



CHECKLIST OF MAJOR TASKS IN CENTER START-UP

	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	7 th Month	8 th Month	9 th Month	10 th Month	11 th Month	12 th Month
1. Determine the need for a day care center in your community and decide what kind of center you will operate.	← 60 days →											
2. Decide on the form of organization (corporation, partnership or proprietorship and whether it will be “for-profit” or “not-for-profit”	← 21 days →											
3. Decide on location and determine costs for building, purchasing, leasing or using donated space. (Include time to receive zoning variance if necessary.)						← 30 days – 12 months →						
4. Develop and collect data for start-up budget and operating budget.	← →						30 – 180 days					
5. Obtain funding (times listed include planning for obtaining funds) Foundations: 30 -352 days Grants: 30 – 260 days Bank Loans: 30 – 90 days Contributing: on-going Fund-raising: on-going Self: on-going						← 30 – 352 days →						
6. Consult appropriate offices and obtain licensing regulations, zoning codes, and ask about major sanitation rules, building, fire and safety provisions.	← 0 – 45 days →											
7. File and receive incorporation papers if a corporation. File true name certificate if proprietorship.	← 120 days →											
8. File and receive tax exemption forms (if not-for-profit). File and receive state tax exemption.	← 90 – 180 days →											
9. Get building ready for occupancy (includes renovation if necessary) Rent (landlord makes improvements, or you do) Purchase building Donated Space New construction							← 30 – 90 days →					
							← 30 – 260 days →					
							← 1 – 2 years →					
10. Apply for and receive approvals from health, building safety, and fire safety departments, if appropriate. Apply for and receive license.							← 30 – 90 days →					
							← 30 – 45 days →					
11. Order and purchase furniture, toys, equipment and food, if necessary (delivery time included).									← 30 – 90 days →			
12. Utilities – open accounts (includes time for service to begin).									← 30 days →			
13. Hire staff (includes determining how many people, writing job descriptions and recruiting.)									← 14 – 45 days →			
14. Design curriculum, schedule for the day and train staff team.									← 20 days →			
15. Advertise, recruit and enroll children.									← 30 – 60 days →			

If you are building a new building, and need a lot of time to raise money and plan, it could take more than a year to get started. The above assumes that you will take a year. By concentrated planning, and using the shortest length of time possible for each step, it could be done in half this projected time.