



Expanding Early Childhood
Education in Philadelphia

Welcome to:

A Sip of TEA

(The Expansion Accelerator)

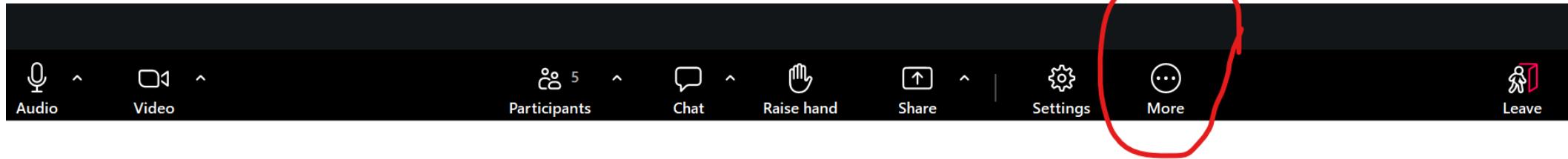


Language Interpretation – en Español

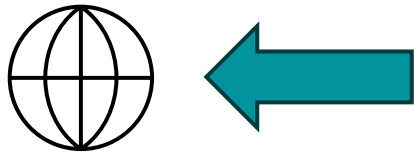


To hear the presentation in Spanish:

1. Click “More”



2. Click the globe for “Interpretation”





REINVESTMENT
FUND

Welcome to Coaching to Success

The Coaching to Success program offers assistance to Philadelphia-based early childhood education (ECE) providers of all size, structure, and quality level as they seek to navigate and sustain a delicate business model. Monthly community learning and sharing meetings will be designed and administered based upon feedback from you – the provider. Through consultation with a coach who knows the industry, ECE providers may access customized support to help them achieve stabilization and longer-term business goals.

@ReinvestFund

REINVESTMENT.COM



SHARON NEILSON
MAOL
Program Manager
ECE Reinvestment Fund



DESMOND HUDSON, EA
Enrolled Agent
Owner
Hudson Tax Services

Sharon Mullings-Neilson

ECE Community Engagement Program Manager

- Director of Woodland Academy Child Development Center
- PENNAEYC's The Voice Award
- Keystone Stars emergent leader of the year-in 2009
- Forty years and has experience as a sole proprietor child development provider
- Member of the National Black Child Development Institute (NBCDI)
- Co-chair of PECE Philadelphia for Early Childhood Education





Program Support

- Marketing
- Shared Services
- Staffing
- Enrollment strategies
- Community Engagement
- Licensing and Regulatory Compliance
- Professional Development
- Communication with Parents and Families
- Creating a Stimulating Learning Environment
- Behavior Management and Positive Discipline Strategies
- Curriculum Development
- And more...



Desmond Hudson, EA

Enrolled Agent (EA), Owner
Hudson Tax Services, LLC

- Worked for 21+ years at Reinvestment Fund
 - Credit and Financial Analyst
 - Portfolio Manager
 - Director of Community Engagement and Technical Assistance
- Enrolled Agent, federally-licensed
- NAEA Journal Board Member and Author
- Dobbins Occupational Advisory Council
- Graduate of National Tax Practice Institute
- Campaign For Working Families
 - Design Tax Curriculum for VITA
 - Train Volunteers, College Students, Lawyers
- Voted 2024 & 2025 Philly's Favorite Tax Preparer
- Proud Member of Alpha Phi Alpha Fraternity, Inc.

Financial Support

- Budgeting and Financial Planning
- Tracking Income and Expenses
- Tax Planning
- Managing Cash Flow
- Business Structure
- Retirement
- Debt Management
- Financial Reporting
- Chart of Accounts
- Financial Systems Support
- One on One TA
- And more..



Meet the Team

FFQ Program Staff:

Reinvestment Fund

Karen Bustard
ECE Director



Megan Sonnie
ECE Program Associate



PHMC

Rachel Gambino
ECE Quality Initiatives Director



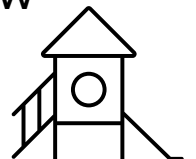
Jenine Moore
ECE Project Coordinator



FFQ Consultant:



Dr. Rowan Machalow
(they/them)



Key Dates for LOI and Full Application



1. Letter of Intent (LOI) Deadline – Monday, June 15, 2026, at 5:00pm

- LOIs will be reviewed on a weekly basis, and if meet initial eligibility, invited to the full application
 - *We encourage interested providers to submit early to allow time for questions or feedback, and to ensure plenty of time to complete the full application
- All providers will be notified by Thursday, June 18, 2026, at the latest if invited for a full application

2. Application Deadline – Tuesday, June 30, 2026, at 5:00pm

3. Notifications – August 2026



Complete the LOI Online:



Application

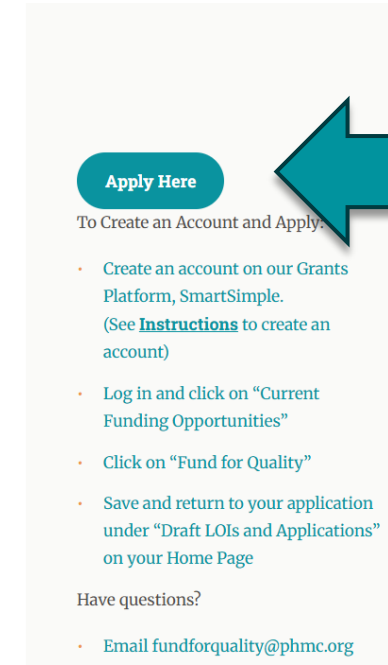
The Fund for Quality program will be accepting applications in fall 2025 and spring 2026 for the 2025 – 2028 round.

