

Daycare Business Plan Template

Program Name	Location
[Your Daycare Name]	[City, State] (Exact address shared after enrollment, if desired.)

Contact
Phone: [###-###-####]
Email: [your@email.com]
Website/Facebook: [link]

Hours of Operation

- **Monday–Friday:** [7:00 AM–5:30 PM]
- **Closed:** Weekends and major holidays
- **Drop-Off Window:** [7:00–9:00 AM]
- **Pick-Up Window:** [4:00–5:30 PM]
- **Late Pick-Up Fee:** \$[] per minute after closing



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Ages Served

- **Infants:** [6 weeks–12 months]
- **Toddlers:** [1–2 years]
- **Preschool:** [3–5 years]
- **School-Age:** [5–8 years / before & after school]

Maximum Enrollment: [#] children total

Daily Schedule

7:00–9:00 Arrival + free play
9:00–9:30 Morning snack
9:30–10:30 Learning centers / small groups
10:30–11:15 Outdoor play / gross motor
11:15–12:00 Lunch
12:00–2:00 Nap/quiet time (quiet activities for non-nappers)
2:00–2:30 Afternoon snack
2:30–4:00 Art/STEM/story time/outdoor play
4:00–5:30 Pick-up + calm activities

For a full sample schedule by age, see:

<https://www.childcareed.com/r-00270-sample-daily-schedule-all-ages-curriculum.html>

Meals & Snacks

- Families provide: [all meals / lunch only / formula/breastmilk for infants]
- We provide: [snacks / breakfast / lunch]



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- **Allergy Policy:** Please notify us of allergies in writing.
- **Outside Food:** [Allowed / Not allowed] (exceptions: medical needs)

Tuition & Fees

Weekly Tuition

- Infants (6 wks–12 mo): \$[] / week
- Toddlers (1–2 yrs): \$[] / week
- Preschool (3–5 yrs): \$[] / week
- School-Age: \$[] / week

Other Fees

- Enrollment/Registration Fee: \$[] (one-time)
- Supply Fee: \$[] (monthly/quarterly)
- Late Pick-Up Fee: \$[] per minute
- Returned Payment Fee: \$[]

Payment Schedule

- Tuition is due: [every Friday / every Monday / weekly]
- Accepted payments: [cash, check, Zelle, Venmo, card, etc.]

Policies & Rules



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Attendance

- Please notify us by [time] if your child will be absent.
- Children must arrive by [time] to participate in morning activities.

Sick Policy

Children must stay home if they have:

- Fever of [100.4°F/38°C] or higher
- Vomiting or diarrhea within the last 24 hours
- Contagious rash, pink eye, lice, or diagnosed contagious illness
Return when symptom-free for [24 hours] (or with a doctor note when needed).

Behavior Guidance

We use positive guidance (redirection, choices, calm-down space, and consistent routines).

We do not use corporal punishment.

What to Bring

- Change of clothes (2 sets)
- Diapers/wipes (if needed)
- Blanket/sheet for nap (labeled)
- Water bottle (labeled)
- Seasonal outdoor items (jacket, hat, etc.)

Clothing

Please dress children in play-friendly clothes and closed-toe shoes.



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Communication

- Daily updates: [app/text/paper note]
- Parent communication hours: [time range]
- Conferences: [twice per year / as needed]

Termination/Withdrawal

- Families must provide [2 weeks] written notice to withdraw.
- Program may terminate care for non-payment, safety concerns, or policy violations (with notice when possible).

Enrollment Steps

1. Tour/interview (virtual or in-person)
2. Complete enrollment packet
3. Submit registration fee + first week tuition
4. Start date confirmed



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