STEPS TO CREATING SUCCESSFUL POD MODEL CHILDCARE PARTNERSHIPS

1. **Seek out partners:** Consider churches, non-profits, local businesses, foundations, local government, childcare providers, Head Start and Early Head Start, and Community Action

2. **Find a space:**
   - Residential or non-residential.
   - Consider water sources (plumbing, sinks and bathrooms)
   - Consider fire codes (exits and sprinklers)
   - Outdoor play space within 1500 feet (preferably fenced). An additional indoor large motor space is optimal.
   - 750-1000 sq feet per childcare room is ideal
   - Access to at least 1 bathroom and a kitchen/kitchenette within each childcare room
   - Windows are ideal and may be required depending on exits
   - Each provider needs a SEPARATE space

3. **Contact the licensor and fire marshal:** Have them look at potential space to ensure it can be licensed and to indicate any needed renovations

4. **Determine food service options:** Will the food be catered or prepared on site?

5. **Determine costs and funding sources:** Where will the money come from to support the project? Consider start-up and ongoing costs.

6. **Determine a timeline:** Who is doing what when?

7. **Create contracts for the providers:** Include the following considerations
   - Hours and days of operation
   - Rent and other payments
   - Number of slots for business or HS/EHS partners
   - Liability and insurance
   - Quality indicators
   - Breach of contract
   - Renewal and termination
   - Licensing and other requirements
   - Start and end date
   - Other

8. **Recruit providers.**

9. **Sign contracts and begin childcare!**