Application Timeline and Process – 2026:

- Letter of Intent (LOI) – due Monday, June 15, 2026 – [Apply Here](#)
- Application – due Tuesday, June 30, 2026
- Notifications – August 2026

Projects with LOIs that meet initial eligibility will be invited to complete a full Application on a rolling weekly basis. WE ENCOURAGE YOU TO SUBMIT YOUR LOI EARLY TO GIVE PLENTY OF TIME FOR THE FULL APPLICATION.

This will be a competitive process meant to help determine alignment with FFQ goals and timelines. We can onboard 4 high quality expansion projects in 2026.



Access the online LOI form on the FFQ webpage:

Fundforquality.org

Or direct link:

reinvestmentfund.smartsimple.com



Welcome!

Share in the
chat!

Please introduce yourself with:

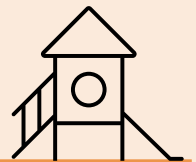
- Your name
- Your program name
- One question that you're hoping to get answered

Note: This is a public recording,
so be thoughtful about sharing
personal/identifying information.



Agenda

- **Expectations**
 - What Will I Need to be Successful?
- **Location, Location, Location**
 - Does this neighborhood need a childcare center?
 - What can we learn about the property? Are there any red flags?
 - Does the building layout support use as a childcare center?
- **What Do I Need in a Building?**
 - How Much Square Footage Do I Need?
 - Toilets and Sinks: Minimum Requirements vs. FFQ
 - PA Code: Accessibility, Fire Safety, & Food Preparation
- **Planning and Construction**
 - Project Team
 - Cost and Timelines
- **You've Got This!**
 - Next Steps and Questions



Expectations

Download a copy of the PPT to make notetaking easier.

- You're not going to remember all of this... which is why it's written down!
- There are “try it out” suggestions on a lot of slides. We'll do a few together, and there should be enough information available for you to explore the rest on your own time. (We probably won't go through every slide.)
- There are a lot of maybe's that are unique to each project. Some of this may not apply to you—but it's still good to know!



What Will I Need to be Successful?

- Set aside about 8 hours/week to *only* work on expansion and licensing.
 - If you're still in the classroom (or in the kitchen, on the phone etc.) for most of the day, you probably need to hire a new staff person to take over some of your duties.
- Plan to read every document in detail.
 - How do you take notes best? Online? With sticky notes? Find your organization system!
 - Keep all documents in one folder. You'll be asked for them many times.
 - Look up anything that you don't understand. There are valuable guides online.
- Know that you can do it!
 - It's an investment of time, money, and commitment to learning.
 - We believe in you!

