




A program of Lutheran Social Services in western North Dakota and Lakes & Prairies Community Action Partnership in eastern North Dakota

## Welcome to the World of Child Care

Are you thinking about opening a child care business? The location of your business and the number of children determines the type of license. Click the link below that best describes your future business. You will find a step-by-step guide and required paperwork in each link.

For assistance in starting a child care, contact a [Child Care Aware® Consultant](#).

- [Start a Licensed Child Care](#)
  - [Start a Licensed Child Care](#)
  - [Start a In-Home Child Care](#)
  - [Business Tools for In-Home Providers](#)
  - [Start a Child Care Facility](#)
  - [Business Tools for Child Care Facilities](#)

<b>Start Child Care in Your Home</b>	<b>Start a Child Care Center</b>	<b>Start Child Care at a Worksite</b>
<b>FAMILY LICENSE ▶</b> Care for 7 children of fewer <i>Grants Now Available!</i>	<b>GROUP LICENSE ▶</b> Care for up to 30 children <i>Grants Now Available!</i>	<b>GROUP LICENSE ▶</b> Care for up to 30 children <i>Grants Now Available!</i>
<b>GROUP LICENSE ▶</b> Care for up to 30 children <i>Grants Now Available!</i>	<b>CENTER LICENSE ▶</b> Care for 19 or more children <i>Grants Now Available!</i>	<b>CENTER LICENSE ▶</b> Care for 19 or more children <i>Grants Now Available!</i>
<b>SELF-DECLARED ▶</b> Care for 5 children or fewer		<b>UNLICENSED CARE ▶</b> Care for up to 10 children of employees
<b>START CHILD CARE IN YOUR COMMUNITY ▶</b> <a href="#">Getting Started</a>   <a href="#">Current State and County Data</a>		



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[Child Care Start Up](#)
[Provider Training](#)
[Provider Resources](#)
[Data & Publications](#)

## Start a Licensed Group Child Care Business for Up to 30 Children

**Welcome!** Are you thinking about opening a child care business in your home or a public facility? This Group Child Care start-up guide provides the steps and paperwork you need to become licensed. Contact Child Care Aware® for start-up assistance.

### Western North Dakota:

[Amber Schwab](#) | 888-223-1510 ext. 2208 or 701-530-2506

### Eastern North Dakota:

[Verla Jung](#) | 888-767-0350 or 701-252-0350

### ✓ [Consider These Things Before You Start](#)

#### ✓ [Apply for a Start-Up Grant](#)

- [Grant Information](#)
- [Grant Application - Online](#) | [Mail-In](#)

#### ✓ [Complete the Licensing Process](#)

- Contact Your [County Child Care Licensor](#)
- Submit Licensing Paperwork
- Prepare for Inspection

#### ✓ [Establish Your New Child Care Business](#)



CLICK IMAGE TO VIEW/DOWNLOAD  
Includes 7 pages of instruction and a 45-page appendix of required licensing forms.

- [Start a Licensed Child Care](#)



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### Required Documents

- [North Dakota Family Child Care Rules](#)
- [Application to be Licensed \(SFN 832\)](#)
- [Background Check \(SFN 508\)](#)
- [Personal Authorization for Criminal History Background Check Inquiry \(SFN 838\)](#)
- [Background Check Address Disclosure Release of Information \(SFN 377\)](#)
- [Group License Compliance Checklist \(SFN 1425\)](#)
- [Evacuation Disaster Plan \(SFN 517\)](#)
- [Child Care Training Documentation \(SFN 343\)](#)
- [Family/Group Child Care Facility Fire Safety Checklist \(SFN 115\)](#)
- [Child Information Sheet \(SFN 845\)](#)
- [Parent's Statement of Health \(SFN 847\)](#)
- [Certification of Immunization \(SFN 16038\)](#)
- [Infant Sleep Permission Form](#)
- [Daily Schedule \(sample\)](#)
- [Basic First-Aid Kit \(sample\)](#)
- [Policy \(sample\)](#)
- [Contract \(sample\)](#)

### Helpful Resources

- [Start-Up Budget Worksheet](#)
- [Annual Operational Budget Worksheet](#)
- [Sample Equipment List](#)
- [Insuring Your Business](#)
- [Setting Rates](#)
- [Develop a Marketing Plan](#)
- [Guidance for Creating Policies](#)
- [Guidance for Creating Contracts](#)



## Start-Up Grants | Family and Group Licensed Child Care

Individuals who are starting a licensed family or group child care business can apply for a Child Care Start-Up Grant. These grants range from \$800-\$1200 and can be used to purchase equipment and resources required to meet licensing standards.

