



All Our Kin

Business Series

Course Overview

Designed for family child care educators to learn the fundamentals of running a family child care business, this interactive learning experience provides 34 hours of professional development over 10 weeks and allows participants to do a deep dive into content while building supportive relationships with each other. It is currently available in English, Spanish, and Chinese.

PRE		Technology Preparation Participants get to know each other and learn the technology for the course. <i>*only if course is being provided virtually</i>
1		Introduction to FCC Business Participants learn about the Business Series, develop a personal goal for their participation, and meet in small "learning lab" groups for the first time.
2		Marketing Your FCC Business Participants define what is unique about their businesses, explore creative marketing ideas, and write and role-play a sales pitch.
3		FCC Contracts Participants evaluate the importance of various contract terms and practice communicating effectively about the contract to clients.
4		Policy Handbook & Partnerships Participants define the unique value of a policy handbook, practice writing policies, and identify key strategies for partnering with families.
5		Risk Management & Emergency Preparedness Participants examine how a risk management plan mitigates common risks to running a child care program and evaluate the critical elements of business insurance.
6		Time-Space Percentage Participants discuss the meaning and purpose of Time-Space Percentage (T-S%) and calculate a sample T-S% using AOK's online calculator.
7		Income & Expense Record Keeping Participants identify and categorize common income and expenses and practice entering financial information into an accounting system.
8		Budgeting & Savings Participants learn to interpret a cash flow report, project income and expenses into a budget, and analyze the most common barriers to building savings.
9		Preparing for Taxes Participants generate creative ideas for organized record keeping, role-play interviewing a qualified tax preparer, and review the series content through a Jeopardy-style game.
10		Graduation Participants share and reflect about their experience (family and friends are invited to join the celebration of the class's achievement).

All Our Kin is a nationally recognized nonprofit which trains, supports, and sustains family child care educators to ensure that children and families have the foundation they need to succeed in school and in life.