



# Childcare Business Map

Administration	Marketing	Sales	Client Management	Financials
Update / Maintain Files	Parent Blog Research / Upload / Post	Make Initial Interest Calls for Event Care	Client Intake	Invoice clients
Create FREE Downloadable	Create Business Cards	Follow up Calls for 24h Care	Client Support (Parent)	Track expenses
Create / Distribute Memos to Staff	Create / Update Brochures	Follow up Calls for Wedding Care	Client Support (Children)	Manage Bank Accounts
Create / Distribute Memos to Parents	Create / Post Flyers in Community	Update Promotional Products for Sale	Keep Childcare Area Clean and Safe	Pay Bills
Shop for Food / Supplies	Update Social Media Sites	Create Facebook Ads	Teach Curriculum	Prepare Payroll



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