6-month total will automatically calculate in the “Total” column on the far right.
- Total expenses for each month will also automatically calculate at the bottom.

Are there other expense not listed that you want/need to include? Use the “Other” rows at the bottom of the expenses list. Are there some expenses listed that you don’t have? That’s ok! Just leave the row blank. If there are months that you don’t pay for something (ex. insurance or property taxes), it’s ok to leave those cells blank. Remember, only list expenses in the month that you expect to pay them.

If you are able, set aside some money each month as “Emergency Savings.” This is a short-term crisis management budget, so it does not not require that you budget for savings; however, if you are in a position to do so, definitely earmark extra dollars for future hardships.

NOTE: *Don’t let your realistic expenses scare you. Fight the urge to input reduced or unrealistic cost estimates. This budget is not a report card. It’s your chance to plainly lay out your numbers and understand exactly what your business is doing.*



Filling Out Revenue:

Now let's move to the green section – revenue. Revenue refers to any money coming into your bank account. This includes tuition, subsidies, food program money, parent fees, grant money, loans, etc.

Let's start in Month 1. If you have already received some of your revenue for Month 1, do not include it here. Similar to the already paid expenses, that money has already come into your bank account so you do not want to double count it.

When estimating tuition over the next six months, think about how many children you expect to be paying tuition for each month. In the “Calculators” tab at the bottom of the worksheet, there are a couple of helpful tools for estimating how much tuition money to expect. You can read more about how to use the calculators in the section below labeled “Using the Calculators”.

After filling out the Month 1 column, you can work across the months in each revenue row. For example, looking at the “Food Program Revenue” line, how much money do you expect to bring in through the food revenue program in Month 2, Month 3, Month 4, etc.? Fill that in. This may vary month-to-month, especially as enrollment numbers change. But you can use past information, current enrollment levels, and parent feedback to help inform your estimate of how much money you will bring in each month. Remember to keep in mind any lag time you can expect in receiving money. For example, subsidy reimbursements are paid out for the month prior. So if you submitted for subsidy reimbursement in July, you should plan to show that revenue on your budget in August.

- Start with the rows that are easiest to fill out.
- Include the revenue in the month you expect to receive it.
- The 6-month total will automatically calculate in the “Total” column on the far right.
- Total revenue for each month will also automatically calculate at the bottom.

Are there other revenue items not listed that you want/need to include? Use the “Other Funding” rows at the bottom of the revenues list. Are there some revenues listed that you don't have? That's ok! Just leave the row blank.

Calculating Your Monthly Cash Balance:

Now we are on the last step. Stick with us. You're doing great!

In the blue section at the bottom, your revenue and expenses will automatically populate showing an estimate for how much money will be in your account at the beginning and end of each month. At the bottom, you will see a row labeled "Do I have enough \$\$ coming in to cover my monthly expenses?" – this yes/no answer shows if you are bringing in more money (revenue) in that month than you are paying out in expenses.

The bottom row, "Ending Cash Balance" shows the expected ending balance in your bank account. This number includes all of your savings, unspent PPP, etc. that you recorded at the very beginning. If this number is below zero at the end of the last month, the cell to the right of this row will read "Red Flag." If the number is positive and your budget indicates that you will have money leftover in your bank account, the cell to the right of the row will read "Ok."

NOTE: *If you have any revenue that is restricted, your ending cash balance may not fully reflect the "spendable" money left in your account. For example, if you received a grant to upgrade your playground, that money will show up in your Beginning Cash Balance and Ending Cash Balance, but you can't use it to cover general expenses. If you are in this situation, talk with your TA provider for how to think about this when filling out your budget. One option is to highlight the expenses that the restricted revenue can be used for and make sure it all adds up.*

Using the Calculators:

In the bottom tab labeled "Calculators," there are a couple of tools to help you estimate staffing needs, enrollment, and tuition.

Child Care Staffing by Classroom

This tool helps to calculate the number of staff needed to meet the state guidelines for how many children each instructor can care for. Use this tool to help you estimate staffing costs as the number of children enrolled changes.

1. Select your star rating from the dropdown menu.
2. Enter the number of children per age group.
3. The estimated number of instructors needed will automatically calculate and the total will be at the bottom.
4. For additional information, the "Reference Charts" tab has the state guidelines laid out with the number of children allowed per staff member and the maximum group size.