Grant applications are available at [www.ndchildcare.org/start/grants/fg.html](http://www.ndchildcare.org/start/grants/fg.html)

### Eligibility Guidelines

To be eligible for a Start-Up Grant, applicants must initiate the licensing process by contacting the [child care licenser\\*](#) at their county social service office.

Priority consideration will be given to grant applicants who

- Provide care in counties with documented low child care supply
- Include care for infants (0-17 months) and/or Toddlers (18 to 36 months )
- Serve children who are/or may be eligible for Child Care Assistance
- Offer evening and/or weekend care

### Apply Soon - funding is limited

Start-Up Grants are awarded on an on-going basis until June 30, 2015 or until all grant dollars are expended.

*\*County child care licensers inspect and regulate child care programs. You will need to contact your local county social service office to begin the licensing process. Final decisions regarding your ability to become licensed rest with county social services and the North Dakota Department of Human Services. Child Care Aware® of North Dakota serves as a consultant before, during and after the licensing process.*

### Need Help Starting a Licensed Child Care Business?

*Starting a Licensed Child Care Business* guides will lead you through the steps of opening a licensed child care business. Contact Child Care Aware® if you have questions about starting a child care business or applying for a start-up grant.

#### In Western North Dakota:

Amber Schwab  
888-223-1510 or 701-530-2508  
[aschwab@lssnd.org](mailto:aschwab@lssnd.org)

#### In Eastern North Dakota:

Verla Jung  
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[www.ndchildcare.org/start/business](http://www.ndchildcare.org/start/business)



### Start-Up Grant Ideas

The following list gives examples of items you may want to purchase if you are awarded a Start-Up Grant.

#### Equipment required by licensing

- Electrical outlet covers/safety plugs
- Cabinet locks for hazardous materials storage
- Smoke detectors
- Fire extinguishers
- Baby gates (top of stairs-mounted to wall)
- Basic first-aid kits
- Emergency food/water and plans for action if parents cannot pick up their child or child care has to be relocated as a result of an emergency.

#### Additional items your licenser may require (based on your specific needs)

- Anti-scalding device for hand washing sink
- Safety locks on doors that are off limits
- Finger pinch protection devices on doors
- Paper towel dispenser/soap dispenser
- Open garbage can
- Thermometer for refrigerator
- Highchairs/booster chairs
- Two covered, foot pedal garbage cans (one for kitchen and one for diapers)
- Diaper changing pad (water resistant, non-absorbent and free of stitching)
- Pack N Play/cribs and tight fitting sheets

#### Additional items to enhance your program

- Nap mats/cots and sheets
- Child sized plates, cups, eating and serving utensils
- Child sized table and chairs
- Adequate amount of toys and play equipment
- Baby monitor
- Bottle warmer
- Adequate amount of toys and play equipment

Revised 9/14

*Child Care Aware® of North Dakota is a program of Lutheran Social Services in western North Dakota and Lakes and Prairies Community Action Partnership in eastern North Dakota*



# Starting a Licensed Child Care Business

Group License | Caring for up to 30 Children



# Start a Child Care Business with a Group License

This is your “one-stop guide” for starting a licensed group child care business in North Dakota\* – from making your first connection with county social services to preparing your home for the licenser’s final inspection. Let’s get started.

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*\*NOTE: Some communities have child care licensing standards in addition to the state regulations outlined in this guide. Contact your county child care licenser to verify community-specific requirements.*



## \$1200-\$2,000 in Start-Up Grants are Now Available

Group child care providers can now apply for start-up grants that can be used to purchase equipment, resources and/or renovations required to meet licensing standards.

Eligible items include smoke detectors, fire extinguishers, first aid kits, pack ‘n plays, high chairs, safety gates/hand rails, toys and equipment, etc.

Complete an online grant application at <http://www.ndchildcare.org/start/grants/group.html> or contact a Child Care Aware® Start-Up Consultant for more information.

### Western ND

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## Consider These Things Before You Start

Opening and operating a child care business requires careful consideration and planning. Before you make your final decision, think about the following.

### Do you fit the part?

Successful child care providers use the following words to describe themselves. Can you see yourself “fitting the part?”