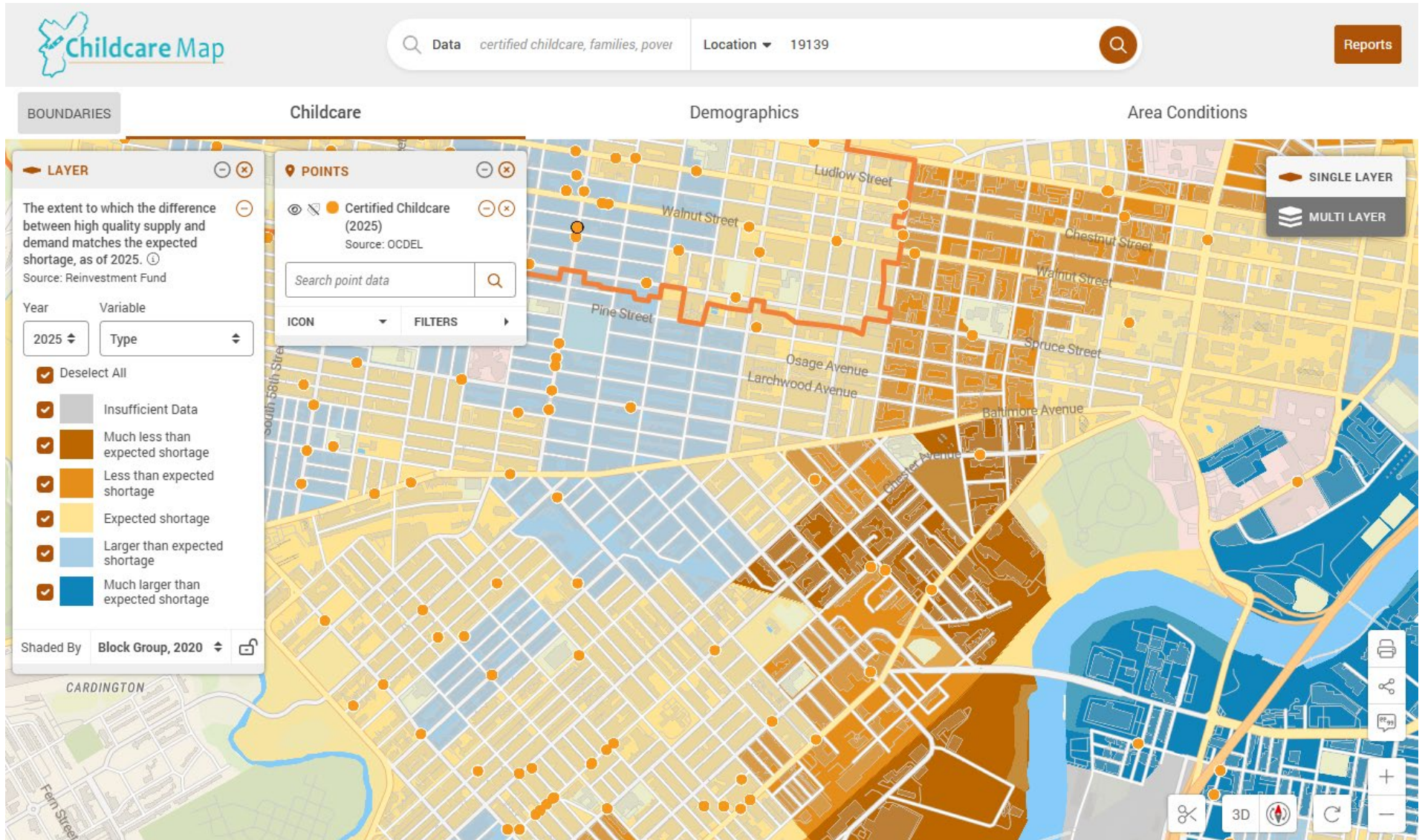


Location, Location, Location

- Does this neighborhood need a childcare center?
 - The Philly Child Care Map
- What can we learn about the property? Are there any red flags?
 - Using atlas.phila.gov
- Does the building layout support use as a childcare center?



The Philadelphia Childcare Map



Where would you put a childcare center? Why?



The Philadelphia Childcare Map

- <https://www.policymap.com/newmaps/e/childcaremap>
 - Enter your location's address or a zip code
 - Childcare menu → Childcare Supply Locations → view data on existing programs
 - Childcare menu → Childcare Shortage → check out the shortage for certified, high quality, and total childcare availability → scroll over or click on sections for more information
 - Explore the Demographics and Area Conditions menus

Using this data, does your target neighborhood need a (high quality) childcare center?

What changes about the neighborhood a few blocks away?



Property Info and Zoning Codes

- Go to <http://atlas.phila.gov> and enter a potential address
 - **Property Assessments:** Who owns the property? What is its assessed value according to the city? What is the total internal square footage of the building (not including the basement) according to the city? (Note: You can't necessarily trust these numbers.)
 - **Deeds:** What is the total area of the lot? Can you find a deed online? (Maybe!)
 - **License and Inspections:** What licenses or business permits does the property have? Are there any citations for dangerous conditions?
 - **Zoning:** What is your zoning code? Which Registered Community Organization (RCO) will you need to meet with to get a variance (if necessary)?
 - *Each section gives you another link for more property information!*

Poke around.
What's interesting?
What surprised you?

Are there any red flags?

