

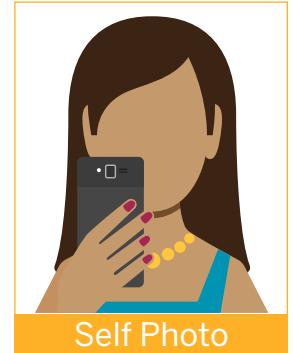
Basic Information

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: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

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

- Academic
- Developmental
- Montessori
- Reggio Emilia
- Waldorf
- Co-Op

- Community Based
- Play Based
- Project Based
- Art Based
- Nature Based
- Inclusion/Special Needs

- Catholic Religion
- Jewish Religion
- Christian Religion
- Dual Language
- Other

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 care business
- Set up Facebook business page
- Set up Tootris Profile