

## STEPS FOR OPENING AN ECEC PROGRAM

### Pacific Union Conference Division of Responsibilities

<b>Initial Requirements of the Local School and/or Church Site</b>
Give evidence of commitment to Seventh-day Adventist beliefs and Christ-centered educational philosophy.
Demonstrate sufficient financial resources for start-up and sustainability of operations. See <a href="#">feasibility study forms</a> .
Contact local conference Office of Education ECEC Liaison. Inform the ECEC Liaison of the intentions and interests of the local school and/or church. Document and date the conversation.
The school and/or church board must take a voted action that they would like to pursue opening an early childhood program, including the hiring of an ECEC Consultant or other individual for the purposes of completing the requirements for operational licensure.
The local conference Office of Education ECEC Liaison must take the local school and/or church board's vote to the conference executive committee for approval.
The conference office executive committee must take a voted action giving approval for the local school and/or church board to move forward in the application for operational licensure process.
The conference office executive committee must take a voted action giving approval for the local school and/or church board to move forward with hiring an ECEC Consultant or other individual for the purposes of completing the requirements for operational licensure. A copy is then sent to the local school and/or church site and kept on file.
Consult with the local conference and union offices of education to ensure compliance with denominational policies and state licensing regulations for opening and operating an early childhood education and care program.
<b>ECEC Consultant or Administrator/Director Responsibilities</b>
<ul style="list-style-type: none"><li>• Business License</li></ul>
<ul style="list-style-type: none"><li>• Special Use Permit</li></ul>
<ul style="list-style-type: none"><li>• Liability Insurance Certificate</li></ul>
<ul style="list-style-type: none"><li>• Vehicle Insurance (if applicable)</li></ul>
<ul style="list-style-type: none"><li>• State licensing forms and supportive documents</li></ul>

Of the supportive documents required, the following templates are available from the Pacific Union Conference.

- ECEC Center By-laws and Constitution
- Parent Handbook

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<p><b>Executive Committee Appointed Conference Office of Education Liaison Responsibilities</b> Oversight of facility’s strategic planning, state licensure forms, and content of supportive documents.</p>
<p><b>Oversee and sign:</b></p>
<ul style="list-style-type: none"> <li>• Relevant executive board resolution(s) permitting initial application for licensure, hiring of an ECEC consultant or other individual for the purposes of completing the requirements for operational licensure.</li> </ul>
<ul style="list-style-type: none"> <li>• Business License*</li> </ul>
<ul style="list-style-type: none"> <li>• Special Use Permit*</li> </ul>
<ul style="list-style-type: none"> <li>• Liability Insurance Certificate*</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicle Insurance (if applicable)*</li> </ul>
<ul style="list-style-type: none"> <li>• Application for Operation (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• Verification of Administrator/Director Qualifications (Registry or Permit or PAR Certification)</li> </ul>
<ul style="list-style-type: none"> <li>• Designation of Facility Responsibility (state licensing form)</li> </ul>
<p><b>The following forms can be filled out one time and then supplied with each new application, as long as all signatures are original:</b></p>
<ul style="list-style-type: none"> <li>• Relevant executive committee board resolution(s) naming a member of the Office of Education staff as the corporate authorized representative as the ECEC Liaison</li> </ul>
<ul style="list-style-type: none"> <li>• Administrative Organization / Statement of Legal Authority (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• Articles of Incorporation or Articles of Organization</li> </ul>
<ul style="list-style-type: none"> <li>• Association By-laws and Certificate of Domestic Corporation</li> </ul>
<ul style="list-style-type: none"> <li>• Control of Property verification</li> </ul>
<p><b>The following forms are of a personal nature that can be filled out one time and then supplied with each new application, as long as all signatures are original, with the exception of Health Screening:</b></p>
<ul style="list-style-type: none"> <li>• Applicant Information (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• Criminal Record Statement (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• Health Screening Report-Facility Personnel (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• Department of Justice Criminal Clearance or Transfer Request (state licensing form)</li> </ul>
<ul style="list-style-type: none"> <li>• State Orientation Classes</li> </ul>

\* Items are the responsibility of the ECEC Consultant and/or anticipated facility administrator/director. The conference Liaison should provide oversight and signatures as required.