- **Energetic** - Providers typically work 10 hours a day with few breaks. Do you have the physical and emotional strength to keep up with children?
- **Organized** - Child care providers inherently become experts at multi-tasking as they juggle the responsibilities of talking with parents, nurturing children, preparing nutritious meals, keeping play areas clean and organized and more.
- **Committed** - Families depend on child care providers so they can work. Children depend on providers to care and nurture them. Do you have the ability and desire to be reliable to children and families?
- **Able to communicate** - The number one reason families leave a provider stems from misunderstandings and a lack of communication. Providers must be willing to reach out to families to build strong relationships.

### Will it impact your family?

Operating a child care business in your home may significantly impact your family. You may want to discuss the following items with your family.

- Will your children adapt to sharing their parent, toys, and home with other children?
- Will the morning drop-off rush interfere with your family’s morning schedule?
- Can the family pet be integrated into the child care program?



### What are the professional benefits?

Operating a licensed group child care can be personally and financially rewarding. As a licensed provider, you will

- Enjoy being your own boss
- Play a key role in your community by offering a needed service
- Support families and impact the lives of children
- Offer families peace of mind by having a regulated and inspected facility
- Qualify for tax deductions
- Allow parents a higher Child Care Assistance reimbursement

## We’re Here to Help You Get Started

Child Care Aware® of North Dakota guides new child care providers through the start-up process. Contact your regional office to receive start-up support, access resources and apply for [start-up grants](#).

### Western ND

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[www.ndchildcare.org](http://www.ndchildcare.org)

# Complete the Licensing Process

## How many children can I care for?

Child care providers who hold a Group License can **care for up to 30 children** in a home or public facility.

The total number of children who can attend at any given time is based on

- Children's ages
- Local ordinances (check with city or town)
- Staffing availability
- Square footage (minimum of 35 sq. ft. per child indoor and minimum of 75 sq. ft. per child outdoor)
- Plumbing available (minimum of 1 toilet for every 15 children who are potty trained)
- Point levels - One adult can care for children totaling 1.34 points, but ratios must be met and a group of children may not contain more than 4 children under the age of 18 months per provider.

CHILDREN'S AGES	POINT LEVEL
0 thru 17 months	.25 points
18 thru 35 months	.20 points
3 years	.14 points
4 years	.10 points
5 years	.08 points
6 to 12 months	.05 points

\* Learn more about North Dakota child care licenses: [http://www.nd.gov/dhs/services/child care/info/](http://www.nd.gov/dhs/services/child%20care/info/)

## How long does it take to get licensed?

Several things can impact the licensing timeline

- Your ability to complete initial paperwork
- The licensor's work load and ability to process your application
- The time you need to prepare the child care space for the licensing inspection

This licensing checklist will guide you through the process and help you complete the process faster and more efficiently.

## Who will I work with to get licensed?

### Your county child care licensor

- provides a list of specific state, county and local licensing requirements you must meet.
- performs the on-site inspection of your child care business to confirm that requirements are met
- oversees on-going compliance with regulations

### Child Care Aware® of North Dakota consultants

- provide assistance and resources to help you meet licensing requirements
- help you apply and obtain [start-up grants](#) to purchase needed equipment and materials
- offer on-going assistance after you are licensed

## STEP ONE: Contact Your County Child Care Licensor

Your county child care licensor can help you start the application process and answer your questions.

- Does my community have additional local ordinances that regulate child care?
- Where do I go to get fingerprinted? Is there a charge? Do other people living in my home need to get fingerprinted as well?
- Do I need a fire inspection?
- Do I need a health inspection?
- Where can I get CPR and first-aid training?

Connect with the child care licensor for your area by contacting your county social services office.

<http://www.nd.gov/dhs/locations/countysocialserv/>



## STEP TWO: Submit Licensing Paperwork

- Application to be Licensed (SFN 832 - See page 8)
- Fire Inspection. Ask your county child care licenser if this inspection is required for your location. If so, contact your local fire department to arrange an inspection.
- Health Inspection. Ask your county child care licenser if this inspection is required for your location. If so, contact the local health department to arrange an inspection.
- Authorized Background Checks\* (SFN 508 - See page 10)
- Fingerprint scan\*. Your child care licenser can tell you where to go for fingerprinting and if there is a charge for this service.
- Personal Authorization for Criminal History Background Check Inquiry\* (SFN 838 - See page 11)
- Background Check Address Disclosure/Release of Information\* (SFN 377 - See page 15)

\* Other household members, child care helpers or volunteers may need to be fingerprinted and receive background checks. Contact your county child care licenser to verify requirements.