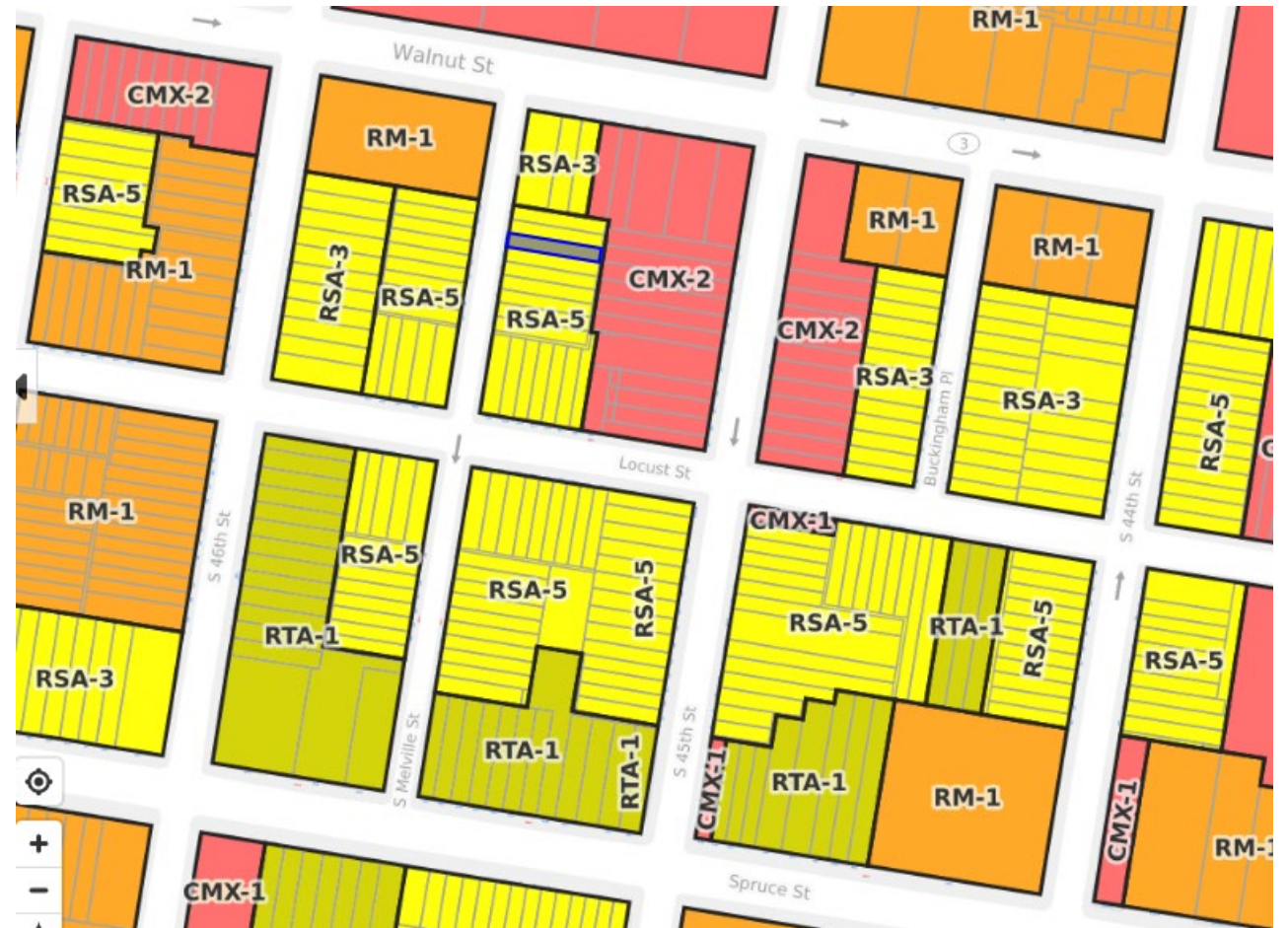


Zoning Codes

Where would you put a childcare?

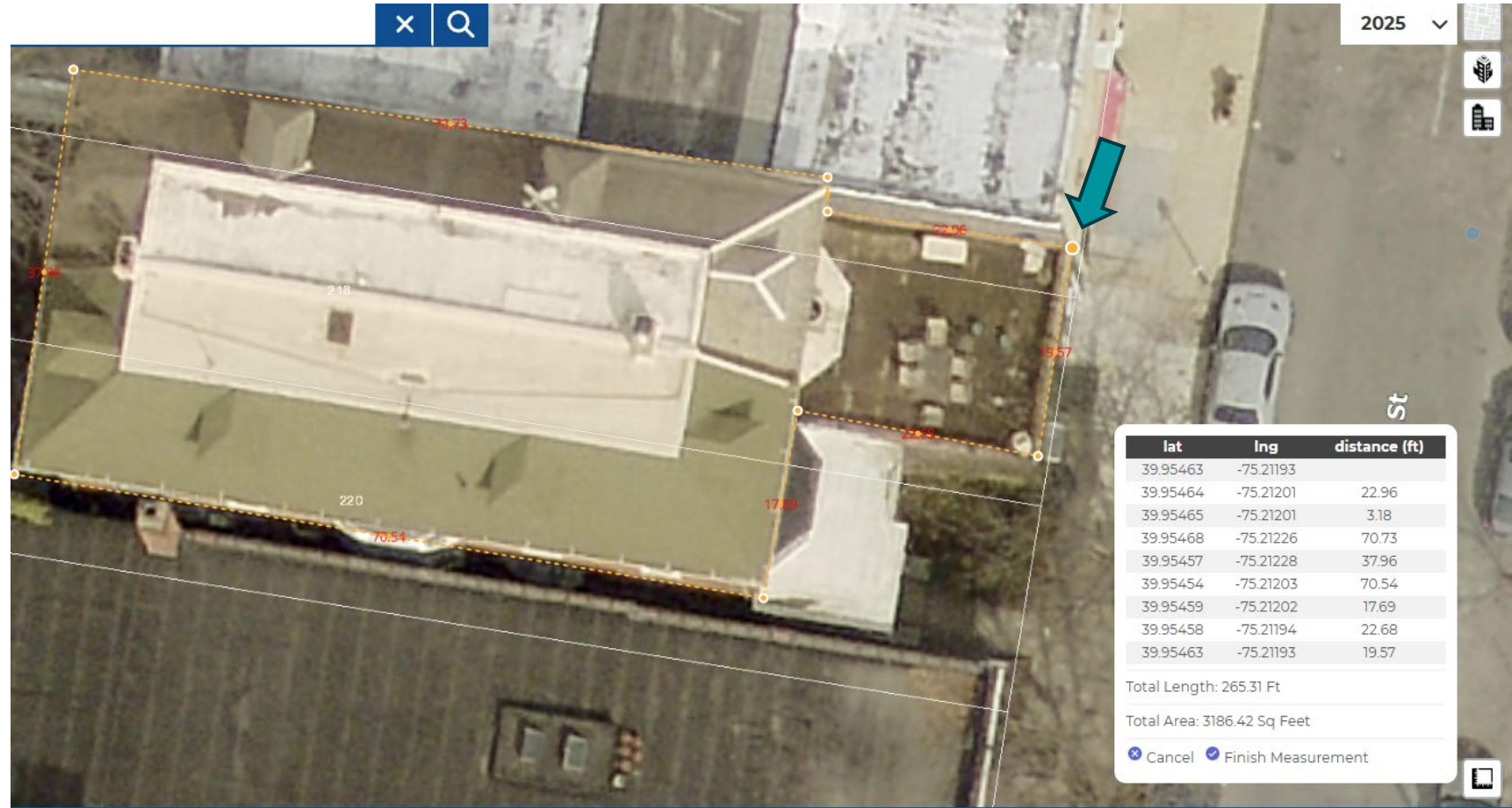
What's the zoning on your building?

- RM, RMX, CMX-2 to 5, IRMX, ICMX, RTA-2: You can put a childcare here “by right.” You don’t need any special permissions.
- RSD, RSA, RTA-1, CMX-1, I: You will need to meet with your RCO and the Zoning Board of Approval (ZBA) to get a Variance (or Special Exception) to put a childcare here. This takes 2-6 months, requires hiring a lawyer, and adds risk. *They could say no.*



Atlas: The Measurement Tool

- Click the “imagery” button in the top right.
- Click the “measurement tool” button on the bottom right.
- Click each corner of the building or property to measure distances in feet.
- Click the starting point again to close the shape and calculate area in square feet.

