

Child Care in Your Community

Strategies to Build Capacity and Support

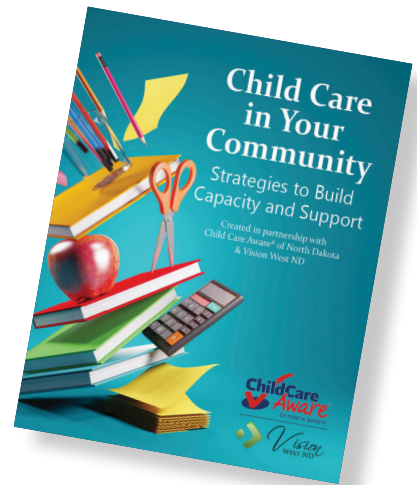
Created in partnership with
Child Care Aware® of North Dakota
& Vision West ND™



Starting a Child Care in Your Community

Child Care Aware® of North Dakota and Vision West ND™ developed this guide to help you make informed decisions when starting child care in your community.

Child Care in Your Community	3
Strategies to Build Capacity and Support Child Care	4
Child Care Models	5
Successes and Challenges	5
Statewide Funding Options	6
Free Business Coaching	6
Funding and Budgets	7-9
Economic Development Contacts	10-13
Volunteer and Board Members	14
Attraction and Retention Strategies	15



Child Care Licensing in North Dakota

North Dakota state laws, and local ordinances in some locations, regulate child care licensing. To find out more about becoming a licensed child care in the state of North Dakota, you can visit their website at [Child Care Licensing | Health and Human Services North Dakota](#).

You can contact a licensing specialist in your community at [Contact a Licensing Specialist | Health and Human Services North Dakota](#)

Learn about becoming a licensed child care provider at [Become a Child Care Provider | Health and Human Services North Dakota](#)

Determine the type of licensed child care program you are able to operate at [Child Care Regulations | Health and Human Services North Dakota](#)

Child Care in Your Community

Child care is a vital component of community infrastructure, but it can be a challenge to successfully operate a child care facility in North Dakota.

Child care is a workforce issue across the state. The lack of child care has become a barrier to people that would like to enter the workforce. Currently, North Dakota has more job openings than there are people to fill them.

The North Dakota Department of Commerce State Data Center has prepared population projections for the state between now and 2050. Between 2010 and 2020, the state gained more than 106,000 residents and reached a population count of 779,094. North Dakota is projected to reach a population of 831,543 by 2030, a 6% increase from the US 2020 Census; 890,424 by 2040, a 14% increase; and 957,124 by 2050, a 23% increase. The population of children under the age of five will continue to grow throughout 2050. The percentage of ND children ages 0-5 who have all available parents in the labor force continues to rise.

Currently, 74% of children, or three of every four children under the age of 5, have all parents in the work force. While child care is one of the largest monthly costs for families, the wages of child care workers are often less than \$15 an hour and they most often receive no benefits. Child care programs are fortunate to break even after expenses.

Child Care continues to be in the top three priority areas in the Vision West ND™ region. It is a topic often addressed at the Vision West ND™ consortium meetings. The intent of this publication is for use by community leaders and both existing and potential child care providers in the energy-producing counties of western North Dakota. However, communities throughout the state are encouraged to use and benefit from this resource.

If your community is exploring child care, we encourage you to contact Vision West ND™ or Child Care Aware® of ND to ask questions and receive guidance on addressing child care in your community.

