



*"a catalyst for strong families
and powerful communities
where children matter most."*

Dear Potential Provider,

You recently requested information on opening a child care center (which is care provided outside your own home). Illinois Action for Children is interested in developing more child care options and we are available to assist you in your pursuit of opening a child care program.

There are many steps to consider before you can open your center. Attached is a short outline of some steps that you may want to review.

To operate a child care center, you must obtain a license. The Illinois Department of Children and Family Services license child care centers in the State of Illinois. Additionally, many local communities have other regulations that apply. Please refer to the attached resource page for the location and phone numbers of these agencies. You can preview the regulations for Illinois at the following website: <http://www.state.il.us/dcfs/rules.htm>.

The process of starting a child care center may be overwhelming with all of the procedures. I would like to help make opening a center as easy as possible for you. If you have any questions after reviewing this packet, please call Jean Ferguson at 773-564-8731.

Sincerely,

A handwritten signature in black ink that reads "Monique Draper". The signature is written in a cursive, flowing style.

Monique Draper
Director, Provider Programs

www.actforchildren.org

4753 N Broadway
Suite 1200
Chicago, IL 60640
312-823-1100 *tel*
773-561-2256 *fax*
(administrative offices)

1340 S Damen Ave
3rd Fl
Chicago, IL 60608
312-823-1100 *tel*
312-823-1200 *fax*

8741 S Greenwood Ave
3rd Fl
Chicago, IL 60619
312-823-1100 *tel*
312-823-1200 *fax*

17926 South Halsted St
Suite 2 West
Homewood, IL 60430
312-823-1100 *tel*
312-823-1200 *fax*

Considerations Before Opening A Child Care Center

Assess the need for a child care center in the location considered.

- What are current child care needs?
- Are there existing centers in the area?
- What is an average fee? What fees can the families afford?

Consider the make-up of the community.

- Illinois Action for Children can provide statistics on care in the area. Go to www.actforchildren.org and click on the Facts and Information link from the News & Data tab.
- Contact the local Chamber of Commerce for data on the average age of the Community as well as how many children live in the area.
- Obtain a copy of the 2000 Census for additional information.

Consult the city and state licensing agencies.

- What are current child care needs?
- Obtain a copy of the licensing regulations for the city of Chicago (Department of Human Services-DHS) and the state (Department of Children and Family Services-DCFS).
 - DHS-Administers the licensing regulations that pertain to the physical facility.
 - DCFS-Sets standards for the program, staff and the children.

Estimate start up costs.

Determine sources of start up funds.

- Non-profit or for profit status.
- Identify funding sources.

Determine sources of operating income.

Plan yearly budget.

Locate building (make necessary renovations).

- Secure the services of a specialist (architect, lawyer, accountant, insurance agent, consultant, nutritionist, and social service specialist).
- Is the area zoned for this type of facility? Is the location convenient? Consider drop off and pick up safety.

Plan the program.

- Program objectives.
- Staff recruitment, job descriptions, and development.
- Write personnel policies that include titles, duties and responsibilities, qualifications, salary and fringe benefits, and hours and other working conditions.
- Develop policies for the ages of children served, hours, days open, daily schedule, fees, and parent involvement.
- Write/Design a contract for families to sign.

RESOURCES

Licensing

State Licensing Standards may be obtained by contacting:

Illinois Department of Children and Family Services
1911 S. Indiana Ave., 9th Floor
Chicago, IL 60616
(312) 328-2464

State Licensing Standards are also available online at:

<http://www.illinois.gov/DCFS/aboutus/notices/Pages/default.aspx>.

(Click on the Rules link to locate the standards for Day Care Centers, Part 407.)

Chicago City Licensing information may be obtained by contacting:

Department of Business Affairs and Consumer Protection
Chicago City Hall
121 N. LaSalle St., Room 800
Chicago, IL 60602

Website: https://www.cityofchicago.org/city/en/progs/inspectionspermitting/day_care_centers.html

Associations

National Association for the Education of Young Children (NAEYC)

1313 L Street, NW, Suite 500

Washington, DC 20005

(800) 424-2460 or (866) NAEYC-4U

www.naeyc.org

Illinois Association for the Education of Young Children (Illinois AEYC)

P.O. Box 666

Vienna, IL 62995

(217) 529-7732

www.illinoisaeyc.org

Chicago Metro Association for the Education of Young Children (CAEYC)

30 E. Adams St., Suite 1000

Chicago, IL 60603

(312) 427-5399

www.chicagometroaeyc.org

Golden Corridor Association for the Education of Young Children (GOAEYC)

P.O. Box 959103

Hoffman Estates, IL 60195

info@goaeyc.org

www.goaeyc.org

Agencies that Assist with the Startup of Small Businesses

Small Business Administration – Illinois District Office
500 W. Madison St., Suite 1150
Chicago, IL 60601
(312) 886-5688
www.sba.gov

Service Corps of Retired Executives (SCORE)
500 W. Madison St., Suite 1150
Chicago, IL 60601
(312) 353-7724
www.score.org

Women's Business Development Center
8 S. Michigan Ave., 4th Floor
Chicago, IL 60603
(312) 853-3477
www.wbdc.org

Better Business Bureau, Chicago & Northern IL
330 N. Wabash Ave., Suite 3120
Chicago, IL 60611
(312) 832-0500
bbbinfo@chicago.bbb.org

Illinois Action for Children's Resource & Referral provides a variety of services to providers in Cook County.