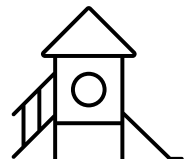


The screenshot shows an aerial view of a building with a yellow dashed polygon overlaid on it. A teal arrow points to the 'imagery' button in the top right corner. An orange arrow points to the 'measurement tool' button in the bottom right corner. A data table is visible in the bottom right corner of the interface, showing the following data:

lat	lng	distance (ft)
39.95463	-75.21193	
39.95464	-75.21201	22.96
39.95465	-75.21201	3.18
39.95468	-75.21226	70.73
39.95457	-75.21228	37.96
39.95454	-75.21203	70.54
39.95459	-75.21202	17.69
39.95458	-75.21194	22.68
39.95463	-75.21193	19.57

Summary statistics:
Total Length: 265.31 Ft
Total Area: 3186.42 Sq Feet

Buttons:

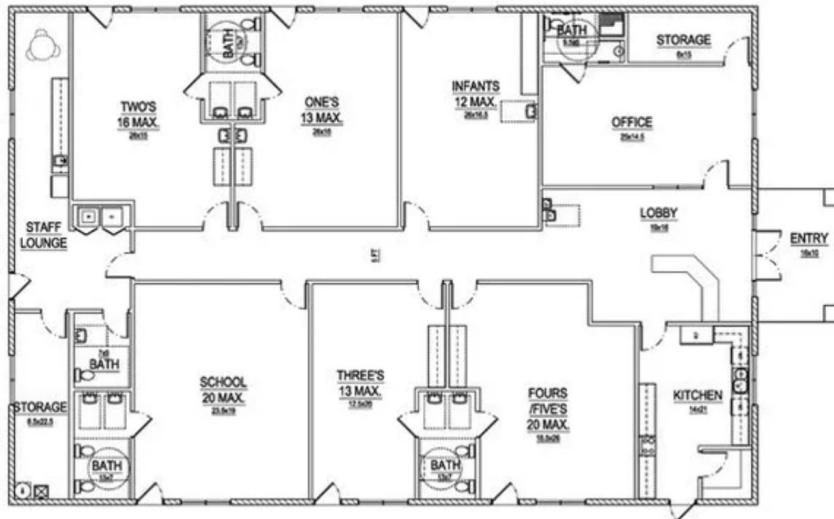


Building Layouts

How is your (possible) building laid out?

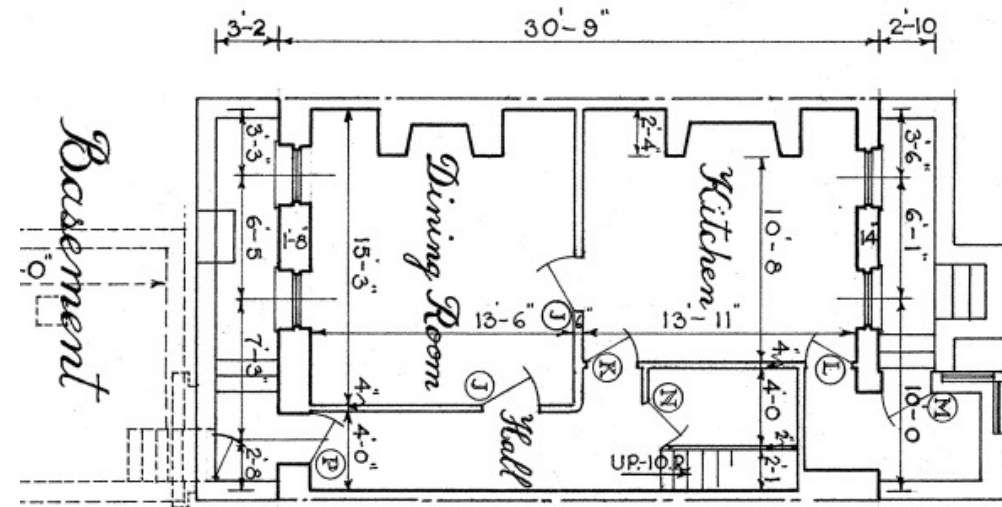
The Dream: A huge rectangle at ground level.

- Make each room the exact size you need
- No sprinkler system required
- Minimize floor space lost to hallways.
- Clear sightlines.



Reality: A narrow row home on three floors

- Rooms are weird shapes and too small
- Sprinkler system required
- Lots of space lost to stairs and hallways
- May have L or C-shaped rooms that obscure sight lines.



What do I need in a building?

- How Much Square Footage Do I Need?
- Toilets and Sinks: Minimum Requirements vs. FFQ
- PA Code: Accessibility, Fire Safety, & Food Preparation



How Much Square Footage Do I Need?

Group	Children (with 2 teachers)	Min. Net Area (@40 sq. ft./ child)	Furniture/ Fixtures (sq. ft.)	Bathrooms/ Sinks (sq. ft.)	TOTAL area (sq. ft.)
Infant	8	320	30	20 (sinks only)	370
Younger Toddler	10	400	30	20 (sinks only)	450
Older Toddler	12	480	30	80	590
Preschool	20	800	30	80	910
School Age	24	960	30	80	1,070
Indoor play space	20	1,300 (65 sq. ft./child)	--	80	1,380

If you have an existing building, work backward:

1. Start with the real square footage of a room.
2. Subtract area for bathrooms/sinks & furniture/fixtures.
3. Divide by 40 sq. ft. to find the number of children.
4. Extra square footage improves program quality!