Enrollment Estimates

This calculator helps to estimate the percentage of enrolled children to the maximum occupancy allowed. Use this tool to help estimate tuition revenue and staffing costs based on the number of teachers needed for the number of children you estimate attending.

1. If currently open, enter the number of children attending your child care right now. If you have not opened yet, enter zero.
2. Enter the maximum number of children you can serve beside “Maximum Occupancy”. Your current enrollment percentage will automatically populate below.
3. Estimate your enrollment for the last month (Month 6) with an **optimistic**, **realistic**, and **pessimistic** outlook in the column “Ending Enrollment/Occupancy”.
 - The calculator will not allow you to enter an enrollment percentage greater than 85%. Prior to COVID, 85% enrollment was a tried-and-true rule of thumb for estimating enrollment.
 - The pessimistic estimate is important because the COVID-19 pandemic has caused demand for child care to fluctuate. Economists are predicting a recession for the coming years and the pessimistic estimate is important in grounding that worst case scenario.
4. Under each month, the enrollment numbers will automatically populate and grow by the same amount each month.
 - For example, if you currently have 20% enrollment and optimistically think you will be at 70% enrollment in the last month, you will see 30% enrollment for Month 2, 40% for Month 3, 50% for Month 4, etc.

NOTE: *Your enrollment will not likely increase in this uniform way. This is just an estimate to help guide your decision-making. If you have information to inform a different growth projection, please adjust accordingly. For example, if you have explicit parent commitments to re-enroll their children next month, make sure your enrollment growth numbers generally reflect that intel.*

5. Use your “realistic” estimates to inform your budget, take into account demand for care, unemployment in your area, state and local restrictions due to COVID, and parent feedback. Resist the urge to make assumptions about how and when families will bring their children back to child care. Consult the “Evaluating Child Care Demand” tool to help guide your thinking.

Child Care Tuition by Classroom

This tool helps to calculate expected monthly tuition income based on the number of children per classroom. Use this tool if you know your tuition rates by age group, the number of children in each class, and need a quick way to add it all up.

1. Input the number of classrooms that you have and the age group for each classroom.
2. For each classroom, enter the number of children and the monthly tuition rate per child. (Know the weekly rate, instead? Multiply the weekly rate by the number of weeks in the month you are looking at to get a monthly rate)
3. The total monthly tuition per classroom and then the overall total monthly tuition will calculate in the blue column.

Child Care Tuition by Average Monthly Rate

This is another tool to help calculate the expected amount of tuition you will bring in as revenue. Use this tool if you know the average monthly tuition and the number of children who have subsidies, private pay, need after school care, and are part time.

1. Enter the average monthly rate of tuition for each category. If you do not have any children in one of the categories, leave it blank. The categories are:
 - # of Children - 100% private pay
 - # of Children - with subsidy
 - # of Children - after school/summer
 - # of Children - part time (ages 0-5)
2. Enter the number of students you expect for each category in each month. It may be helpful to reference the "Enrollment Estimates" calculator.
3. The "Total Children" and "Total Monthly Revenue" lines will automatically calculate in the blue rows.



Examples for Homes and Centers

Home-based Example

Starting with the Expense and Revenue information below, let's fill out the Crisis Management Budget. In this example, the home based child care is currently open, so will not have any reopening costs to consider, and has 5 children enrolled.

First convert the expenses below into the monthly cost and find the total monthly revenue. Then, add up the "Per Month" column to get the total monthly expenses. Remember, if the time period isn't per month, convert using the following calculations:

1/12 of a year = 1 month

Divide 1 year by 12 to get "Per Month"

4.3 weeks = 1 month

Multiply one week by 4.3 to get "Per Month"

5 days (business days) = 1 week

Multiply 1 day by 5 to get one week then multiply one week by 4.3 to get "Per Month"

EXPENSES

Convert to "Per Month"

Expenses	Cost per Time Period	Time Period	Per Month*
Advertising	\$10.00	month	
Accounting/legal	\$115.00	year	
Office & Cleaning supplies	\$10.00	month	
Payroll taxes	\$21.00	month	
Insurance	\$575.00	year	
Breakfast	\$1.56	per day, per child	
Property taxes	\$138.00	year	
Owner's salary	\$1,150.00	month	
Part-time salary	\$138.00	month	
Mortgage/Rent	\$2,064.00	year	
Utilities (water, electricity, gas, etc.)	\$31.00	month	
Association dues	\$69.00	year	
Equipment (computers, playground set, etc.)	\$184.00	year	
Educational supplies	\$483.00	year	
Telephone	\$17.00	month	
Lunch	\$1.78	per day, per child	
Training classes	\$100.06	month	
Transportation (10 miles a week @ \$1.28/mile)	\$12.80	week	
Repairs & maintenance	\$6.00	month	
Snack	\$0.52	per day, per child	