Vision West ND™
visionwest@dlnconsulting.com
(701) 483-8486

Child Care Aware® of ND
startchildcare@ndchildcare.org
(800) 997-8515

A

- Assets
- Awareness
- Assessment of community needs

B

- Benefactor
- Buildings
- Bank of North Dakota

C

- Cooperative child care
- Capital
- City regulations and ordinances

D

- Donations of toys & materials




E

- Employee benefits
- Expansion funds
- Economic Development Funds

F

- Food service
- Fund raisers
- Flex Pace loans
- Food Program: CACFP
- First aid and CPR training



G

- Grants
- Grant writers

H

- Human Resources
- High School trade courses

I

- Interest buy down
- Incentives to keep staff coming to work

J

- Job Development Association dollars for jobs created

K

- Knowledge & support from Child Care® Aware of ND

L

- Land
- Lease to operator
- Laundry services
- Licensed & legal

M

- Mill levy



N

- ND Association of Rural Electric Cooperatives
- ND Small Business Development Centers

O

- Occupancy free
- Overages covered
- Ordinance adjustments

P

- Property tax reduction/forgiveness
- PACE funding

Q

- Qualified work force
- Quality rating and improvement




R

- Remodeling
- Relicensing incentives
- Right size for community




S

- Subsidizing slots
- Seed funding
- Sales tax
- School support and space



T

- Time to adequately plan and prepare



U

- Utilities provided
- USDA Rural Development

W

- Workforce scholarships
- Workplace sites




V

- Volunteers



X marks the spot on:

- Contracts
- Policies
- Lease agreements
- Licensing documents



Y



Z

- Zero dollar lease
- Zoning
- Zest for community advancement and vitality

Strategies to Build Capacity and Support for Child Care

Child Care Aware® can provide technical assistance in a variety of formats that best meets the needs of your community. Coaches are available to attend community meetings and support the community in facility planning, program management, staff recruitment, and training. Consultants assist interested individuals, discern the operation of a child care business, and offer support to newly licensed programs through a menu of topics that will help build a successful program.

www.ndchildcare.org
 (800) 997-8515 (press 3)

Child Care Models

Child care programs fall into three main categories: family, group, and center. Business models for ownership and management can vary based on the resources available within a community. Here are some models to consider for your community:

Private/Public Ownership

The child care is fully owned and operated by an individual, partners, or an employer.

Cooperative

Non-profit employer-assisted parent cooperative that is owned and run jointly by its members who share in the benefits of child care.

Public School Partnership

The school district owns the property, but the actual child care program is run by a private owner with potential access to school resources (food service, busing, gym space, specialists, etc.).

Non-Profit Run by a Board of Directors

The child care has a 501c3 non-profit status and is governed by a board of directors.

Hospital/Care Facility Partnership

A health facility owned property that is run by a private owner with potential access to hospital or long-term care resources (food service, janitorial service and products, etc.).

City Owned

A political subdivision purchases/owns the building and property and gets a person to run it. The operator may run it as a private business or may be on the payroll of the city or county.

Successes and Challenges

Many child care programs across North Dakota face similar challenges.

Keys to Success

- Good training for staff
- Developmentally appropriate curriculum
- Board members who get involved and help when needed
- Community support and engagement
- Staff and director(s) are personable and professional
- Good communication with parents
- Ability to address the varied needs of children

Challenges We Face

- Hiring and retaining staff
- The need to raise staff salaries, but don't have the cash flow to do so
- Scheduling staff to meet ratio requirements
- Child care programs need to work with children AND adults
- The dilemma between hiring more staff or paying overtime
- Staying up-to-date on changes in state rules
- The need to expand, but not having the space or money to do so

What We Wish We'd Known

- Partnerships, both private and public, are very important
- Understanding the state rules is important
- Required staff training and director credentials
- Special needs you must accommodate
- A child care business is very labor intensive
- Communicating expectations needs to be part of staff training
- Written policies and a transition plan are needed to accommodate staff/director changes
- Staff needs training on how to care for children and interact with parents
- A child care business may not be as profitable as anticipated

Statewide Funding Options

Community Development Block Grant (CDBG)
[Community Development Block Grant \(CDBG\) \(nd.gov\)](#)

ND Child Care Loan Fund
[Child Care Loan Program \(nd.gov\)](#)

EDA Revolving Loan Fund
[Regional Rural Development Revolving Loan Fund](#)

Bank of ND – Flex PACE program
[Flex PACE Program - Bank of North Dakota \(nd.gov\)](#)

