Thank you for your recent inquiry about starting a new Child Care Center. Enclosed please find 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 a Department of Human Services (DHS) Child Care Consultant, as well as the Building Inspector and/or Fire Marshall.

**Step 3**
**DHS Child Care Licensing Consultant**
Contact your local Department of Human Services (DHS) Child Care Consultant to set up a time to look over your location and building. A map of all Iowa DHS 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**
Make contacts with possible lenders or grant opportunities. Some examples of contacts would be: local banks, state Early Childhood Iowa offices, local insurance companies, churches, First Children’s Finance, etc.

**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
_____ Fingerprint
_____ 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