Now let's calculate the total monthly revenue. Remember that there are 4.3 weeks in 1 month (multiply weekly tuition by 4.3 to get "Monthly Tuition")

REVENUE

Type of Children Served	Number of Children	Tuition	Monthly Tuition
Infants	1	\$92 per week/per child	
Preschool/private pay	2	\$86 per week/per child	
Preschool/subsidy	2	\$86 per week/per child	
		TOTAL	

Next, input these numbers into the Crisis Management Budget in Month 1

	ESTIMATED EXPENSES	Expense Categories: from page 9 worksheet	MONTH 1
COVID-Specific Expenses	Hazard pay + bonuses		
	Cleaning supplies (inc hand sanitizer)		
	PPE		
	Other equip (thermometer, hand-washing station)		
Direct Costs	Food	Breakfast, Lunch, & Snack	
Payroll (direct costs)	Teacher salary		
	Assistant salary		
	Payroll taxes & benefits (inc. retirement savings) for teachers and assistants		
Payroll (overhead costs)	Director salary	Owner's salary	
	Assistant director salary	Part-time salary	
	Administrator/Office salary		
	Owner's draw (if not part of director's salary)		
	Payroll taxes & benefits (inc. retirement savings) for director, assistant director, and administrators	Payroll taxes	

Continued on page 10 >

Input Overhead Costs and Other into the Crisis Management Budget in Month 1

	ESTIMATED EXPENSES	Expense Categories: from page 9 worksheet	MONTH 1
Overhead Costs	Mortgage or rent	Mortgage/Rent	
	Phone	Phone	
	Internet		
	Electricity	Utilities	
	Water/sewer		
	Waste disposal (or other service if needed)		
	Insurance	Insurance	
	Education supplies/equipment	Equipment & Educational supplies	
	Office & kitchen supplies/equipment	Office & cleaning supplies	
	Marketing/advertising	Advertising	
	License fees & dues		
	Transportation/mileage	Transportation	
	Training & professional development	Training classes	
	Payroll service		
	Accounting & legal	Accounting/ legal	
	Repairs & maintenance	Repairs & maintenance	
	Landscaping, outdoor maintenance		
	Property taxes (if applicable)	Property taxes	
	Loan payments (if applicable)		
Other	Other <u>Association Dues</u>	Association dues	
	Other _____		
	Other _____		
	Other _____		
		TOTAL EXPENSES	

REVENUE

ESTIMATED REVENUES	Revenue Categories: from page 10 worksheet	MONTH 1
Child care tuition	Total Monthly Tuition	
Total monthly tuition		
After school tuition		
Part-time tuition		
Parent/registration fees		
Late payment & late pick-up fees		
Food program revenue		
Activity fees		
Grant		
Other Funding		
Other Funding		
	TOTAL REVENUE	

Great! Now you have total expenses of \$2,255.38 and monthly revenue of \$1,874.80. The blue section at the bottom will reflect these number.

If the home based child care had **\$500 in their bank account to start**, the Crisis Management Budget would look like the following -

	Reopening (if applicable)	Month 1
Beginning Cash Balance: Include savings, grants, unspent PPP, etc.	\$500	\$500
Total Revenue	\$ -	\$1,875
Cash Available (Beginning Cash Balance + Total Revenue)	\$500	\$2,375
Total Expenses	\$-	\$2,255
Net Profit (Total Revenue - Total Expenses)	\$-	\$(381)
DO I HAVE ENOUGH \$\$ COMING IN TO COVER MY MONTHLY EXPENSES (Net Profit >= 0)?	YES	NO
Ending Cash Balance (what is left in your bank account)	\$500	\$119

OK

The red cell reading “NO” means that in Month 1 the expenses are greater than the revenue so this child care is spending more money than it brings in that month.

The green cell reading “OK” means that based on this model, the ending cash balance in the child care’s bank account will be positive.

