

Basic Information

Business Owner: _____

Business Name: _____

Business Phone: _____

Business Email: _____



Business Address: _____

Business Address City/State/Zip: _____

License Number: _____ Total Capacity: _____ Ages Served: _____

Short Bio (2-3 sentences about yourself)

Self Photos: You will need a self-photo or head shot to go with your short bio.

Program Information (3-5 sentences highlighting your program)

Daily Schedule

Days of Operation

List the start time and end time of your business for each day of the week.

	Start Time:	End Time:
Monday:	<hr/>	<hr/>
Tuesday:	<hr/>	<hr/>
Wednesday:	<hr/>	<hr/>
Thursday:	<hr/>	<hr/>
Friday:	<hr/>	<hr/>
Saturday:	<hr/>	<hr/>
Sunday:	<hr/>	<hr/>

Rates

	0-2 Years - Infant	2-5 Years - Preschool	6 Years+ - School Age
Monthly Full Time:			
Monthly Part Time:			
Weekly Full Time:			
Weekly Part Time:			
Daily Full Time:			
Daily Part Time:			
Hourly Rate:			

Vacancies

	0-2 Years - Infant	2-5 Years - Preschool	6 Years+ - School Age
Full Time Openings:			
Part Time Openings:			

Enrollment Process

Environment (Describe your Child Care Setting)

Program Approach and Care

<input type="checkbox"/> Academic	<input type="checkbox"/> Community Based	<input type="checkbox"/> Catholic Religion
<input type="checkbox"/> Developmental	<input type="checkbox"/> Play Based	<input type="checkbox"/> Jewish Religion
<input type="checkbox"/> Montessori	<input type="checkbox"/> Project Based	<input type="checkbox"/> Christian Religion
<input type="checkbox"/> Reggio Emilia	<input type="checkbox"/> Art Based	<input type="checkbox"/> Dual Language
<input type="checkbox"/> Waldorf	<input type="checkbox"/> Nature Based	<input type="checkbox"/> Other
<input type="checkbox"/> Co-Op	<input type="checkbox"/> Inclusion/Special Needs	

Activities and Curriculum

Services Provided

☐ Potty training☐ Formula☐ Outdoor space☐ Diapers☐ Wipes☐ Pets☐ Transportation☐ Administer medication☐ Wheelchair accessible☐ Play structure☐ Accommodate allergies☐ Before school care☐ After school care☐ Respite☐ Evening care☐ Overnight care☐ Weekend care☐ Emergency care☐ 24-hour care☐ Other

Benefits of your Program

Meals and Food (List all meals served and special food considerations of your program)

Photos

Make sure to have atleast one photo of yourself and 3 to 5 pictures of your space or of children* interacting in your space. Refer to our **Photo Tip Sheet** for best practices when taking photos. Store digital photos and your content information somewhere easy for you to remember or get to such as a folder on your computer.

** You will need to have a photo release form signed by a parent for any photo of a child that is being used publicly. Refer to our sample **Photo Release Form**.*



Check List

- ☐ Complete content organizer
- ☐ Have someone else proofread content for spelling and grammar errors
- ☐ Contact local resource and referral agency and give them updated information including vacancies
- ☐ Self photo
- ☐ 3 to 5 photos of child card business
- ☐ Set up Facebook business page
- ☐ Set up Tootris Profile