

School-Age Child Care

Start-Up Check List

- Identify people who share your interest and concerns about the need for school-age child care and would be willing to serve on a start-up committee.
- Obtain a copy of the Child Day Care application packet from the Department of Public Welfare. Ask about monthly orientations conducted by DPW on the regulations and register to attend one of the orientations.
- Go online and obtain a copy of the child care regulations at: <http://www.dpw.state.pa.us/provider/earlylearning/childcareregulations/index.htm>
- Prior to attending the meeting, study the regulations and note the ones that apply to school-age child care programs. Write down any questions you might have and ask them at the DPW meeting.
- Check with your municipality's zoning office to learn about the necessary inspections, licenses and permits needed to obtain local approval to operate your program.
- Conduct a needs assessment survey. Talk to people in your community, school district officials, other child care providers. Survey the parents.
- Identify who will attend the program: ages of children, schools to be served, etc.
- When will the program operate: before and/or after school, holidays, snow days, summer?
- Where will the program be housed?
- What rooms will the program use? Equipment? Supplies?
- How will the children get to the program?
- How will you staff the program?
- Prepare a start-up and operating budget. (Start-up costs are one time only costs, e.g., equipment, phone installation)
- Contact your insurance carrier. Do you have liability insurance and is your coverage adequate for your plans?
- Review DPW licensing check-off included in the DPW application packet. Schedule inspections as required. Complete checklist requirements.
- Establish a program philosophy and mission.
- Develop written program policies and procedures.
- Develop written personnel policies and procedures, including job descriptions.
- Develop and distribute program brochure.
- Publicize the program. Hold a registration information meeting, distribute posters, etc.
- Adapt child and staff forms for use in your program. (e.g., registration, emergency forms, staff application, etc.)
- Set up record keeping system for staff and children.
- Recruit and employ program director.
- Develop program, activities, schedule.
- Recruit, interview and hire staff. Make sure staff have filed for all mandated clearances.
- Conduct staff orientation to the program.
- Enroll children and open the program.

**Pennsylvania DPW
Regional Child
Development
Offices**

Southeast Region 1-800-346-2929	Bucks, Chester, Delaware, Montgomery, Philadelphia
Central Region 1-800-222-2117	Adams, Bedford, Blair, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Union, York
Northeast Region 1-800-222-2108	Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming
Western Region 1-800-222-2149	Allegheny, Armstrong, Beaver, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, Westmoreland