Small Business Association (SBA) Loan Program
[Small Business Administration \(sba.gov\)](#)
[Community Facilities Direct Loan & Grant Program | Rural Development \(usda.gov\)](#)

USDA Intermediary Relending Program
[Intermediary Relending Program | Rural Development \(usda.gov\)](#)

USDA Rural Development
[Rural Development \(usda.gov\)](#)

Free Business Coaching

North Dakota Small Business Development Centers (SBDC)
SBDC provides counseling and training to small businesses.
www.ndsbdc.org

North Dakota Women's Business Center

Unlock the potential of your child care business with free and confidential business coaching from the North Dakota Women's Business Center (NDWBC). Our tailored virtual sessions provide entrepreneurs with actionable steps to propel their ventures forward. We partner with Child Care Aware® of North Dakota to help provide you with a comprehensive experience. Let's chart your path to success together. [Click this link](#) or scan the QR code below to schedule your virtual appointment with us today! If you have any additional questions, please reach out to us at intensives@ctbnd.com.



Determine Funding Sources

There are many sources of funding for child care businesses. There are sources for loans and grants through commercial banks, government agencies, private sources, corporations, and grant programs.

Grants

- Child Care Program grants are available from the North Dakota Child Care Initiative. Grants will be offered, while funding is available, for HHD licensed programs meeting eligibility requirements, <https://www.hhs.nd.gov/cfs/early-childhood-services/child-care-program-grants>
- There may be local resources available within your own community.
*Many grants require matching funds.

Child and Adult Care Food Program (CACFP)

Reimbursements of meals and snacks for eligible children.

Other Options

Multiple funding streams may be needed. Some options to consider beyond bank and grant funding include:

Major Donor: An individual or business provides a major financial gift for the start-up and/or maintenance of a child care program.

Tax Exemptions: A city or county provides property tax exemptions for the child care property.

Fundraising Campaign: Solicit funds for start-up or on-going operations through one-time or annual fundraisers.

Create a Budget

Begin by outlining a vision for the center. The following questions will help you determine the center's services and frame the basis for the start-up and operating budgets.

- What is the demand for child care services in the area?
- What are the current market rates for child care services?
- What are the desired financial outcomes?
- Are adequate levels of qualified center management and staff available for hire?
- What is the average salary of child care staff in the area?
- How many children will the center serve? What are their ages?

Budget conservatively the first year

Use a realistic enrollment utilization rate when writing the first year's operational budget. A program rarely enrolls to 100% of licensed capacity within the first year. Budget conservatively for year one by estimating enrollment at 75% to 85% of capacity.

For this example, imagine a facility has a maximum capacity of 50 children and budgets for \$5,000 per child.

Annual income projections of a facility using 100% utilization
50 children (100% enrollment) x \$5,000 = \$250,000

Annual income projections of a facility using 84% utilization
42 children (84% enrollment) x \$5,000 = \$210,000

Preparing Your Budgets

New projects require the preparation of a **Start-Up Budget** that projects start-up income/expenses and an **Operational Budget** that projects daily income/expenses. The goal of both budgets is to balance expenses by projected income or other revenue sources.

Start-Up Budget

Estimate initial start-up project costs to get a sense of how much money will be needed and whether it's feasible to proceed. Building, labor, and material costs change constantly, so adjust your budget accordingly when

- A site is selected
- A purchase or rental cost is known
- Architectural and construction (plumbing, carpentry, electrical) bids are submitted
- Furniture and equipment needs are identified

Annual Operating Budget

List all anticipated expenses that will occur once your child care program is operating at desired

capacity. A financially healthy for-profit or nonprofit child care facility can expect a 5-7% profit or surplus after expenses. It is best to estimate expenses higher and project income lower as you create a budget.

