

Eastern Oregon Child Care Resources and Sponsoring Agency Northeast Oregon Economic Development District is please to provide you with:

Managing your Business Training Series

Scholarships available

Intro to Small Business Training

How should you structure your business and what are the “must dos” for any small business owner? Whether you are new to running a business, wanting to improve your recordkeeping and get more organized, or just curious about the process of running your own child care, you will benefit from all this training has to offer. Learn efficient record keeping and bookkeeping strategies, learn how to create and develop your child care business plan and get organized for tax time during this 3 hour training.

Date: November 8, 2021; 5:30 pm-8:30 pm (PST) Cost: \$10; Set 1 CKC: PM

[Register Here](#)

From Surviving to Thriving, Bookkeeping for Child Care Providers, Part 1 of 2

Accurate bookkeeping is critical to ensuring your business is on the right track. This training is specifically tailored to the bookkeeping needs of the child care provider, which builds on previous knowledge and experience to help providers better organize their bookkeeping, strengthen, and grow their business. Join us to analyze what you will need to compile reports for tax time, apply for business loans, and gain confidence in your financial life to take you from merely surviving to fully thriving! Participants will learn the different methods of accounting and record keeping, how to produce income and expense reports and generate profit and loss statements. Homework assignments given in preparation for the second part of this training.

Date: November 15th., 2021; 5:30 pm-8:30 pm (PST) Cost: \$10.00; Set 2 CKC: PM

[Register Here](#)

From Surviving to Thriving, Bookkeeping for Child Care Providers Part 2 of 2

In Part 2 of this Bookkeeping training, participants review homework assignments with the instructor and take time to reflect on what they have learned thus far during the training sessions. Participants then explore how to determine what their rates and fees should be through competitive analysis and data collection on target markets in service areas. We discuss owner payouts and fixed vs. variable cost and help participants arrive at their break even point. The remainder of the training is spent learning how to create budgets and cash flow projections for one's business. Remaining time is spent exploring other common tax considerations and deductions for the small business owner.

Date: November 29, 2021; 5:30 pm-8:30 pm (PST) Cost: \$10.00; Set 2 CKC: PM
[Register Here](#)

Let's Get Organized! Stress- Free Facility Management: Helping Schools and Child care Programs Run Smoothly

Come Explore the practical applications of facility management and develop your leadership skills! Examine how to plan and implement the delegation of duties for staff, maintenance, janitorial and inspections. Organize your policy documents, develop management checklists, record keeping systems and your physical facility so your program functions as safely and smoothly as possible.

Date: December 13th; 5:30 pm-8:30 pm (PST) Cost: \$10.00; Set 2 CKC: PM
[Register Here](#)

Any questions or to make payment, please contact:

Corina Perez; Preschool Promise Specialist
Eastern Oregon Child Care Resources
corina.perez@malesd.org
541-709-5940