

## Cost of Care Worksheet

### Step One: Determining payroll cost per classroom

*Complete the following steps per classroom*

1. What are your weekly gross wages for the classroom?
2. How many children are enrolled in the classroom?
3. Divide the gross wages by the number of children
4. This will tell you your wage cost per child.
5. Divide this number by 5 (days a week) This is your payroll cost per day per child.

### Step Two: Determine your operating cost for the program

1. Using your profit loss statement or financial data, add up your total cost for the month. Include all operating cost (except payroll gross wages) such as food, supplies, utilities, payroll taxes, contacts, vehicle expenses, staff expenses, maintenance, insurance, activities, fees, taxes, rent/mortgage, travel expenses, loan payments, credit card payments, marketing, misc fees, payroll expenses and fees, capital improvements, etc.
2. Multiple this total expense by 12 (months) to get your annual expenses
3. Divide your annual expense by 52 (weeks) to get your weekly average expenses.
4. Divide this by 5 (days) to get your average daily expense cost.
5. Divide this by your total enrollment AS OF TODAY.
6. This will give you your total expense per child

### Step Three: Determine your total cost of care.

1. For each child, add your total payroll cost per day plus your average expense per child per day to create your total cost of care per child. You may want to do this by age group. This number will be different per age group.

### Step Four: Determine your income per child

1. For each age group, take your weekly tuition minus any discounts and divide by 5 (days). If some families get discounts and some do not, then figure your average net tuition. If you charge monthly, take your monthly tuition minus any discounts (or average). Multiply by 12 (months), then divide by 52 (weeks) then divide by 5 (days)
2. This will give you your income per child per day

### Step Five: Determine your profit per child

1. Take your income per child per day and subtract your total cost of care per child. This will be your net income per child.