Personnel	75-80%
Occupancy	8-15%
Meals/snacks	4-8%
Supplies	2-5%
Equipment	2-5%
Insurance	2-3%
Other services	2-4%
Profit/surplus	5-7%

Start-Up Budget Worksheet | Facilities

Income Items	Description	Income
Bank Loan		
Grants, Gifts, and Contributions		
Fundraising Events		
Other		
TOTAL INCOME		\$

Expense Items	Description	Expense
Personnel Expenses		
Program Director	Staff who plan and implement start-up period which could be as long as 6-12 months	
Staff	Staff employed up to 2 months before children are enrolled	
Staff Training	An intensive multi-day all-staff orientation should be conducted before opening. (# staff * training cost * hour wage)	
Professional Services	Architect, attorney, contractors, etc.	
Staff Recruitment	Signs, classified ads, etc.	
Landscaping	Consider doing natural playscapes, possible fencing, outside water sources, and maintenance to the yard	
Building	Deposits, hook-up cost, zoning fees, rent, and signage	
Renovations	Water sources, plumbing, ADA updates, sprinkler or fire alarm system, fire doors, exits, egress windows, heating & cooling	
Furniture/Equipment	Calculate: \$1500*child + \$200/classroom for consumables	
Infant/Toddler		
Preschool		
School-age		
Outdoor Play Space	Fencing, landscaping, and storage	
Office/Recordkeeping	Computer, software, accounting & payroll system, printer, copier, telephone, intercom, security system, keypad entry, business registration, 501c3 status, marketing, Business Liability, and Personal Property Insurance	
Kitchen	Commercial kitchen equipment might be required, contact your local health inspector for more information in your area	
Office Supplies	(Consumables: goods that have to be purchased regularly because they wear out or are used up. Ex. paper, tape, etc.)	
Cleaning Supplies/Paper Products	Consumables: goods that have to be purchased regularly because they wear out or are used up. Ex. paper towels, toilet paper, cleaning products, etc.)	
Other		
Kitchen/Food	Plan for bulk storage and supplies (Approx. \$5.00/day/child)	
Advertising/Marketing	Money spent on making the program visible such as signage and attractive landscaping will be worth the investment	
Licensing Fees/Inspections	Approximately \$250/year	
Transportation	Will you be providing transportation? (To and from school/field trips etc.) Consider purchasing a safe transportation vehicle to accommodate a large group along with proper insurance and safety restraints, also budget for license requirement expenses	
TOTAL EXPENSES		\$

Annual Operational Budget Worksheet | Center

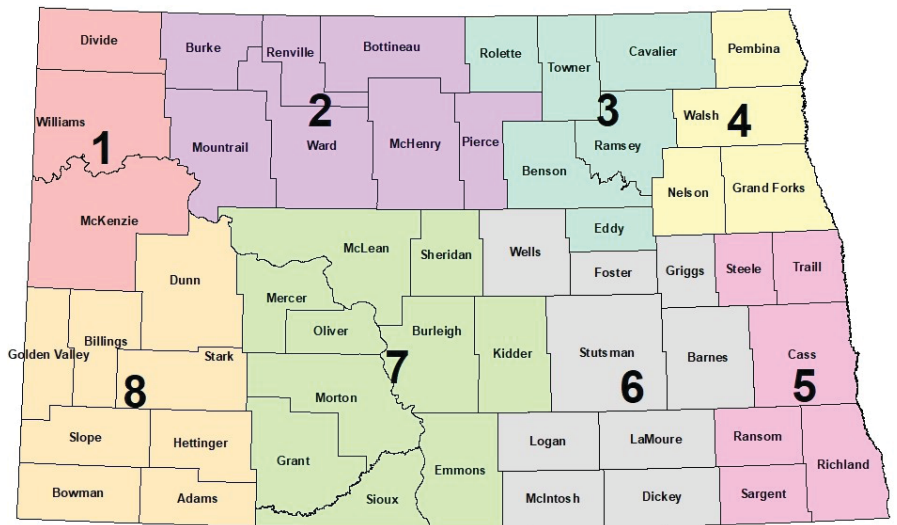
Income Items	Description	Income
Tuition	Consider a reduced utilization rate (75-85%)	
Infant		
Toddler		
Preschool		
School-age		
USDA Food Program		
Fundraising		
Grants		
Other		
TOTAL INCOME		\$

