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You know one thing – you have a passion for children and want to make a career of it. We’re here to give you the tools to determine your path and understand what it takes to create a successful child care business.

## Orientation I & II: Overview of regulatory requirements and resources



### Orientation I

Get help with your decision on the environment in which you will provide care: home, center, or ministry. We’ll provide resources on health, safety, and business practices.



### Orientation II

An overview of the steps required to provide licensed child care. You will leave with a checklist and the necessary paperwork to license your program.

## Marketing for Child Care Programs

Explore how to boost and maintain enrollment by using available external and internal marketing resources. Build skills to articulate your program’s features and benefits and use them in your marketing efforts. Uncover how to use data to be more cost-effective and efficient and to improve the bottom line.

## Strengthening Fiscal Management for Child Care Programs



### Budget Planning

Learn the process of building a budget and how to use a budget to inform decisions through the rest of the fiscal year. Participate in activities applying how to project business costs and strategically plan for sustainability.



### Financial Reports

Get an introduction to reading financial reports to help you better manage your program’s finances. Broaden your knowledge of using internal controls to strengthen and protect your program’s financial health.

## Recruiting & Retaining Talented Staff in Center-Based Child Care Programs

First, we focus on interviewing and hiring new employees. Then we develop a framework for an effective staff orientation plan and outline components of a staff handbook. We’ll also discuss strategies for providing meaningful feedback.



## Fall 2018 New Child Care Provider Offerings

**Orientation I:** October 3, 6:15-8:15pm

November 7, 6:15-8:15pm

### Family Child Care Homes

#### Series 1

**Orientation II:** October 10, 6-9pm

**Marketing for Child Care Programs:**  
October 17, 6-9pm

**Strengthening Fiscal Management for Child Care Programs:** October 20  
*Budget Planning:* 9-11am  
*Financial Reports:* 11am-1pm

#### Series 2

**Orientation II:** November 14, 6-9pm

**Marketing for Child Care Programs:**  
November 28, 6-9pm

**Strengthening Fiscal Management for Child Care Programs:** December 15  
*Budget Planning:* 9-11am  
*Financial Reports:* 11am-1pm

### Centers and Ministries

**Orientation II\*:** September 5 or October 3, 10am-4:30pm

**Strengthening Fiscal Management for Child Care Programs:**  
October 13, 9am-1:30pm  
*Budget Planning:* 9-11am, *Financial Reports:* 11:30am-1:30pm

**Marketing for Child Care Programs:** November 17, 9am-12pm

**Recruiting and Retaining Talented Staff in Child Care Programs:** December 15, 9-12pm

**All trainings will take place in Indianapolis.**

### How to Register

Fill out the online registration form on our website at [childcareanswers.com/trainingcalendar](http://childcareanswers.com/trainingcalendar). You must register for each individual class, including both classes in the *Strengthening Fiscal Management for Child Care Programs* Saturday series

*\*Centers and ministries must register for Orientation II through the Office of Early Childhood and Out-of-School Learning (OECOSL) website.*

### Additional Required Trainings



Don't forget your other trainings required for licensure. We offer face-to-face sessions of *Safe Sleeping Practices and Reducing the Risk of SIDS in Child Care*, *Indiana Health and Safety Orientation* and *Child Abuse and Neglect Detection and Prevention* are available online. See our website for details.