How Much Square Footage Do I Need?

Space	Square Footage
Adult ADA bathroom	40-50
Non-ADA bathroom (add'l)	15-20
Staff lounge/resource room	100-150
Full kitchen (with hood)	500+
Prep/warming kitchen	250+
Director's office	70-120
Asst. Dir., etc. office	50-80
Lobby with receptionist desk	120-150
Storage	150+ (doesn't need to be finished space)
Hallways	Multiply length of building by 4 ft.

How many square feet do you need?

How much can you fit into the space that you have?



Which Occupancy is Correct?

- You will request a **Use Permit/Zoning Permit** to use the property as a childcare from the Zoning Board of Approval (ZBA) before you submit building plans to L&I for construction. This will list the number of children that you *wish* to serve.
- When construction is complete, an inspector from L&I will issue a **Certificate of Occupancy** that says the building meets code regulations. This provides a maximum number of children based on overall square footage. This is likely to be *higher* than actual classroom calculations and may include storage spaces, the lobby, etc. or space taken up by furniture.
- The Department of Human Services will do an inspection where they measure the actual square footage of each classroom after subtracting furniture attached to the walls, pillars, etc. They will issue a **License Eligibility Report** and tell you the number of children that can actually be served in each classroom. This is the *real* number of children you can have.

What happens if your preschool room is exactly 800 sq ft and you have a bookshelf or desk?



Play Space (Gross Motor Area)

- § 3270.62 (a) A facility shall provide outdoor or indoor play space to be used for large muscle activity which includes running, jumping, climbing and riding.
- Minimum area: 65 sq ft/preschool or school-age, 40 sq ft/infant, 50 sq ft/toddler.
 - A class of 20 preschoolers needs 1,300 sq ft, either indoors or outdoors.
- Children under age 3 cannot have any wood chips, gravel, sand, etc. because it is a choking hazard.
- For licensing, you *can* use local public parks, but you'll need a plan to walk all ages of children there daily *and* you'll need to demonstrate that the park is safe (no broken glass, dangerous equipment, etc.).
- For FFQ, gross motor space is weighted heavily.

What's your plan for play space?

How will you meet the different needs/requirements for infants and preschoolers?



Toilets and Sinks

Toilets

- Required 1 to 15
- Best Practice: Self-contained bathrooms in each classroom
 - Ideally 2 toilets so potty-training children don't have to wait!

Sinks

- Required 1 to 25
- Best Practice: Sinks in each classroom
- Top of the line: Multiple sinks in each classroom
 - Ideally 2 child sinks in bathroom, 2 child sinks in main room, 1-2 adult sinks to keep toileting/diaper changing sinks separate from mealtime sinks.

How would having more sinks help with behavior management?



Fund for Quality

Key Design Standards

- Full height walls between classrooms
- Sinks in classrooms
- Bathrooms in classrooms
- Ideal classroom sizes
- Ample gross motor space
- Staff space and dedicated staff bathroom
- Sprinkler Standard
 - FFQ requires childcare providers to follow Philadelphia Building Code (IBC 2018) sprinkler requirements and have sprinklers on any floor that does not exit directly to grade.
 - FFQ requires sprinklers on any second floor, basement, or first floor where children are served if there is not a direct exit to grade in all cases, including if building permits could be issued without requiring a new Certificate of Occupancy

How are the FFQ requirements different from PA requirements?



Laws and Codes: Look It Up!

- Philadelphia construction uses the International Building Code:
 - Search <https://up.codes/codes/pennsylvania?year=2025>
 - Or Google: [your topic] and PA building code
 - Philadelphia started using the 2021 standards in 2026, so architectural plans from before this year may need to be updated.
- Philadelphia has some specific zoning requirements.
- Child care centers must follow both the [Philadelphia Childcare Guidelines](#) and [Pennsylvania Chapter 3270](#).
- If you are renovating >50% of the building's area, you will need to bring the entire building up to code, including ADA accessibility and fire safety.



Accessibility

You will need some ADA accessible bathrooms, but can supplement with some non-ADA bathrooms.

Every *program feature* must be accessible (classrooms, play space, etc.) but every *room* does not need to be accessible.

You *maybe* able get a variance from [L&I's Accessibility Advisory Board](#) to not meet accessibility requirements, but you will need to prove substantial hardship.

Example: An ADA accessible ramp makes the first floor accessible with ADA bathrooms, a teacher's lounge, 5 classrooms, and access to the outdoor play space. Therefore, the second floor with 3 classrooms and an indoor play space does not need to be accessible.

Example: The first floor has an office/lobby, ADA bathroom, and infant classroom on the ground level. The 4 toddler and preschool classrooms on the second and third floors can only be accessed via stairs. An elevator would be required unless the program can prove that it would be a financial hardship (e.g., >20% of the construction budget) or not physically feasible without blocking other modes of egress.



Fire Safety & Egress

Tip: Anything with "may" adds weeks or months of time for going to the Board of Building Standards... and they could say no.

Sprinklers

- If you serve > 5 children under the age of 2.5 who are not on the first floor, you will need a sprinkler system.
 - Expected cost: \$30K-\$60K. (But this can pay for itself quickly by opening new classrooms.)

