

Child Care RESOURCE CENTER

CHECKLIST FOR OPENING A CHILD CARE PROGRAM

- √ Determine need for child care in community and decide what kind of program to operate.
- √ Consult licensing and other appropriate regulatory offices to find out about standard for building and outdoor space and about fire, health and safety codes.
- √ Obtain zoning permit, if necessary.
- √ If your center is based in a school or church, develop agreement with them. (Draw up a contract).
- √ Determine if center is non-profit or for-profit.
- √ Prepare layout of rooms and yard with basic equipment.
- √ Plan necessary renovations to indoor and outdoor space to meet codes and requirements.
- √ Determine costs for space and equipment needs.
- √ Develop and collect data for start-up and operating budgets.
- √ Develop goals and objectives of program; set hours and calendar.
- √ Develop policies on admissions, tuition and fees.
- √ Finalize start-up and operating budgets.
- √ Apply for necessary permits and license.
- √ Obtain non-tuition funding (foundations, grants, government subsidies, contributions, bank loans and fundraisers.).
- √ Prepare building for occupancy.