If the home based child care had **\$100 in their bank account to start**, the Crisis Management Budget would look like the following -

	Reopening (if applicable)	Month 1	
Beginning Cash Balance: Include savings, grants, unspent PPP, etc.	\$100	\$100	
Total Revenue	\$ -	\$1,875	
Cash Available (Beginning Cash Balance + Total Revenue)	\$100	\$1,975	
Total Expenses	\$-	\$2,255	
Net Profit (Total Revenue - Total Expenses)	\$-	\$(381)	
DO I HAVE ENOUGH \$\$ COMING IN TO COVER MY MONTHLY EXPENSES (Net Profit >= 0)?	YES	NO	
Ending Cash Balance (what is left in your bank account)	\$100	\$(281)	RED FLAG

Similar to the first case where the child care started with \$500, the red cell reading “NO” means that in Month 1 the expenses are greater than the revenue so this child care is spending more money than they bring in that month.

The red cell reading “RED FLAG” means that based on this model, the ending cash balance in the child care’s bank account will be negative and overdrawn.

Center-based Example

Now let's work through an example of a center child care. The main difference you will notice is that a center is likely employing more teachers making their payroll expenses higher. Let's imagine this child care has been closed during the pandemic and needs to spend \$500 cleaning before re-opening. Once open the child care center will have 27 children enrolled.

First convert the expenses below into the monthly cost and find the total monthly revenue -

1/12 of a year = 1 month

Divide 1 year by 12 to get "Per Month"

4.3 weeks = 1 month

Multiply one week by 4.3 to get "Per Month"

5 days (business days) = 1 week

Multiply 1 day by 5 to get one week then multiply one week by 4.3 to get "Per Month"

EXPENSES

Convert to "Per Month"

Expenses	Cost per Time Period	Time Period	Per Month
Advertising	\$103.33	month	
Accounting/legal	\$1,212.00	year	
Office & Cleaning Supplies	\$260.00	month	
Director's (Owner's) salary	\$1,500.00	month	
Assistant Director's salary	\$2,500.00	month	
Payroll Taxes & Benefits for director & asst director	\$600.00	month	
Teacher's and Assistants salary	\$22,138.00	month	
Payroll Taxes & Benefits for teachers & assts	\$3,321.00	month	
Insurance	\$4,100.00	year	
Food (breakfast, lunch, & snacks) for all children	\$396.00	day	
Rent	\$2,400.00	month	
Utilities	\$1,200.00	month	
Association Dues	\$200.00	year	
Equipment (computers, playground sets, etc.)	\$2,500.00	year	
Educational Supplies (books, toys, crafts, etc.)	\$3,700.00	year	
Telephone	\$120.00	month	
Training classes & Professional development	\$1,000.00	year	
Repairs & Maintenance	\$3,105.00	year	
Reserve	\$575.00	month	

REVENUE

Type of Children Served	Number of Children	Tuition rate per month per child	Total tuition per month
Infant	2	\$799.00	
1 year olds	4	\$799.00	
2 year olds	4	\$689.00	
3-5 year olds	17	\$692.00	
		TOTAL	

Next, input these numbers into the Crisis Management Budget in the Cost to Reopen and Month 1

	ESTIMATED EXPENSES	Expense Categories: from page 14 worksheet	Cost to Reopen (if applicable)	MONTH 1
COVID-Specific Expenses	Hazard pay + bonuses			
	Cleaning supplies (inc hand sanitizer)	Cleaning cost to reopen		
	PPE			
	Other equip (thermometer, hand-washing station)			
Payroll (direct costs)	Teacher salary	Teacher's salary		
	Assistant salary	Assistant's salary		
	Payroll taxes & benefits (inc. retirement savings) for teachers and assistants	Payroll taxes & benefits for teachers and assistants		
Payroll (overhead costs)	Director salary	Director's salary		
	Assistant director salary	Assistant Director's salary		
	Administrator/Office salary			
	Owner's draw (if not part of director's salary)			
	Payroll taxes & benefits (inc. retirement savings) for director, assistant director, and administrators	Payroll taxes & benefits for Director and Assistant Director		