Expense Items	Description	Expense
Salaries	Annual wages, 12% mandates withholdings, benefit expenses	
Infant Staff		
Toddler Staff		
Preschool Staff		
School-age Staff		
Admin/Support Staff/Subs		
Professional Services	Attorney fees, accounting services, debt collection, etc.	
Staff Training	Include training fees, staff wages, ileage, and substitutes	
Occupancy	All costs arising from use of a building and land such as: rent, mortgage, real estate taxes, snow removal, lawn services, mechanical maintenance, garbage, etc.	
Utilities		
Phone/Internet Access		
Insurance	Secure commercial (business) liability insurance. In addition, nonprofits require errors and omissions or directors and officer's liability insurance.	
Supplies		
Classroom		
Cleaning/Paper/Kitchen		
Office		
Equipment	Classroom, Playground, Administrative	
Repair/Maintenance	Building repair, parking lot upkeep	
Food		
Loans		
Licensing Fees/Inspections		
Transportation	Licenses, vehicle insurance, repairs, mileage, and gas	
TOTAL EXPENSES		\$

Economic Development Contacts

Contact city, county, and regional economic development groups to inquire about financial assistance.

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8



Region 1

Divide County Job Development Authority
 PO Box 297
 Crosby, ND 58730
 (701) 956-6006
www.dividecountynd.org

McKenzie County Economic Development
 201 5th St NW
 Watford City, ND 58854
 (701) 444-7419
econdev.mckenziecounty.net

Tioga Community Economic Development
 PO Box 218
 Tioga, ND 58852
 (701) 664-2807
www.tiogand.net

Tri County Regional Development Council
 PO Box 697
 Williston, ND 58802
 (701) 577-1358
www.tricountryrdc.com

Williston Economic Development
 113 4th St E
 Williston, ND 58801
 (701) 577-8110
www.willistondevelopment.com

Region 2

Bottineau Economic Development Corporation
 519 Main Street
 Bottineau, ND 58318
 (701) 228-3922
www.botineauedc.com

Kenmare Community Development Corporation
 PO Box 35
 Kenmare, ND 58746
 (701) 385-4232
www.kenmarend.com

Minot Area Development Corporation
 1020 20th Ave SW
 Minot, ND 58701
 (701) 852-1075
www.minotusa.com

Renville County Job Development Authority
 PO Box 68
 Mohall, ND 58761
 (701) 756-6288
www.renvillecountynd.org

Rugby Job Development Authority
 126 2nd Ave SW Ste 1
 Rugby, ND 58368-0136
 (701) 776-7655
www.rugbyjda.com

Souris Basin Planning Council
 1905 2nd Street SE
 Minot, ND 58701
 (701) 839-6641
www.sourisbasin.org

Region 3

Cavalier County Economic Development
901 3rd St., Ste. 5
Langdon, ND 58249-2457
(701) 256-3475
www.ccjda.org

FORWARD Devils Lake Economic Development
423 6th St NE
Devils Lake, ND 58301-0879
(701) 662-4933
www.forwarddevilslakend.com

North Central Planning Council
417 5th St NE
Devils Lake, ND 58301-2539
(701) 662-8131
www.northcentralplanningcouncil.com

Rolla Job Development Authority
PO Box 1200
14 1st St SE
Rolla, ND 58367-1200
(701) 477-9130
www.ndrolla.com/job-development-authority.html

Region 4

Grand Forks Region Economic Development Corp.
120 N 4th St
Grand Forks, ND 58203
(701) 746-2720
<http://www.grandforks.org>

City of McVile
PO Box 275
McVile, ND 58254-0275
(701) 322-4343
www.mcville.com

Red River Regional Council
516 Cooper Ave Ste 101
Grafton, ND 58237-1533
(701) 352-3550
www.redriverrc.com

