

Midwest Child Development Consulting Services

Service	Time	Cost	What it includes/Areas Covered	Comments
Initial Consultation	30-minutes	Free	Tour of Program, Consultant's Initial Assessment and Recommendations	This meeting is an opportunity for the program administrator and the consultant to get to know each other and determine next steps.
New Program Checklist and Plan of Action	60-minutes	\$100.00	Licensing, Health & Safety, Staff Recruitment & Development, Child Care Assistance, Marketing and Program Resources	This meeting can be used to develop a time-line for opening a new program and can provide an idea of areas that additional consulting is needed.
New Program Consulting	60-minutes	\$100.00 per visit	Depends on the plan of action developed at the initial 30-minute consultation meeting	Includes resources, email correspondence and review of center set-up and policies
Weekly or Monthly Consulting/Coaching Visits/Program Support	60-minutes	\$100.00 per visit	Depends on the plan of action developed at the initial 30-minute consultation meeting and/or the program administrator's needs and goals.	These visits can be set up based on the needs of the program/administrator. Each visit will review the areas of marketing, staffing, licensing, training and program administration.
Center Walk-through and Feedback	90-minutes	\$150.00	Programs may choose to have a comprehensive walk-through that touches briefly on the areas of licensing, health and safety, child-teacher interactions, curriculum and assessment, NAEYC Accreditation, and classroom environment or they can choose to have an observation that focuses more closely on a topic of their choosing	Time includes 45-60 minutes of observation and 30-45 minutes of feedback. Written report provided with recommendations provided after the walk-through.
Classroom Walk-through and Feedback	60-minutes each classroom	\$50.00 per classroom	This can be used to help evaluate a classroom's effectiveness or readiness for a licensing or an Accreditation visit or be used to help evaluate a teacher or teaching team's teaching practices.	Tools such as the CLASS observation tool, ECERs, Accreditation Observation or CDA observation can be used. Each classroom receives a 45-minute observation and 15-minute feedback session. Written report provided with recommendations.
Policies and Procedures	60-minute review and discussion of policies and procedures	\$500.00	Programs are provided with an adaptable Policies and Procedures Manual that contains all the information required to meet DHS Licensing guidelines. Programs can adapt the	The policies and procedures were developed to meet NAEYC Accreditation Standards and MN DHS Licensing rules. They are also influenced by DAP and Head Start Standards. It is required that your

			manual to meet the specifications of their program	Health Consultant review your policies and procedures before submitting them to licensing.
Forms	30-minute review of the forms	\$250.00	Programs are provided with adaptable forms to use along with the Program Policies and Procedures	The forms have been developed to meet the requirements for licensing and NAEYC Accreditation.
Child Care Program Plan	30-minute review of the Child Care Program Plan	\$150.00	Programs are provided with adaptable forms to use to meet licensing requirements.	Your Child Care Program Plan must be submitted to licensing with your initial licensing application.
Employee Handbook	30-minute review of the Employee Handbook	\$250.00	Programs are provided with an adaptable Employee Handbook.	It is suggested that the program seek the review of an attorney to ensure that the Employee Handbook meets all the state and federal laws and requirements.
Risk Reduction Plan	30-minute review of the Risk Reduction Plan	\$150.00	Programs are provided with an adaptable Risk Reduction Plan	The plan is based on each individual program/site and the Policies and Procedures the program is using
Emergency Preparedness Plan	30-minute review of the Emergency Preparedness plan	\$150.00	Programs are provided with an adaptable Emergency Preparedness Plan	The plan is based on each individual program/site and the Policies and Procedures the program is using
Staff File Paperwork	30-minute review of the paperwork	\$150.00	Programs are provided with adaptable forms to create a staff files.	These files were created to meet the MN DHS licensing requirements.
Children's File Paperwork	30-minute review of the paperwork	\$150.00	Programs are provided with adaptable forms to create a child's files.	These files were created to meet the MN DHS licensing requirements.
New Center Start-up Package	3-hour review of all forms and paperwork	\$1500.00 (savings of \$250)	Programs are provided with all adaptable forms and documents in preparation for an initial licensing application/review.	The policies and procedures were developed to meet NAEYC Accreditation Standards and MN DHS Licensing rules. They are also influenced by DAP and Head Start Standards. It is required that your Health Consultant review your policies and procedures before submitting them to licensing.
Licensing walk-through Visit	3-hour review of program	\$300.00	Programs are provided with a review of their program using the licensing review packet and includes a feedback report.	Recommendations will be made using information obtained from the program's DHS licensor.

All documents and forms have been developed by Midwest Child Development, LLC and reviewed by a Health Consultant, a MN Department of Human Services Licensor and a NAEYC Assessor. Midwest Child Development, LLC is not responsible for licensing citations due to the use or modifications of the purchased policies, procedures or forms.