Input Overhead Costs and Other into the Crisis Management Budget in Month 1

	ESTIMATED EXPENSES	Expense Categories: from page 14 worksheet	Cost to Reopen (if applicable)	 MONTH 1
Direct Costs	Food	Food		
Overhead Costs	Mortgage or rent	Mortgage/Rent		
	Phone	Phone		
	Internet			
	Electricity	Utilities		
	Water/sewer			
	Waste disposal (or other service if needed)			
	Insurance	Insurance		
	Education supplies/equipment	Equipment & Educational supplies		
	Office & kitchen supplies/equipment	Office & cleaning supplies		
	Marketing/advertising	Advertising		
	License fees & dues			
	Transportation/mileage	Transportation		
	Training & professional development	Training classes & professional development		
	Payroll service			
	Accounting & legal	Accounting/ legal		
	Repairs & maintenance	Repairs & maintenance		
	Landscaping, outdoor maintenance			
	Property taxes (if applicable)	Property taxes		
Loan payments (if applicable)				
Other	Other <u>Reserve</u>	Reserve		
	Other <u>Association Dues</u>	Association dues		
	Other _____			
	Other _____			
		TOTAL EXPENSES		

REVENUE

ESTIMATED REVENUES	Revenue Categories: from page 15 worksheet	MONTH 1
Child care tuition	Total monthly tuition	
After school tuition		
Part-time tuition		
Parent/registration fees		
Late payment & late pick-up fees		
Food program revenue		
Activity fees		
Grant		
Other Funding		
Other Funding		
TOTAL REVENUE		

Great! Now you have total expenses of \$500 in Cost to Reopen and \$44,549.41 in Month 1 and monthly revenue of \$19,314.00. The blue section at the bottom will reflect these numbers.

If the child care had **\$25,000 in their bank account to start**, the Crisis Management Budget would look like the following -

	Reopening (if applicable)	Month 1	
Beginning Cash Balance: Include savings, grants, unspent PPP, etc.	<u>\$25,000</u>	\$24,500	
Total Revenue	\$ -	\$19,314	
Cash Available (Beginning Cash Balance + Total Revenue)	\$25,000	\$43,814	
Total Expenses	\$500	\$44,549	
Net Profit (Total Revenue - Total Expenses)	\$(500)	\$(25,235)	
DO I HAVE ENOUGH \$\$ COMING IN TO COVER MY MONTHLY EXPENSES (Net Profit >= 0)?	NO	NO	
Ending Cash Balance (what is left in your bank account)	\$24,500	\$(735)	RED FLAG

The red cell reading “NO” means that in Month 1 the expenses are greater than the revenue so this child care is spending more money than they bring in that month.

The red cell reading “RED FLAG” means that based on this model, the ending cash balance in the child care’s bank account will be negative and overdrawn.

If the home based child care had **\$35,000 in their bank account to start**, the Crisis Management Budget would look like the following -

	Reopening (if applicable)	Month 1	
Beginning Cash Balance: Include savings, grants, unspent PPP, etc.	<u>\$35,000</u>	\$34,500	
Total Revenue	\$ -	\$19,314	
Cash Available (Beginning Cash Balance + Total Revenue)	\$35,000	\$53,814	
Total Expenses	\$500	\$44,549	
Net Profit (Total Revenue - Total Expenses)	\$(500)	\$(25,235)	
DO I HAVE ENOUGH \$\$ COMING IN TO COVER MY MONTHLY EXPENSES (Net Profit >= 0)?	NO	NO	
Ending Cash Balance (what is left in your bank account)	\$34,500	\$9,265	OK

Similar to the first case where the child care started with \$25,000, the red cell reading “NO” means that in Month 1 the expenses are greater than the revenue so this child care is spending more money than they bring in that month.

The green cell reading “OK” means that based on this model, the ending cash balance in the child care’s bank account will be positive.

Find an answer key to “Examples for Homes and Centers” on the following pages. We hope you found this document helpful as you work through the Crisis Management Budget and encourage you to explore the additional tools on Self-Help’s COVID-19 Child Care Business Resources webpage.

