

How to Start A Child Care Center in North Carolina

1. Contact the NC Division of Child Development and request the Basic Information for Potential Providers booklet. You can call their toll-free number 1-800-859-0829 (in-state calls only) or 919-662-4527. The booklet, available free of charge, describes the state requirements for operating a child care center in North Carolina. Check with your county or city governments to find out if there are additional local standards.
2. A registration form to attend a Prelicensing Workshop is included with the Basic Information for Potential Providers booklet. (Note: this form is also available from CCN). Attendance at a Prelicensing Workshop is not required but is highly recommended for anyone interested in opening a child care center. Workshop attendees will be given priority in scheduling prelicensing visits with a licensing consultant.

The workshop leader will discuss topics such as:

- Issues to consider in selecting both a site and a building for a child care center
- The role of building, fire, and sanitation inspectors, as well as the child care consultants
- Caregiving requirements for young children

The cost of the one day workshop is \$20.00. You will receive a copy of the Child Care Handbook, which describes North Carolina licensing requirements and includes resource materials.

3. After you have read the Basic Information for Potential Providers booklet and have attended a Prelicensing Workshop, you will receive the name and phone number of your child care consultant. Your consultant may schedule several prelicensing visits with you to talk about the specific licensing requirements for your center and to assist you in completing the application forms.
4. Child Care Networks' Provider Services staff can also assist you by making site visits, discussing the rated license system, helping you do a site plan, telling you about community resources, and so forth. Contact Marilyn Grubbs.
5. You will need to have inspections by county building, fire, and environmental health inspectors. For building and fire inspectors, call 542-8230 (in Siler City, also call the town building inspector at 742-2323). For environmental health inspectors, call 542-8208 in Pittsboro or 742-4911 in Siler City.
6. The application process also includes completing the required Criminal Record Background Check. The owner of the child care center and all employees must complete the Criminal Record Background Check.
7. For additional information from the Division of Child Development, visit their web site: www.dhhs.state.nc.us/dcd