Walsh County Job Development Authority
600 Cooper Ave
Grafton, ND 58237-1509
(701) 352-3550
www.walshcountynd.com

Region 5

Forman Community Development Corporation
PO Box 282
Forman, ND 58032
(701) 724-6222
www.formannnd.com/community-development-corporation

Greater Fargo-Moorhead Economic Development
51 Broadway N Ste. 500
Fargo, ND 58102
(701) 364-1900
www.gfmedc.com

Lake Agassiz Regional Council
417 Main Ave Suite 201
Fargo, ND 58103
(701) 235-1197
www.lakeagassiz.com

Lisbon Economic Development
PO Box 1079
Lisbon, ND 58054
(701) 683-4140
<https://cityoflisbon.net/government/economic-development/>

City of Milnor
PO Box 70
Milnor, ND 58060-0070
(701) 427-5272
www.milnornd.com

Steele County Economic Development
PO Box 451
Finley, ND 58230-0255
(701) 524-2645
www.steelecountynd.gov

Traill County Economic Development
PO Box 856
Hillsboro, ND 58045-0856
(701) 636-4746
www.tcedc.com

Southern Valley Economic Development
1505 11st St N
Wahpeton, ND 58075
(701) 640-8243
www.sveda.biz

City of West Fargo Economic Development
800 4th Ave E
West Fargo, ND 58078-2060
(701) 515-5000
www.westfargond.gov

Region 6

Carrington Chamber & Economic Development Corp.
871 Main St
Carrington, ND 58421-0439
(701) 652-2524
www.carringtonnd.com

Cooperstown-Griggs County Economic Development
PO Box 553
Cooperstown, ND 58425
(701) 797-3613
www.cooperstownnd.com

Edgeley Job Development Authority
PO Box 205
Edgeley, ND 58433
(701) 493-2208
www.edgeley.com

City of Ellendale
PO Box 267
Ellendale, ND 58436-0267
(701) 349-3252
www.ellendalend.com

Jamestown/Stutsman County Jobs Development
PO Box 293
Jamestown, ND 58402-0293
(701) 252-6861
www.growingjamestown.com

LaMoure Community Development Corporation
(701) 320-2291
www.lamourend.com/economic-development

New Rockford Area Community Betterment Corp.
PO Box 775
New Rockford, ND 58356-0775
(701) 947-2205
www.cityofnewrockford.com

Oakes Enhancement Inc.
PO Box 365
Oakes, ND 58474-0365
(701) 799-1115
www.oakesnd.com

South Central Dakota Regional Council
429 2nd St SW, Ste. 208
PO Box 903
Jamestown, ND 58401-4260
(701) 952-8050
www.scdrc.org

Valley City/Barnes County Development Corporation
250 W Main St
Valley City, ND 58072-0724
(701) 490-9010
<https://www.developvcbc.com/>

Region 7

City of Ashley
PO Box 97
Ashley, ND 58413-0097
(701) 288-3096
www.ashley-nd.com

Beulah Job Development Authority
PO Box 468
Beulah ND 58523
(701) 748-2233
www.beulahnd.org/economic

Bismarck/Mandan Development Association
1640 Burnt Boat Dr
Bismarck, ND 58503
(701) 223-5660
www.bismarckmandan.com

Elgin Community Betterment Inc.
PO Box 93
Elgin, ND 58533
(701) 584-2525
www.elginnorthdakota.com

Garrison Area Improvement Association
42 N Main
Garrison, ND 58540
(701) 463-2631
www.garrisonnd.com

Hazen Community Development
PO Box 717
Hazen, ND 58545
(701) 748-2550
www.hazennd.org

Hazelton Development Corporation
PO Box 274
Hazelton, ND 58554
(701) 258-4540
www.hazeltonnorthdakota.com

Job Development Authority - McIntosh County
PO Box 39
Ashley, ND 58413
(701) 288-5154
www.mcintoshnd.com/job_development_authority_80.html

Lewis & Clark Regional Development Council
200 1st Ave NW
Mandan, ND 58554
(701) 667-7600
www.lcdgroup.org