Answer Key to “Examples for Homes and Centers”

Home-based Example

EXPENSES

Expenses	Cost per Time Period	Time Period	Per Month*
Advertising	\$10.00	month	\$10.00
Accounting/legal	\$115.00	year	\$9.58
Office & Cleaning supplies	\$10.00	month	\$10.00
Payroll taxes	\$21.00	month	\$21.00
Insurance	\$575.00	year	\$47.92
Breakfast	\$1.56	per day, per child	\$167.70
Property taxes	\$138.00	year	\$11.50
Owner’s salary	\$1,150.00	month	\$1,150.00
Part-time salary	\$138.00	month	\$138.00
Mortgage/Rent	\$2,064.00	year	\$172.00
Utilities (water, electricity, gas, etc.)	\$31.00	month	\$31.00
Association dues	\$69.00	year	\$5.75
Equipment (computers, playground set, etc.)	\$184.00	year	\$15.33
Educational supplies	\$483.00	year	\$40.25
Telephone	\$17.00	month	\$17.00
Lunch	\$1.78	per day, per child	\$191.35
Training classes	\$100.06	month	\$100.06
Transportation (10 miles a week @ \$1.28/mile)	\$12.80	week	\$55.04
Repairs & maintenance	\$6.00	month	\$6.00
Snack	\$0.52	per day, per child	\$55.90

REVENUE

Type of Children Served	Number of Children	Tuition	Monthly Tuition
Infants	1	\$92 per week/per child	\$395.60
Preschool/private pay	2	\$86 per week/per child	\$739.60
Preschool/subsidy	2	\$86 per week/per child	\$739.60
		TOTAL	\$1,874.80

Answer Key to “Examples for Homes and Centers”

Home-based: Month One

	ESTIMATED EXPENSES	Expense Categories: from page 9 worksheet	MONTH 1
COVID-Specific Expenses	Hazard pay + bonuses		
	Cleaning supplies (inc hand sanitizer)		
	PPE		
	Other equip (thermometer, hand-washing station)		
Direct Costs	Food	Breakfast, Lunch, & Snack	\$414.95
Payroll (direct costs)	Teacher salary		
	Assistant salary		
	Payroll taxes & benefits (inc. retirement savings) for teachers and assistants		
Payroll (overhead costs)	Director salary	Owner’s salary	\$1,150.00
	Assistant director salary	Part-time salary	\$138.00
	Administrator/Office salary		
	Owner’s draw (if not part of director’s salary)		
	Payroll taxes & benefits (inc. retirement savings) for director, assistant director, and administrators	Payroll taxes	\$ 21.00

Answer Key to “Examples for Homes and Centers”

Home-based: Month One

	ESTIMATED EXPENSES	Expense Categories: from page 9 worksheet	MONTH 1
Overhead Costs	Mortgage or rent	Mortgage/Rent	\$172.00
	Phone	Phone	\$17.00
	Internet		
	Electricity	Utilities	\$31.00
	Water/sewer		
	Waste disposal (or other service if needed)		
	Insurance	Insurance	\$47.92
	Education supplies/equipment	Equipment & Educational supplies	\$55.58
	Office & kitchen supplies/equipment	Office & cleaning supplies	\$10.00
	Marketing/advertising	Advertising	\$10.00
	License fees & dues		
	Transportation/mileage	Transportation	\$55.04
	Training & professional development	Training classes	\$100.06
	Payroll service		
	Accounting & legal	Accounting/ legal	\$9.58
	Repairs & maintenance	Repairs & maintenance	\$6.00
	Landscaping, outdoor maintenance		
Property taxes (if applicable)	Property taxes	\$11.50	
Loan payments (if applicable)			
Other	Other <u>Craft Supplies</u>	Craft supplies	
	Other <u>Association Dues</u>	Association dues	\$5.75
	Other _____		
	Other _____		
		TOTAL EXPENSES	\$2,255.38

Answer Key to “Examples for Homes and Centers”

Home-based

REVENUE

ESTIMATED REVENUES	Revenue Categories: from page 10 worksheet	MONTH 1
Child care tuition	Total Monthly Tuition	\$1,874.80
Total monthly tuition		
After school tuition		
Part-time tuition		
Parent/registration fees		
Late payment & late pick-up fees		
Food program revenue		
Activity fees		
Grant		
Other Funding		
Other Funding _____		
	TOTAL REVENUE	\$1,874.80

Answer Key to “Examples for Homes and Centers”