## STEP THREE: Prepare for the Inspection

This checklist highlights the main licensing requirements. Refer to [Licensing Checklist](#) (SFN 1425 - See page 17) to review a full listing of requirements.

### Complete personnel requirements

Child care provider requirements:

- Meet at least one of the following
  - One year experience working in a child care with two parent references
  - Certification from a Montessori teaching program
  - Child Development Associate credential
  - Director's Credential
  - Associate degree with at least 8 semester hours or 12 quarter hours in early childhood education or child development or 120 hours of approved early childhood training
  - Bachelor's degree in the field of Early Childhood Education or Child Development
- Present in the home at least 60% during child care hours
- Meets staffing requirements based on the number of children present at any given time
- CPR/First Aid certified

Child care worker/volunteer requirements:

- At least 12 years of age if an immediate family member
- Has written parental permission if between ages 14 and 16 years
- Is supervised by the provider at all times if under age 18
- Receives orientation within the first week of employment
- Has completed authorized background checks

- Staff with current CPR and first-aid certification on duty at all times (substitute staff are exempt - parents are notified if a substitute who is not CPR/First Aid certified is sole care provider on duty)

### Complete and organize required paperwork

Have the following documents completed and available for the licensing inspection.

- Copy of Group Rules
- Evacuation Disaster Plan (SFN 517-See page 30)
- Child Care Documentation Record (SFN 343 - See page 31)
- Documentation of pet immunizations, if applicable
- Family/Group Child Care Facility Fire Safety Checklist (SFN 115 - See page 33) if applicable
- Written policies and procedures (See page 40) including, but not limited to
  - Guidance and discipline of the children
  - Accident and illness response procedures
  - Reporting procedure if parents or staff wish to file a complaint, suspected licensing violation, or suspected child abuse or neglect
  - Hiring practices
  - Daily reports for their child upon request
  - Accountability procedure if a child fails to arrive
  - Transportation procedures if applicable
- Written contract notifying parents of fees and time of payment (see Appendix page 48)

Prepare for the Inspection continued on page 6

## Prepare individual files

If a child is enrolled prior to licensing, each child must have an individual file that includes

- Child Information Sheet** (SFN 845 - See page 34) listing child's name, birth date, and current home address
- Parent Statement of Health** (SFN 847 - See page 35) listing the child's medical and health information.
- Infant Sleep Permission Form** (See page 52)
- Certification of Immunization** (SFN 16038 - See page 36)
- Official documentation verifying the identification of the child

## Prepare your child care environment

- Plan and post meal plans
- Design a written daily schedule (See page 38)
- Set up a child care environment providing adequate supply of safe materials and toys for indoor/outdoor play.
- Minimum 35 sq. ft. per child of usable play space indoors
- Minimum 75 sq. ft. per child of usable play space outdoors OR 75 sq. ft. usable indoor recreational space

- Fenced-in outdoor play area
- One working smoke detector in each sleeping area and one on each level
- One working fire extinguisher on each level
- Hand soap and paper towels/individual towels available at each sink
- Hot water is 120 degrees Fahrenheit or less
- Drinking water is from an approved source
- Approved first-aid kit (See page 39)
- Railings or gates in place where necessary to prevent falls
- Establish napping areas
- Post signage to assure a smoke-free environment
- Bathroom (1 flushable toilet per 15 children, excluding those not toilet trained)

## Schedule inspection

If you have completed all items in steps one through three, you are now ready to schedule your licensing inspection. Call your county child care licenser to schedule an inspection and complete the licensing process.

Contact Verla or Amber at Child Care Aware® if you have questions or want to apply for a [start-up grant](#).

## Establish Your New Business

These steps are not required by licensing, but they will help you launch your new child care business.

- Obtain an Employer Identification Number (EIN) to identify a business entity: [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- Register your business with the ND Secretary of State: <http://www.nd.gov/businessreg/>
- Establish a business checking account
- Inform a tax accountant about your new business
- Consult your insurance agent about specific insurance coverage for child care
- Establish a budget and a financial record keeping system. Minute Menu Kids Pro is a system designed especially for the child care businesses: <http://www.minutemenu.com>

As you can see, opening a child care business takes a bit of time and a lot of energy and commitment. However, your new child care business offers the opportunity to be your own boss and pursue a passion for working with children.

As you continue providing care, know that Child Care Aware® can assist you with virtually every aspect of your child care business. We invite you to stay connected!

### Western ND

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