

Family, Group Startup Checklist

This is a tracking tool to be used as you move through the website. Print it and use it to help you with the process of setting up your child care business. The list is laid out in a logical order; however you may skip around on the list and work on multiple items at the same time.

NOTE: There are residential developments in North Dakota communities that, based on real estate covenants, do not allow home-based businesses such as child care. Your first task as a potential new provider is to check your house closing documents to determine what your covenants are. If you cannot find your closing documents, go to your County Recorder's Office or County Clerk' Office, to obtain a copy.

There may also be a city ordinance that sets a lower limit, then allowed by state regulation, for the number of children you can care for. Check with your city planner or city administrator. Communities are allowed to have more restrictive rules than state regulation.

Your county licenser may have additional requirements. This list is not inclusive!

- Due Diligence completed
- Business Plan completed and rates set
- License application and fee to County Social Service Office
- Orientation scheduled with county
- Completed applicable business forms in the packet from the ND Secretary of State Office entitled "New Business Registration Forms." (Note: When applying for an EIN; in Box 9 check "Other" and specify "Identity Theft")

PROVIDER REQUIREMENTS

- Read the Rules and Regulations
- CPR certification
- First Aid certification
- Proof of negative TB test
- Background check for you and all family members over 12.
- Must have a designated emergency backup person who is 18 or older and has completed the background check
- Identify all family members 12 and older working as caregiver regardless of amount of time they work or how regular they work
- Non-family 14-16 years old caregivers MUST have written parental consent and complete Abuse/Neglect background check

- Posted copy of emergency exit plan **Keep all receipts! Keep all receipts! Keep all receipts! (the IRS deems you to be in business only when you're ready to enroll children and have publicly advertised the same!)**
- Do inventory to determine furniture, equipment, supplies and toys needed (See Start-Up Checklist on this site.)
- Fire inspector will inspect and determine number of smoke alarms and extinguishers you need to purchase. County licenser has contact information.
- First aid kit (See Health Consultation on this website)
- Complete all documentation required before a visit by licenser
- USDA Food Program (See State Food Programs on this website)
- Insurance coverage reviewed in detail with your agent and all additional insurance purchase (See Insuring Your Business on this website)
- Marketing/Advertising plan done (See Marketing on this website)
- Separate business checking account created. Checks ordered
- Child care record-keeping/management software reviewed and ordered. Accounting module or stand alone software ordered (See Management Software on this website)
- Not computerized? Redleaf Calendar Keeper purchased (800-423-8309)
- Tax accountant with child care business experience found
- Labor and tax laws reviewed with accountant
- Parent contracts ready (See Contracts on this website)
- Provider policies ready (See Policies on this website)
- Employee handbook with job descriptions done if applicable
- Emergency Preparedness and Disaster Plan done (See link on this website)
- Americans with Disabilities Act (ADA) understood (See link on this website)

GROUP PROVIDER ADDITIONAL REQUIREMENTS

- Determine if you qualify as a child care supervisor
- Must have on duty at all times a First Aid and CPR approved staff person
- All caregivers must have a health self-certification
- Out-of-Home group needs a health inspection