Center-based Example

EXPENSES

Expenses	Cost per Time Period	Time Period	Per Month
Advertising	\$103.33	month	\$103.33
Accounting/legal	\$1,212.00	year	\$101.00
Office & Cleaning Supplies	\$260.00	month	\$260.00
Director's (Owner's) salary	\$1,500.00	month	\$1,500.00
Assistant Director's salary	\$2,500.00	month	\$2,500.00
Payroll Taxes & Benefits for director & asst director	\$600.00	month	\$600.00
Teacher's and Assistants salary	\$22,138.00	month	\$22,138.00
Payroll Taxes & Benefits for teachers & assts	\$3,321.00	month	\$3,321.00
Insurance	\$4,100.00	year	\$341.67
Food (breakfast, lunch, & snacks) for all children	\$396.00	day	\$8,514.00
Rent	\$2,400.00	month	\$2,400.00
Utilities	\$1,200.00	month	\$1,200.00
Association Dues	\$200.00	year	\$16.67
Equipment (computers, playground sets, etc.)	\$2,500.00	year	\$208.33
Educational Supplies (books, toys, crafts, etc.)	\$3,700.00	year	\$308.33
Telephone	\$120.00	month	\$120.00
Training classes & Professional development	\$1,000.00	year	\$83.33
Repairs & Maintenance	\$3,105.00	year	\$258.75
Reserve	\$575.00	month	\$575.00

REVENUE

Type of Children Served	Number of Children	Tuition rate per month per child	Total tuition per month
Infant	2	\$799.00	\$1,598.00
1 year olds	4	\$799.00	\$3,196.00
2 year olds	4	\$689.00	\$2,756.00
3-5 year olds	17	\$692.00	\$11,764.00
		TOTAL	\$19,314

Answer Key to “Examples for Homes and Centers”

Center-based: Cost to Reopen and Month 1 in the Crisis Management Budget

	ESTIMATED EXPENSES	Expense Categories: from page 14 worksheet	Cost to Reopen (if applicable)	MONTH 1
COVID-Specific Expenses	Hazard pay + bonuses			
	Cleaning supplies (inc hand sanitizer)	Cleaning cost to reopen	\$500.00	
	PPE			
	Other equip (thermometer, hand-washing station)			
Direct Costs	Food	Breakfast, Lunch, & Snack		\$8,514.00
Payroll (direct costs)	Teacher salary	Teacher’s salary		\$22,138.00
	Assistant salary	Assistant’s salary		
	Payroll taxes & benefits (inc. retirement savings) for teachers and assistants	Payroll taxes & benefits for teachers and assistants		\$3,321.00
Payroll (overhead costs)	Director salary	Director’s salary		\$1,500.00
	Assistant director salary	Assistant Director’s salary		\$2,500.00
	Administrator/Office salary			
	Owner's draw (if not part of director's salary)			
	Payroll taxes & benefits (inc. retirement savings) for director, assistant director, and administrators	Payroll taxes & benefits for Director and Assistant Director		\$600.00

Answer Key to “Examples for Homes and Centers”

Center-based: Cost to Reopen and Month 1 in the Crisis Management Budget

	ESTIMATED EXPENSES	Expense Categories: from page 14 worksheet	Cost to Reopen (if applicable)	MONTH 1
Overhead Costs	Mortgage or rent	Mortgage/Rent		\$2,400.00
	Phone	Phone		\$120.00
	Internet			
	Electricity	Utilities		\$1,200.00
	Water/sewer			
	Waste disposal (or other service if needed)			
	Insurance	Insurance		\$341.67
	Education supplies/equipment	Equipment & Educational supplies		\$516.66
	Office & kitchen supplies/equipment	Office & cleaning supplies		\$260.00
	Marketing/advertising	Advertising		\$103.33
	License fees & dues			
	Transportation/mileage	Transportation		
	Training & professional development	Training classes & professional development		\$83.33
	Payroll service			
	Accounting & legal	Accounting/ legal		\$101.00
	Repairs & maintenance	Repairs & maintenance		\$258.75
	Landscaping, outdoor maintenance			
	Property taxes (if applicable)	Property taxes		
Loan payments (if applicable)				
Other	Other <u>Reserve</u>	Reserve		\$575.00
	Other <u>Association Dues</u>	Association dues		\$16.67
	Other _____			
	Other _____			
		TOTAL EXPENSES		\$44,549.41

Answer Key to “Examples for Homes and Centers”

Center-based

REVENUE

ESTIMATED REVENUES	Revenue Categories: from page 15 worksheet	MONTH 1
Child care tuition	Total monthly tuition	\$19,314.00
After school tuition		
Part-time tuition		
Parent/registration fees		
Late payment & late pick-up fees		
Food program revenue		
Activity fees		
Grant		
Other Funding		
Other Funding		
	TOTAL REVENUE	\$19,314.00