- Illinois Action for Children maintains a database listing the child care providers in Cook County.
- Child Care referrals are offered to parents who are looking for child care in Cook County.
- Illinois Action for Children also offers workshops, trainings, technical assistance, conferences, and literature addressing such topics as policy, personnel and program management, curriculum design, and child development.
- Illinois Action for Children can assist with accreditation procedures and mentoring programs.
- Course Catalogs are mailed to providers four times per year offering a variety of training workshops that include CPR and First Aid and Infant/Toddler classes.
- Once the center is operating, please call (312) 823-1347 to have your program and services listed in the referral database.

The Early Care & Education Resource Guide is published four times per year. The publication lists the trainings offered by Illinois Action for Children's Community Partner offices. For more information please contact Provider Resources at 773-564-8781. Trainings offered cover the following topics:

- CPR/First Aid
- Designing Healthy Environments
- Child Abuse
- Special Needs
- School Age
- Discipline

Please call the community partner office closest to the site of the child care center to inquire about the trainings.

<p><u>North/Northwest Suburbs</u> Children's Home + Aid 2045 S. Arlington Heights Road Suite 113C Arlington Heights, IL 60005 847-640-9590</p>	<p><u>North Chicago</u> Illinois Action for Children 4753 N. Broadway, Suite 1200 Chicago, IL 60640 773-564-8804</p>	<p><u>Central Chicago</u> Carole Robertson Center for Learning 2020 W. Roosevelt Road Chicago, IL 60608 773-522-5477</p>
<p><u>South/Southwest Suburbs</u> Good Shepherd Center for Exceptional Children 17512 Carriageway Drive Suite A Hazel Crest, IL 60429 708-957-2600</p>	<p><u>South Chicago</u> Centers for New Horizons 226 E. 43rd Street Chicago, IL 60653 773-624-2410</p>	

INCCRRA – The Illinois Network of Child Care Resource and Referral Agencies (INCCRRA) is a statewide organization which – in partnership with its 16 local Child Care Resources and Referral (CCR&R) agencies – is a recognized leader, catalyst and resource for making high quality, affordable early care and education and school-age care options available for children and families in Illinois. To contact INCCRRA, please call (800) 649-1884 or visit their website: www.inccrra.org.

INCCRRA manages the **Gateways to Opportunity** programs. Gateways to Opportunity is a statewide professional development support system designed to provide guidance, encouragement, and recognition to individuals and programs serving children, youth, and families. Resources and services provided by Gateways to Opportunity include Credentials, Professional Development Advisors, Great START, Gateways to Opportunity Registry, the Illinois Trainers Network, and Gateways to Opportunity Scholarship Program. For additional information regarding these programs, please call (866) 697-8278 or visit the website: www.ilgateways.com.

Child and Adult Care Food Program Sponsors (CACFP)

Illinois State Board of Education
 800-545-7892
www.isbe.net/nutrition

Catalogs – Early childhood catalogs for ordering materials and equipment.

Beyond Play
(877) 428-1244
www.beyondplay.com

Constructive Playthings
(800) 448-1412
www.constructiveplaythings.com

Community Playthings
(800) 777-4244
www.communityplaythings.com

Discount School Supply
(800) 627-2829
www.discountsschoolsupply.com

Discovery Toys
(800) 341-8697
www.discoverytoys.com

Environments, Inc.
(800) 342-4453
www.environments.com

Harrison and Company
(888) 345-4005
www.harrisonandcompany.com

Hatch
(800) 624-7968
www.hatchearlychildhood.com

Kaplan
(800) 334-2014
www.kaplanco.com

Kidstuff Play Systems
(800) 255-0153
www.kidstuffplaysystems.com

Lakeshore Learning Materials
(800) 428-4414
www.lakeshorelearning.com

Me & Mi Publishing
(888) 251-1444
www.memima.com

NASCO
(800) 558-9595
www.enasco.com

Play With A Purpose
(888) 330-1826
<http://pwap.gophersport.com>

Pro-Ed, Inc.
(800) 897-3202
www.proedinc.com

Redleaf Press
(800) 423-8309
www.redleafpress.org

S&S Worldwide
(800) 288-9941
www.ssw.com

School Specialty
(888) 388-3224
www.schoolspecialty.com

FUNDING

The federal government produces a publication titled *Federal Register*, which lists all Federal Register announcements related to education, such as funding, and grant opportunities. This publication can be located at most public libraries or write to the following address for subscription information:

Federal Register Digest Service
L'Enfant Station
P.O.Box 23326
Washington, DC 20026
www.federalregisterdigest.com

The Illinois State Treasurer's Office encourages the construction and expansion of licensed child care facilities in Illinois by offering loans at below-market interest rates. For more information or assistance, please contact:

Employ Illinois Child Care Providers Program
Office of the State Treasurer
300 W. Jefferson Street, 2nd Floor
Springfield, IL 62702
(217) 782-2072 or (312) 814-8953
<http://www.iira.org/rdrq/employ-illinois-child-care-providers-program>

Foundation Center – <http://www.fdncenter.org>

Grantsmanship Center – <http://www.tgci.com>

Council on Foundations – <http://www.cof.org>