

6 STEPS

TO BECOMING A CENTER CHILD CARE PROVIDER



1

WE'RE HERE TO HELP!! Contact Tammy, (Bozeman area) or Larisa (Helena area) at Child Care Connections (CCC) for licensing information, business resources, and grant possibilities. Check all applicable zoning, building codes, and HOA (if applicable) for your chosen space. This [Introduction to a Successful start padlet](#) will assist you with items necessary for your business.

2

Complete the [online application](#) by creating an account through [OKTA](#). Director and all staff must be fingerprinted at CCC. Arrange to have fire, sanitation and health inspections completed. Purchase fire and public liability insurance for your facility. Check with your city administration to apply for a small business license, if required. Complete an EIN tax number application and apply with Secretary of State for state business license.

3

Once the application is processed, the licensor will do a licensing inspection to award a New--PROVISIONAL license. This New-PROVISIONAL license, valid for 3 months, allows you to provide childcare, participate in Child and Adult Care Food Program (CACFP), and accept Best Beginnings Scholarship families. It allows you time to complete the training and any other requirements. At this time you can also contact CCC to sign up to receive referrals for care.

4

Review the [New Director Orientation Flow Sheet](#) for initial requirements. Set up accounts on [Montana Early Childhood Project](#) and [childcaretraining.org](#) sites. Start working on business documents such as budgets, handbooks, Emergency Plan, and staff items.

5

Complete the Program Management Training and Health and Safety Required Trainings on the [Director Orientation Flow Sheet](#). Have your staff complete the requirements on the [Teacher Orientation Flow Sheet](#). These trainings are available for free on [www.childcaretraining.org](#).

6

Once all requirements are met, you will receive your REGULAR license. CONGRATULATIONS! This license will need to be renewed two months before the expiration date. Now is the time to continue professional development and review your business practices. After six months you can sign up for the [Montana STARS to Quality Program](#). Consult the Provider Support Lead (Bozeman) or Provider Support Specialist (Helena) for assistance in fiscal management, marketing, staff recruitment as well as other business topics.

For additional assistance or questions contact:
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