



STARTING A CENTER CHECKLIST

1. FIND OUT ABOUT LICENSING/SUTQ REGULATIONS AND STANDARDS

- ☐ Ohio Department of Job and Family Services Child Care licensing Regulations - <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/>
- ☐ Step Up To Quality Standards - <https://jfs.ohio.gov/cdc/stepUpQuality.stm>
Determine what star rating you want so that you set up your program effectively from the start.
- ☐ Attend Ohio's Administrator Rules Training - <https://jfs.ohio.gov/cdc/RequiredCCAT.stm>
- ☐ Ensure that you hire an experienced, qualified and passionate administrator/director that can move you through this process efficiently. This person should establish the DNA for the center and convey it through all aspects of start-up. If that is not possible, connect with the CCRC for additional support.
- ☐ Examine the reason for opening a child care center – You DO need to love children and their families!
- ☐ Are you a corporate child care location or are you partnering with a corporation to provide employer sponsored child care?
- ☐ Ohio Department of Education Licensing Rules – <http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>
- ☐ Complete Pre-Licensing Training and create profile on Ohio Professional Development Registry

2. CREATE A BUSINESS PLAN

- ☐ Name and Legal structure
- ☐ Develop a Marketing Plan: Community Need/Know your customer/competition – The CCRC can provide some data to support this based on target zip codes.
- ☐ Develop a Financial Management Plan: Up front capital/Budget creation (3 to 5 years out)
- ☐ Type of child care program desired
- ☐ Location, Location, Location
- ☐ Zoning, Fire inspection, Building Inspection, Insurance

3. DEVELOP A MANAGEMENT PLAN - HIRING

- ☐ Administrator/Director/Program Director – a person who will lead the charge and keep your start up efforts on track. CCRC contractor can assist with this process.
- ☐ Development an organizational structure (is fluid and grows with the organization): staff size, hours
- ☐ Development job descriptions and employee manual (compensation, benefits, personnel policies and procedures, staff responsibilities)
- ☐ Background checks, references, expectations for how you choose employees

4. PREPARING THE CENTER

- ☐ Safety, aesthetics of the environment, Indoor/Outdoor design
- ☐ Age appropriate equipment and materials – enough to for all planned classrooms and designated spaces

- ☐ Set-up - the CCRC is trained to evaluate early childhood environments to determine if they meet licensing, SUTQ, or accreditation standards.
- ☐ Storage – always something that gets missed ☺
- ☐ Opening timeline – events, pre-registration, sales,

5. PLANNING THE PROGRAM

- ☐ Communicating Policies and Procedures to parents – handbook creation and communication methods
- ☐ Structuring the program: daily schedule, lesson plans/curriculum, discipline, age groupings
- ☐ Nutrition
- ☐ Parent Engagement
- ☐ Selecting tools and resources for managing the day-to-day – child management systems, assessment/screening, parent communication...

6. TRAINING PLAN

- ☐ State Required child care training
- ☐ SUTQ Required Training – 20 hours every 2 years
- ☐ Professional Development Plans – tied to the centers evaluation process
- ☐ Employee mobility – degrees, certifications, etc.
- ☐ CCRC can bring the training to you – if you need to train entire staff on a topic at once, we can contract to do onsite training.

7. FUNDING OPPORTUNITIES

- ☐ Publically Funded Child Care
- ☐ CACFP
- ☐ Corporate Child Care Partnerships