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**Manage Your Business Checklist**

*Use this checklist to evaluate your business strategies. For each item, place a check in the column that applies. Use “We’ve got this!” for items that are working well. Use “This is a work in progress” for your growth areas. After you complete the checklist, think about how your responses might point you to a place to start your quality improvement work.*

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| --- | --- | --- |
|  | **We’ve got this!** | **This is a work in progress** |
| We have a program  operating budget. |  |  |
| We review our program’s  operating budget monthly or  quarterly. |  |  |
| We use software to manage  billing and family payments. |  |  |
| Our business expenses are separate from any staff member’s personal expenses. |  |  |
| We have a clear policy for families about payment for care. |  |  |
| We market our business to  attract new families. |  |  |
| We have the technology we  need to reach our goals. |  |  |
| We have a plan for  classroom coverage when  staff are sick or unavailable. |  |  |
| We have Mission and Vision statements. |  |  |
| We connect with the  Women’s Business  Development Council for  business support. |  |  |
| We have a system for staff to  share feedback on program  management issues. |  |  |
| We take time to build positive relationships with individual staff members. |  |  |
| We organize team building  activities for staff to  connect with each other. |  |  |
| We stay up to date on early care and education policy through connections in CT and nationally. |  |  |