Linton Industrial Development Corporation
PO Box 433
Linton, ND 58552
(701) 254-4267
www.lintonnd.org

City of Mandan
205 2nd Ave NW
Mandan, ND 58554
(701) 667-3485
www.cityofmandan.com/businessdevelopment

Standing Rock Sioux Tribe
PO Box D
Fort Yates, ND 58538
(701) 854-2025
www.standingrock.org

Steele Area Economic Development Corporation
PO Box 337
Steele, ND 58482-0337
(701) 475-2805
www.steelend.com

City of Turtle Lake
PO Box 338
Turtle Lake, ND 58575
(701) 448-2596
www.turtlelakend.org

Underwood Area Economic Development Corporation
PO Box 168
Underwood, ND 58576
(701) 442-5481
www.underwoodnd.org

Washburn Economic Development Corporation
PO Box 467
Washburn, ND 58577
(701) 737-9106
www.washburnnd.com

Wishek Job Development Authority
PO Box 466
Wishek, ND 58495-0466
(701) 452-2371
www.wishek-nd.com

Region 8

Adams County Development Corporation
PO Box 1323
Hettinger, ND 58639
(701) 567-2531
www.hettingernd.com

Bowman County Development Corporation
PO Box 1143
Bowman, ND 58623
(701) 523-5880
www.bowmandnd.com/economic-development/

City of Beach
153 E Main
PO Box 278
Beach, ND 58621
(701) 872-4103
www.beachnd.com

Dunn County Job Development Authority
105 Owens St
Manning, ND 58642
(701) 573-6092
www.dunncountyjda.com

Hettinger County Job Development Authority
PO Box 157
Mott, ND 58646
(701) 842-4205
www.hettingercountynd.com

Roosevelt Custer Development
13 E Divide
PO Box 1199
Bowman, ND 58623
(701) 483-1241
www.rooseveltcuster.com

Stark Development Corporation
101 1st Ave W #103
Dickinson, ND 58601
(701) 225-5997
www.starkdev.com

Volunteers and Board Members

People who volunteer their time and energy to a child care facility can make a difference in children's lives. Facilities that rely on volunteers to assist with tasks such as playtime, administrative or clerical work, and maintenance tasks must take proactive measures to ensure the safety and well-being of the children under volunteer care.

Check with your licensing specialist to review the rules and regulations if you plan to use volunteers in a licensed child care program.

Volunteer Liability

You can limit the liability of your organization and its volunteers if you follow these guidelines:

- Treat volunteers like you would treat paid staff by developing volunteer position descriptions, using and carefully screening volunteer applications, training, and closely supervising any volunteers.
- Promptly investigate and respond to any complaints or concerns regarding a volunteer's actions.
- Secure insurance protection for your volunteers, as well as make sure some has been secured for any staff paid to conduct the program.

Guidelines for Board Members

A Board of Directors consists of people who are unpaid volunteers for an organization. Because of the ambiguous protection provided by state and federal regulations for unpaid workers, it is best to take precautions when volunteering:

- **Avoid conflicts of interest.** Board members must disclose any potential conflicts of interest upfront to prevent problems for the organization or themselves. This disclosure should occur annually.
- **Be educated.** Board members should have a thorough understanding of the organization's operations, including all relevant local, state, and federal regulations.
- **Review internal controls.** Board members, either individually or as a team, should regularly examine internal controls. This ensures that staff are managing the facility consistently and minimizes opportunities for mishandling funds or breaking regulations.
- **Know the bylaws.** Be familiar with the organization's bylaws.
- **Understand your responsibilities.** Newly elected board members should request an orientation. All board members should seek out educational sessions on governing topics and practices. Remember, board members are fiscally and legally responsible for the organization.
- **Obtain insurance protection.** The organization should have an errors and omissions policy or directors' and officers' policy to protect board members. General commercial liability and auto insurance (if transporting children) are also essential.
- **Prepare for meetings.** Board members should review the agenda and any supporting documents before meetings. Ensure that all votes are recorded accurately in the meeting minutes.
- **Be ready to assist.** Board members should always be willing to help the facility or organization when needed.

