



COUNTDOWN-TO-OPENING SCHEDULE

Location: _____ Opening Date: _____

6 TO 8 MONTHS BEFORE OPENING: SELECTING YOUR SITE	
Your site must satisfy the criteria specified below. When your site satisfies the specific criterion listed, you should initial the box in the right hand column corresponding to that criterion.	Initials
Demographic guidelines—population density, mobility	
Traffic—high levels of traffic; ease of entrance and exit	
Identity—high visibility, excellent signage	
Size of the premises—1250 to 2400 sq. ft.	
Appearance of the building—in good repair and appropriate for build out as a Units franchise	
Large fence-able area available, appropriate for use as a playground (minimum of 75 sq. ft per licensed child)	
Obtain franchisor’s approval of site	
Date completed:	
6 MONTHS BEFORE OPENING: LEASE	
When you have completed the following tasks list, you should initial the box	Initials
Carefully review your lease with your attorney, and then submit it to the corporate office.	
Lease term not less than the initial term of the agreement	
Lease provision that premises will only be used for operation of your business	
Lease provision allowing franchisor entry to premises to protect trademarks	
Proof of required insurance coverages (within 60 days of signing franchise agreement)	
Local Chamber of Commerce and other business associations joined	
Date completed	
5 MONTHS BEFORE OPENING: PRELIMINARY PLANS	
When you have completed the following tasks list, you should initial the box	Initials
Review the franchisor’s specifications for buildout	
Employ a licensed architect to prepare for franchisor’s approval, preliminary plans and specifications for improvement of the approved site	
Research all zoning issues (e.g., occupancy, signage)	
Research all licensing issues (e.g., incorporation, federal EIN, construction, etc.) and all other permits	
Obtain construction bids, establishing the start and completion dates.	
Obtain all required building, utility, sign, fence, storage structure, gazebo, health and business permits and licenses required for the build-out and operation of the business and provide proof of licensure to the franchisor	
Date completed	



16 WEEKS BEFORE OPENING: SITE IMPROVEMENT	
When you have completed the tasks listed, you should initial the box corresponding to that criterion.	Initials
Employ a qualified, licensed general contractor, approved by the franchisor, to complete construction of all required improvements to the site	
Obtain all work permits	
Provide contractor with timetable for completion of all work	
Facility layout configured according to franchisor's specifications	
Date completed:	
8 WEEKS BEFORE OPENING: SITE IMPROVEMENT	
When you have completed the tasks listed, you should initial the box corresponding to that criterion.	Initials
Electrical installed and final inspection	
Plumbing installed and final inspection	
Heating and air conditioning installed and final inspection	
Storage configuration according to franchisor's guidelines	
Flooring according to franchisor décor specifications	
Date completed:	
6 WEEKS BEFORE OPENING: FINANCIAL ISSUES	
Your business must satisfy these additional criteria.	Initials
Submit Completed Application for childcare license	
Checking account established	
Electronic deposit transfer account established	
Credit card clearing services established	
Date completed	



6 WEEKS BEFORE OPENING: EQUIPMENT AND SET UP OF BUSINESS	
When you have completed the tasks listed, you should initial the box corresponding to that criterion.	Initials
Storage area established	
Restroom configured	
Office area established	
Equipment, including toys, art supplies, curriculum kits, cleaning supplies, ordered according to franchisor equipment list	
Little City Kids classroom configured, complete with Imagination Stations, tables, chairs, shelving, stereo, intercoms, walkie-talkies and play equipment ordered according to the franchisor equipment list	
Itty Bitty City Kids classroom configured, complete with Imagination Environments, tables, chairs, shelving, stereo, refrigerator, stove, microwave, dishwasher, washer, dryer, cribs, rocking chairs, strollers, and play equipment ordered according to the franchisor equipment list	
Playground configured, complete with Clock tower signage/play structure, other play structures, gardens, pathways, and outdoor toys ordered according to the franchisor equipment list	
Office equipment, computer and other electronic equipment, including high speed internet connection and admitting keypad ordered according to the franchisor equipment list	
Office Manager software from Emerging Technologies ordered according to specifications	
Display cases and a selection of Little City Kids Toys prominently and pleasantly displayed.	
Selection of catalogs and other marketing info ordered.	
Meal preparation arrangement in place with local restaurant or caterer	
Date completed:	
6 WEEKS BEFORE OPENING: UTILITIES	
Your business must also satisfy these additional criteria	Initials
Electricity service established	
Water and sewer established	
Natural gas service established (if applicable)	
Trash collection contracted for	
Pest control contracted for (if applicable)	
Fire extinguishers inspected/certified	
Security and alarm system installed	
Date completed	



4 WEEKS BEFORE OPENING: COMPUTER SYSTEM/TELEPHONE SYSTEM	
Your business must satisfy these additional criteria.	Initials
Computer system with printers ordered	
High speed (DSL) Internet service established	
Two to three business rollover telephone lines	
One dedicated telephone fax line	
Voicemail services established (optional)	
Cellular telephone service established if applicable	
Yellow Pages advertisement request placed	
White Pages listing request placed if applicable	
Job advertisements placed	
Date completed	
4 WEEKS BEFORE OPENING: INVENTORY AND SUPPLIES	
Your business must satisfy these additional criteria.	Initials
Art supplies ordered according to franchisor list	
Office supplies ordered, including business cards and letterhead stationery	
Exterior signage ordered according to franchisor's specifications	
Interior signage ordered according to franchisor's specifications	
Date completed	
6 WEEKS BEFORE OPENING: INITIAL TRAINING INITIATED	
Your are required to complete 72 hours of training	Initials
Date initial training completed	
____ WEEKS BEFORE OPENING: ORGANIZING YOUR BUSINESS FACILITY	
Your business must satisfy these additional criteria.	Initials
Storage area organized	
Office organized and set up	
Classroom set up and organized	
Date completed	



4 WEEKS BEFORE OPENING: ASSEMBLING AND TRAINING YOUR STAFF	
Your business should begin to interview, evaluate, and hire potential staff members according to the specified job description criteria.	Initials
Assistant Director interviewed, evaluated, and hired (if applicable)	
Teachers and Teacher's Assistants interviewed, evaluated, and hired	
Cleaning person interviewed, evaluated and hired	
Staff oriented and trained according to specified performance criteria for daily operations	
Date completed	
2 WEEKS BEFORE OPENING: MARKETING AND OTHER ACTIVITIES	
Your business must also satisfy these additional criteria.	Initial
Marketing materials sent or distributed	
Press release(s) sent to regional/local newspaper(s)	
Newspaper inserts sent to regional/local newspaper(s)	
Flyers distributed	
Direct mail per franchisor	
Grand Opening planned	
List of activities scheduled	
List of invitees identified; invitations sent	
All other uncompleted activities from previous weeks must be completed	
Date completed	
1 WEEK BEFORE OPENING: PRE-OPENING TRAINING	
Your business must also satisfy these additional criteria.	Initials
Pre-opening training with assistance of Units field consultant completed:	
Date completed	