Egress

- All *rooms* (classrooms, play areas) must have two separate exits as far apart from each other as possible.
 - *Maybe* able to use a certified egress window for the second exit.
 - *Maybe* able to use only one egress for very low occupancy (e.g., 5 total people in a room).
- Each *floor* must have two separate exits to the outside, with no dead-end corridors longer than 20 feet.
- Exit pathways cannot pass through kitchens, storerooms, restrooms, or garages.

Stair, Hallway, and Door Widths

- Hallways/stairs must be a minimum of 44 inches wide (or 72 inches if serving 100+ people).
- If altering existing hallways, you *maybe* able to get a variation for a minimum width of 36 inches.
- Doors must have a minimum of 32 inches of clear opening width (including for ADA accessibility).
- Ramps have an incline of 1 inch in height for every 1 foot in distance + landings every 10 feet.



Food Preparation

How do you prepare/serve food now? What would you need to meet your goals?

- If you provide PHLPreK, HeadStart, or PreKCounts, you *must* provide daily meals and snacks to *all* students in the classroom.
- CACFP provides funding for food (but registering is a lengthy process).
- You will need someone on site at all times the facility is open with a SafeServe license (not just when you're serving/preparing food). This is part of getting the Food Prep and Serve License.
- You will need to submit full drawings of the whole building with details about your food preparation/serving/cleaning plans to the Office of Food Protection and get approval before submitting building plans to L&I.
- You *can* avoid having a kitchen altogether by using a service that provides hot daily meals just in time and deals with all the dishes, though this is usually more expensive.
- Or, you can prepare food on site...



Option 1: Prep Kitchen

- Does *not* have a vent hood.
- Requires a “limited cooking waiver.”
- You can...
 - Reheat frozen food or food that has been prepared off-site in a convection oven/prep oven.
 - Heat covered food in a commercial microwave.
 - Use a crock pot, InstaPot, or rice cooker to prepare food with the lid on.
 - Cut raw fruit and vegetables.
 - Serve cold canned foods.
- You *cannot* cook fresh food, cook anything in oil (even to sauté/stir fry), cook with open pots, or have an open flame.
- Requires a handwashing sink, prep sink for washing fruit/veggies, 3-basin sink for washing dishes (usually 4-basin with garbage disposal/grinder), and mop sink nearby.
- Requires 200-300 sq ft (*can* be done with 150 sq ft and dry good storage elsewhere).



Option 2: Commercial Kitchen

- Requires a vent hood (usually around \$30K-\$40K, including plans and installation)
 - May need to pay ~\$8K up front for vent hood plans before submitting building plans to L&I.
- You can prepare any foods in the manner of your choice, following safety guidelines.
 - Deep frying is allowed with proper oil storage and removal.
 - Only electric stoves should be used, as gas stoves are linked with many childhood diseases.
- Requires a handwashing sink, prep sink for washing fruit/veggies, 4-basin sink for washing dishes + a basin with garbage disposal/grinder, and mop sink nearby.
- Requires a grease trap installed on your sewage pipes under the floor just past the kitchen sinks.
- Suggested: Use a separate hot water heater for the kitchen to get the temperature high enough for staff use and a commercial dishwasher.
- Requires 500+ sq ft minimum, but more is better!



Planning and Construction

- Project Team
- Cost and Timelines:
 - Planning and Licensing before Construction
 - Construction Costs
 - Licensing Steps after Construction



Gather Your Project Team

Tip: You might need to reach out to 10 people to get 2 bids.

Your Main Team

- **Architect:** Creates building plans and permit documents to meet the International Building Code (IBC) and child care licensing requirements. Coordinates with engineers.
- **General Contractor (GC):** Contracts with subcontractors for each part of building construction/renovation, plans timelines, orders materials at the best value, and oversees each step. Charges a percentage on top of labor costs.



Gather Your Project Team

The Supporting Team

- Engineers (depending on project):
 - Civil: Does a physical and historical investigation of the building; submits report for lot consolidation.
 - Structural engineer: collaborates with architect to create structurally safe plans
 - MEP (Mechanical, Electrical, Plumbing): plan how their respective components will be implemented in the building
 - Others: Kitchen vent hoods, sprinkler systems, fire escapes, etc. have their own engineers.
- Owner's Rep (optional):
 - consultant who acts as a liaison between the owner and the contractors
 - helps you to plan, understand choices, and make wise decisions

The architect and GC will usually tell you which engineers you need... but be proactive!

FFQ projects have a consultant to support you with planning and a construction inspector who visits 3-4 times during construction, but they won't be as in-depth as an owner's rep.

When would you want to hire an owner's rep?

Two “Approaches” to Architecture

Let’s See What Happens

- Architect creates a plan without checking the building code or child care requirements; may have only one meeting with client.
- Architect submits the plan to L&I with the intention of getting rejected and receiving a list of things to fix to meet code.
- Architect fixes those specific things and resubmits. This may happen several times and each round takes 6-8 weeks.
- Original contract for \$15K and 6-8 weeks, but hourly billing for “extras” such as coordinating with engineers or making revisions can bring the cost to \$50K-\$80K and last 6-8 months.
- Results: Even when the plans pass L&I, they may have major issues for child care licensing.



Planning with the End in Mind

- Architect designs a plan based on deep knowledge of the construction code and child care center requirements in PA.
- Architect identifies potential risk areas and has preliminary review meetings with L&I or other departments to determine what is permissible before moving forward.
- Architect submits plans that are accepted the first time.
- Original contract includes several rounds of review, coordinating with engineers, etc. and costs \$50K-\$80K with a timeline of 6-8 months.
- Results: Licensing and building go smoothly.



