

# Penn Consulting

Telephone: 678.557.8684

E-mail: penntesting@yahoo.com or apenn@pennconsulting.org

Website: www.pennconsulting.org

## Client Information and Service Agreement

Name of Owner or Corporation		
Mailing address (city/zip/county)		
Site Address (city/zip/county)		
Daytime telephone	Facility telephone	
Email address		
Legal Contact Person		
Facility Landlord's Name		
Facility Landlord's Mailing Address		
Proposed Schedule: (circle)		
Months of Operation J F M A M J J A S O N D	Days of Operation S M T W T F S Hours	
Age range of children to be served		
Services to be provided		
<input type="checkbox"/> Infants & Toddlers 0-2	<input type="checkbox"/> Transportation	<input type="checkbox"/> Other, please specify
<input type="checkbox"/> Preschoolers (3-4)	<input type="checkbox"/> Evening Care	
<input type="checkbox"/> School Age (5+)	<input type="checkbox"/> Mildly Ill Care	
<input type="checkbox"/> School Age Only	<input type="checkbox"/> Night care	
Type of entity: <input type="checkbox"/> sole proprietorship <input type="checkbox"/> board sponsored <input type="checkbox"/> profit <input type="checkbox"/> non-profit		
<input type="checkbox"/> partnership <input type="checkbox"/> corporation <input type="checkbox"/> association		
Services to be provided by consultant		
<input type="checkbox"/> Drafting <b>corporate documents</b> for attorney's review \$500 pre-paid upon invoice (name reservation, articles and bylaws)		
<input type="checkbox"/> Drafting <b>501.c.3 federal tax exemption</b> application \$650 pre-paid upon invoice		
<input type="checkbox"/> Complete BFS <b>licensing application package</b> *** Part A Operation Plan & Part B \$1,500		
<input type="checkbox"/> Provide <b>contact information and assistance in meeting local and state ordinances</b> *** regarding fire, zoning, building, and health regulations \$100 (fee must be pre-paid upon invoice)		
<input type="checkbox"/> <b>Attend Inspection</b> -Participate in on-site evaluation for compliance with Department rules and regulations. \$50 (fee must be pre-paid upon invoice) *one week notice necessary to coordinate schedule		
<input type="checkbox"/> <b>Perform Mock Inspection of center/school</b> :*** \$72-80/hour		
0-50 students, 1-12 employees \$200; 50-150 students 13-25 employees \$500 (fee must be pre-paid upon invoice)		
<input type="checkbox"/> <b>Cleaning or classroom setup</b> \$72-80/hour (payment must be submitted within 7 days of receipt of timesheet/invoice)		
<input type="checkbox"/> <b>Staff Orientation and/or Training</b> ***~ *2 days \$35/person (6 hours, 10 staff member minimum		

(registration fees must be paid 14 days in advance)\*\*\*

\_\_\_ Strategic Planning Quarterly Planning Meeting 4 hours \$100 (fee must be pre-paid upon invoice)

\_\_\_ **Grant writing** \$500 retainer and 2% of funding requested (paid in advance).

\_\_\_ Kitchen (Assistance with **Application for Child and Adult Care Food Program Enrollment**) or Playground Safety Issues Inspected and Recommendations \$100 per service (fee must be pre-paid upon invoice)

\_\_\_ Complete **sales tax exemption application** \$50 (fee must be paid upon invoice)

\_\_\_ **CACFP Application** \$500

\_\_\_ **Website Design** (4 pages) \$350\*\*\*

\_\_\_ **Brochure Development** \$150\*\*\*

\_\_\_ **Administrative Forms CD** \$89 \*\*\*see list of forms at [www.pennconsulting.org](http://www.pennconsulting.org)

\_\_\_ \*\*\* Full Service Consultation Package \$5,000 (includes a minimum of two site visits/walk-through)

\_\_\_ Per diem for onsite meetings is billed at \$.585/mile from Snellville, GA

Total due \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Licensing Application or Full-Service Consultation

Client agrees to provide the following: Licensing  
(within \_\_\_ days)

1. Schedule one hour progress meeting and visit to facility.
2. Register to attend a Licensure Orientation Meeting (LOM) conducted by Bright from the Start: Georgia Department of Early Care and Learning (the "Department"). (Certificate of completion must be submitted with the Part A application.)
3. Submit Livescan records check application materials on the facility director to Criminal Records Unit GBI.
4. Register to attend the 40-hour director's training course that has been approved by the Department (certificate of completion must be submitted with the Part B application.)
5. Submit copy of articles of incorporation, bylaws and certificate of incorporation

(within \_\_\_ days)

1. Submit floor plan and site plan drawings to consultant based on facility requirements received in first progress meeting.
2. Complete vehicle inspection
3. Obtain letter from zoning stating you are in the right location or zoned for child care learning center
4. Obtain state fire marshall's report showing the recommendation for a certificate of occupancy
5. Obtain building inspector's report or certificate of occupancy or letter stating you have met building codes for your particular city or county

(within \_\_\_ days)

1. Provide results of criminal records check and training certificates for director
2. Provide city water and sewer bill copy
3. Provide copy of caterer's food permit and current health inspection with graded score

The consultant will complete the licensing application as agreed including the following:

Operation plan

Parent Handbook

Staff Handbook

Daily Class Schedules

Lesson Plans

Weekly Menu

1. The client agrees to submit the above/requested information in a time sensitive manner.
2. The consultant agrees to meet with the client for one hour to monitor the licensing progress and gather necessary information to complete the application packet or review facility setup per agreement.
3. The client understands that legal counsel; financial accounting, auditing, monitoring, and other evaluation procedures are their responsibility to setup.
4. The client agrees that the program will strive to meet federal, state and local requirements, and will comply with all applicable laws.
5. The applicant understands that all fees are due and payable as outlined in the agreement in order to maintain service and prevent legal action.
6. The client understands and agrees that services may be terminated in writing, at any time if the client fails to provide necessary information to complete tasks or comply with federal, state and local laws or requirements.
7. The consultant agrees complete the agreed upon services or to refund fees for any service not performed in the event the agreement is terminated by the client, in writing.

\_\_\_\_\_  
Center Owner

\_\_\_\_\_  
Althea Penn, Educational Consultant

Date \_\_\_\_\_

Date \_\_\_\_\_

Mailing address: 4895 Medlock Trail Court Snellville, GA 30039