

Thank you for your recent inquiry about starting a new Child Care Center. Please find enclosed resources that may help you with your plans.

Below is a list of steps to help you get started in your business.

Step 1 (optional)

- **Demographic Study**

Do a survey to make sure there is a need for a new Child Care Center in the area you have chosen. You can do this in a few different ways: send a survey to parents in the area, get information from the Census Bureau, or call Child Care Resource & Referral (CCR&R) to find out how many other providers are in the area (home and center).

Step 2

- **Location**

If your demographic study shows a need for a new Child Care Center, then you are ready to find a location in your chosen area. It is important to remember not to buy or rent a location until it has been inspected by an [Iowa Department of Health and Human Services \(HHS\)](#) Child Care Consultant, as well as the Building Inspector and/or Fire Marshall.

Step 3

- **HHS Child Care Licensing Consultant**

Contact your local Iowa Department of Health and Human Services (HHS) Child Care Consultant to set up a time to look over your location and building. A map of all Iowa HHS Child Care Consultants is enclosed with this packet.

Step 4

- **Building Inspector and/or Fire Marshall**

Contact your local Building Inspector and/or Fire Marshall to set up a time to conduct an inspection of your location and building.

Step 5 (optional)

- **Business Plan**

Write a Business Plan. This plan will assist you when asking various organizations for funding. A sample outline of a Business Plan is enclosed with this packet.

Step 6 (optional)

- **Funding Contacts**

Reach out to local banks, state [Early Childhood Iowa](#) (ECI) offices and other possible funders (i.e., regional insurance companies, churches, [First Children's Finance](#), etc.) to find potential lenders and grants.

Step 7

- **Classroom/Playground Materials and Equipment**

Contact your [Child Care Resource & Referral](#) (CCR&R) Child Care Consultant and Nurse Consultant to learn more about state quality initiatives before you make any purchases. The consultants will assist you with purchasing materials and equipment that meet the state quality initiative standards, as well as informing you of items that have been recalled.

New Hire Checklist

- _____ Criminal Check and Child Abuse Registry Check
- _____ Fingerprints
- _____ Copy of 2 forms of identification
- _____ W4
- _____ I-9
- _____ Job title and job description
- _____ Signed receipt of job title and job description
- _____ Wages statement
- _____ Signed receipts of wages statement
- _____ Orientation checklist
- _____ Physical/TB test
- _____ Employee handbook
- _____ Signed receipt of employee handbook
- _____ Confidentiality statement
- _____ Signed confidentiality statement
- _____ Evacuation policy
- _____ Signed receipt of evacuation policy
- _____ Emergency procedures
- _____ Signed receipt of emergency procedures
- _____ Signed communicable disease statement
- _____ Copy of diploma and/or degree
- _____ Training portfolio
- _____ Emergency contact information for staff
- _____ Signed conviction statement
- _____ Copy of driver's license if staff will be transporting
- _____ Training certificates:
 - First Aid/CPR
 - Mandatory Reporter
 - Universal Precautions
 - Essentials Preservice Series