



Penn Consulting

Intentionally Cultivating Potential

Child Development ↔ Professional Development ↔ Organization Development

Consultation Services

Task: Starting an educational organization	\$1,500 consultation fee Licensing packet	\$5,000 consultation fee Full-service
1. Prepare needs assessment to determine age groups to serve and tuition rates, etc. (feasibility study/business plan)	Covered in DT course	X
2. Attending licensing orientation meeting complete director's training course, submit livescan records check, get affidavit notarized	Owner/director	Owner/director
3. Obtain letter from zoning office and copy of water/sewer bill	Owner/director	Owner/director
4. Develop business plan, articles of incorporation, bylaws, etc.)	Owner/director/attorney	Owner/director
5. Establish start-up budget, meet with sales person to determine products	Owner/director -Budget covered in DT course...	X
6. Salvage equipment left in building that can be reused (copiers, printers, desks, tables, chairs, etc)	Owner/director	X (assist)
7. Get septic tank approval letter from the health department verify grease trap not necessary (Apply for waiver-Due to # of meals served or catering)	Owner/director	Owner/director
8. Obtain building permits and certificate of occupancy	Owner/director	Owner/director
9. Meet with contractors, interior design, and playground repair once	Owner/director	X
10. Supervise building/renovations and obtain site/floor plan	Owner/director	Owner/director
11. Assemble licensing packet (draft handbooks, enrollment, and staff forms (job descriptions), menu, daily schedules, lesson plan, etc.)	X	X
12. Establish a bank account and p.o. box	Owner/director	Owner/director
13. Obtain insurance	Covered in DT course	Owner/director
14. Order supplies and equipment	Owner/director	X
15. Prepare promotional materials (website, brochures, business cards, etc.)	Owner/director	X
16. Complete pre-k lottery and food program applications	Covered in Director's course Owner/director	X (provide some guidance and assistance)
17. Prepare forms for (employment application, enrollment application, new hire packet) files	Covered in Director's course Owner/director	X
18. Advertise for students and staff	Owner/director	Owner/director
19. Contact food service providers and establish contract or establish menus and suppliers	Covered in Director's course Owner/director	X
20. Interview and select staff and families	Owner/director	X (1 day)
21. Conduct orientation for staff	Owner/director	X (1 day-10 staff)

22. Plan and host Open House	Owner/director	X
23. Meet with children and parents	Owner/director	Owner/director
24. Conduct orientation for parents	Owner/director	Owner/director
25. Mock licensing inspection-Prepare for opening day	Owner/director	X (provide support)
26. Get vehicle inspections completed (oil change, diagnostic, tune-up, paint)	Owner/director	Owner/director