Vision West ND™, through its administrative team DLN Consulting, offers training on board governance and related topics.

Attraction and Retention Strategies

The more people can incorporate things they enjoy into their work, the more likely they are to enjoy what they are doing.

Allowing employees to bring their passions to work, whether it be making art, playing music, or exercising, helps to retain and attract employees to any business. Providing employees with pleasant work spaces and flexible scheduling is proven to enhance the effectiveness of an employee. A simple thank you or note of appreciation has a big impact on employee happiness. Feeling heard is another part in any health workplace. Unhappy employees who see employers making efforts to maintain a healthy and happy work environment are more inclined to become a part of the solution instead of resigning their position.

Attraction Strategies

- Connect with local colleges/vocational schools/ high schools
- Look for interns that could become employees
- Add a “hiring” or “careers” page to your website
- Attend career fairs
- Look to nonprofits looking for positions for their clientele
- Post a hiring sign
- Host an open house
- Use social media
- Offer incentives if a parent makes a recommendation for employee or enrollment
- Allow candidates to spend real time with the people they would be working with
- Show the absolute perks of the job, but also its downfalls, so they aren't in for any surprises
- Have a simple application process
- Ask employees for referrals
- Have a good job description
- Show the potential employee how much you already value your other employees
- Make them feel like a part of the family
- Show off some of those fun activities you have been doing at work
- Sign on bonus

Retention Strategies

- Discounted child care for employees
- Local area discounts- network with local business owners to work out deals for employees
- Paid break and prep time
- Encourage the children and other employees to make thank-you notes for employees that are doing a good job
- Encourage input- things can always be improved, let their ideas be heard
- Send employees to state, regional, or national conferences
- Celebrate anniversaries, birthdays, and other milestones
- Flexible scheduling
- Paid holidays
- Conduct “stay” interviews- a time specifically meant to address any issues they are having, so that they can be corrected
- Have a “float” available to cover staff breaks
- Have a break area for staff
- Random small gifts
- Keep the team “in the know”- rumors don't start if everyone knows what's going on
- Send out a short anonymous survey- for the people who may be too shy to give their opinions out loud
- Build a wall of fame
- Give employees an allowance to choose materials and equipment for their classroom
- Incentive bonus for the employee who consistently comes to work or goes above and beyond



Project Partners



Child Care Aware® of North Dakota assists families in their search for and understanding of quality child care, builds the knowledge and skills of early childhood practitioners through professional learning services and coaching, supporting communities in developing innovative strategies to expand the capacity of care to meet families' needs and is the “go to” place for individuals who want to start a child care business.



Vision West ND™ is a consortium of representatives from the 19 energy-producing counties in western North Dakota. The project's mission is to lead, educate, and collaborate to mobilize western North Dakota toward a resilient and prosperous quality of life for all residents. Child care is one of the top priorities identified as essential for sustainability and a good quality of life.

Disclaimer

The publishers of this resource take great care to thoroughly research and maintain the information on this website to ensure that it is accurate and current. However, the information and/or links provided on this site are deemed to be from accurate and reliable sources. All Content on this site is information of a general nature and does not address the circumstances of any individual or entity. Nothing in the Site constitutes professional and/or financial advice, nor does any information on the Site constitute a comprehensive or complete statement of the matters discussed or the law relating thereto. Readers of this site are advised to seek out qualified professionals that provide advice on these issues for specific circumstances relevant to their own situation.

In addition, the publishers cannot guarantee that the information on this website is not outdated or otherwise rendered incorrect by subsequent new research, legislation, or other changes in law or binding guidance. The publisher of this site shall not have any liability or responsibility to any individual or entity with respect to losses or damages caused or alleged to be caused, directly or indirectly, by the information contained on this website.

Do not take any action on any information on this site until you have done your own research and consulted with a professional.