

Child Care Program Sustainability Plan Template

Provider/Program Name: _____

OCFS Facility ID: _____

Date of Submission: _____

Date License Granted: _____

Date Six Months From When License Was Granted: _____

Child Care Deserts Grant Application Number (if applicable): _____

Definition: A child care program’s sustainability plan outlines the long-term financial goals, strategies, and steps used to help sustain your child care business.

- I. Financial Management Assessment Results (complete handout #1 Financial Management Self-Assessment Tool): List at least two of your program’s strengths and two of your program’s weaknesses.**

Based on your program’s Financial Management Assessment, what actions will you take to improve areas of weakness?

Area	Action	Date To Be Completed

- II. Full Enrollment: Read handout #2 entitled “Iron Triangle Introduction”. After reading the document, describe how you will achieve and maintain an enrollment of at least 85%.**

III. Full Fee Collection: Read handout #3 Maximizing Fee Collection Introduction and complete handout #4 Fee Collection Self Evaluation. Please describe how your program will collect all fees charged for services.

IV. Cost Per Child: Please read handout #5 How to Set Rates. List your program’s weekly rate for each age group:

Age Group	Infants	Toddlers	Preschool Age	School-Age	Other
Full-Time					
Part-Time					

V. Contract, Policy, Handbook Review and Update: When/how often will program contracts, policies, and handbooks be reviewed and updated? It’s recommended that these are updated and reviewed with families and staff annually.

	Date Created/Most Recently Updated	Date of Next Review/Update
Parent Contracts		
Parent Policies/Handbook		
Employee Policies/Handbook		

VI. Budget: Develop and submit a budget for the next three years of program operations. Use handout #6 FDC.GFDC Budget Worksheet OR #7 DCC.SACC Budget Worksheet as your template.

- a. 2023/Current Year
- b. 2024/Next Year
- c. 2025/Following Year