

Steps to Opening a Child Care Center in North Dakota

Before signing any contractual arrangements to design, renovate, purchase or build a facility, contact CCR&R for consultation on all aspects of contractual arrangements. CCR&R understands, in detail, all aspects of the child care industry and has insight into important financial commitments.

Contact the following agencies for assistance

	CCR&R	County Social Services	Fire Inspector	Health Inspector	Building Inspector
Research the child care industry. Contact CCR&R for recommendations on books, websites, and consultation.	X				
Define the project concept and goals and determine the type of business to be operated.	X				
Test the child care supply and demand market. CCR&R has local child care data.	X				
Locate a suitable site. Contact CCR&R to request an initial review of building or building plans. CCR&R can provide feedback regarding the appropriateness of the building as a child care facility and assist with budget planning. Check with city officials for appropriate zoning.	X				
Determine facility design needs. When building possibilities have been narrowed to the best possible option(s), contact county social services (ask for the child care licenser) to request a review of the building or building plans. The licenser will make recommendations regarding building structure as per licensing regulations. CCR&R can accompany as a consultant. Contact fire, health, and building inspectors to arrange an initial building inspection. Inspectors will discuss necessary building requirements. CCR&R will accompany as a consultant.	X	X	X	X	X
Plan furnishings and equipment. For budgeting purposes, plan initial rough draft of equipment needs.	X				
Assemble a qualified project team	X				
Plan operational and start-up budgets	X				

	CCR&R	County Social Services	Fire Inspector	Health Inspector	Building Inspector
Complete a business plan. CCR&R can review the plan and make recommendations.	X				
Contact county social services to apply for the center license.		X			
*Contact fire, health, and building inspectors to arrange a final building inspection.			X	X	X
Complete building preparation for start-up. Equip program with furnishings, equipment, and resources. CCR&R can provide technical assistance.	X				
Develop program policies, procedures, forms, and staff and parent manuals. CCR&R can provide technical assistance.	X				
Prepare for staff recruitment and orientation. CCR&R can arrange staff orientation training.	X				
*Contact county social services to arrange a final facility inspection.		X			

**Inspections and Approvals Required for Licensing*

For more information or assistance, contact:

Western ND Contact	Eastern ND Contact
Shonda Wild Early Childhood Specialist 888.223.1510 701.530.2509 swild@lssnd.org	Holly Nett Provider/Community Services 800-941-7003 218-299-7627 holly@lakesandprairies.net