

## Things to Consider Before Opening a Center:

### Building

- Does the building meet zoning requirements/building code?
- Has the building been inspected and approved by the Fire Marshal?
- Does the building meet Americans with Disabilities Act (ADA) requirements?
- Has DHS approved the building?
- What improvements/changes need to be made to the building to meet requirements?
- What will the cost be to make changes to the building?
- Is there a space for an outdoor play area that is adjacent to the building?
- Is the outdoor play area safe and away from hazards?
- How many rooms will you need?
- How many bathrooms will you need?
- Will you have a secure entry?

### Operating Costs

- How much will the building cost to buy or rent?
- How will you finance the building?
- Cost of staff wages and benefits?
- Heating/Cooling costs?
- Electricity costs?
- Phone/Internet costs?
- Maintenance costs?
- Will you need to hire a cook, maintenance person, custodian, etc.?
- What will you charge families?

### Director Role

- Who will the director be?
- Does this person meet the qualifications for a director?
- What will the director's hours be?
- Will the director prepare job descriptions, evaluations, policies, etc.?

### Hours of Operation

- What will your hours of operation be?
- Who is the on-site supervisor during the time a director is not available?
- How will breaks for staff be handled?
- How will you handle the schedule for the day, including meals, outdoor time, nap time, etc.?
- Will you only be open during the school year or all year?
- Will you care for school-age children on days there is no school?
- Do children need to be enrolled full time or can they be part time?
- Will you charge separately for before and after care and have a preschool program? What will that charge be?

## Staff

- How many staff will you need to accommodate the hours that you are open?
- How many staff will you need to accommodate the ages of children that you serve?
- How many substitutes will you hire to cover vacations/sick time?
- Cost for background checks for staff?
- Cost for fingerprinting for staff?
- Cost for professional development/required trainings for staff?
- Wages for staff?
- Benefits for the staff...vacation, insurance, etc.
- When will you have staff meetings?

## Furniture/Toys for Classrooms

- Each classroom will need age appropriate furniture, including:
  - Cots/Cribs
  - Tables/Chairs
  - Changing stations
  - Toys/Books
  - Storage for belongings
- How will you purchase/fund these?

## Food

- Need for breakfast, lunch, snacks, etc.?
- What time will breakfast, lunch, snacks be?
- Where will the food come from?
- Cost for food?
- Will it be cooked on site? Who will you hire to cook it?
- Will it need to be kept warm if off site? How will you do that?
- Will it be delivered if off site? What time will you need it delivered?
- Will you be hiring someone to serve it?
- Cost for dishes?
- Who will plan meals to meet DHS requirements?
- Who is responsible for making sure menus are complete and posted ahead of time?
- Who will wash dishes?
- Where will children eat?

## Transportation

- Will you be providing any transportation?
- Will you provide field trips?
- How will field trips work?

## Naps

- Where will the children nap?
- Where will you store cots?
- Who will provide bedding for cots? Sheets must fit the cots and not be crib sheets. Small blankets that can be folded and placed neatly on the cot for storage can be used.
- How are cots washed and stored?

## Marketing

- How will you market your program?
- Marketing cost?

## Forms/Policies

- How will you keep track of scheduling children and staff to ensure that ratio is maintained?
- Will a board oversee the center and develop policies?
- Who will ensure that all required forms are completed?