Project Team Focus: Lot Consolidation and Special Inspectors

Do I need to consolidate my lots?

- In general: yes.
- For centuries, if you bought multiple lots (e.g., if your property has the addresses 123, 125, 127, and 129) you could just build anywhere on them and declare one mailing address while the Office of Property Assessment (OPA) kept all of the addresses on file.
- Regulations recently changed in Philadelphia. For any major renovation or new construction, you must now consolidate the lots under one address with the OPA.
- A civil engineer must do a full site survey for the exterior of the property along with a historical records search to create a report.
- A lawyer is required to process the paperwork for lot consolidation.
- The paperwork can take 6+ months to go through and is needed before plan submission to L&I. Start this early!



What's a special inspector?

- Special Inspectors come on site during specific points in construction to verify that safety standards are met.
- The client pays for them.
- The GC must contract with special inspectors *before* you submit the building plans to L&I.
- If you don't have special inspectors visit at the right point in the construction timeline, you might not be able to get a Certificate of Occupancy after construction is complete.



Project Timeline: Major Renovations or New Construction

Major renovations means installing doors (egress), plumbing, electricity, and/or HVAC.

The Dream

- All costs covered by the FFQ grant
- Open and operating in 6 months
- Open at full enrollment with immediate income

Reality

- Costs require co-investment and taking out loans
- 6-18 months planning and permits
- 6-18 months construction
- 2-3 months licensing
- Open with partial enrollment; income rises and falls as each new classroom is opened for 1-2 years



Sample Timelines for FFQ Projects

What's the total planning + construction timeline?

Project	Planning Phase Length (months)	Projected construction timeline (months)	Actual construction timeline (months)	Construction actual vs. planned time
U	5	2-3	5	2x
V	6	2-3	9	2.6x
W	13	6	10	1.8x
X	5.5	4.5 - 6	14	1.7x
Y	6	3-4	17	4.2x
Z	16	7	14	2x

After construction, plan 2-4 months for licensing.





Sample Planning Costs for FFQ Projects

Project Description					Planning - Predevelopment Example Costs*									
Project	Project Type	Site	Own/Rent	New Seats	Existing Conditions Survey	Schematic / Conceptual Designs	Zoning Permit Drawings	Zoning Attorney	Construction Drawings - Architect + MEP as needed	Sprinkler Utility Plans	Kitchen Hood Plans	Building & MEP Permits	Construction Administration	Total Cost
A	Tenant Fitout - New Construction	New site	Rent	70	<i>N/A - landlord covered</i>	\$15,000	<i>N/A - landlord covered</i>	<i>N/A - landlord covered</i>	\$30,000	<i>N/A - landlord covered</i>	<i>N/A</i>	\$5,000	\$10,000	\$60,000
B	Renovation - previously licensed, sprinklered, & accessible child care	New site	Own	90	\$2,000	\$7,000	<i>N/A</i>	<i>N/A</i>	\$10,000	<i>N/A</i>	<i>N/A</i>	\$3,000	\$3,000	\$25,000
C	Renovation & Building Addition	On site	Own	100	\$9,000	\$30,000	\$10,000	\$3,000	\$45,000	\$5,000	\$8,000	\$5,000	\$5,000	\$120,000

*Planning costs rounded. Projects completed between 2024 – 2026.

50% of FFQ Planning Grant is available upfront, and 50% upon Building Permit Submission

Sample Construction Costs for FFQ Projects

Project Description				Provider Co-Investment*				
Project	Scope	Site	New Seats	FFQ Grant	Business Cash	Loan	% Co-Investment	Total Cost
A	Tenant fitout - new construction	New site - renting	70	\$300,000	\$130,000	-	30%	\$430,000
B	Renovation - previously licensed child care	New site - purchased	90	\$300,000	\$145,000	\$200,000	53%	\$645,000
C	Renovation	On site - owned	100	\$300,000	\$370,000	-	55%	\$670,000
D	Renovation	New site - purchased	50	\$300,000	\$145,000	\$480,000	68%	\$925,000
E	Renovation	New site - renting	180	\$300,000	\$750,000	-	71%	\$1,050,000

*Construction costs rounded.
Costs do not include planning, kitchen appliances, or FFE (furniture, fixtures, and equipment).
Projects completed between 2024 – 2026.



How much cash do you have on hand?
How much would you have to borrow?

Sample Architectural & Engineering Costs with Timeline

Click the links to view a **sample bid** and **timeline** from an architect for a preschool expansion. This project includes:

- coordinating with a lawyer and civil engineer for zoning and lot consolidation
- collaborating with and overseeing mechanical, electrical, plumbing, and structural engineers, with projected costs for their work
- preliminary reviews with L&I and the board of building standards to check possible pathways before committing to something that might be rejected later
- preparing and submitting all permits prior to plan submission

This project involves lot consolidation and checking with the Board of Building Standards about bringing some structural features up to code. Your project will have unique needs and features, but many are equally complex.



Thanks to architect Tom Nickel
(trn.architect@gmail.com) for sharing these!



Sample Construction Bid

- Click the link for a **sample bid** from a general contractor for a preschool expansion. This project includes:
 - Demolition of an unsafe building next-door to the existing child care center, excavation of earth for basement, and removal of all materials
 - Constructing a new three-floor building (5 classrooms + offices)
 - Renovating the original child care center to connect to the new building, have a full kitchen instead of a prep kitchen, and have bathrooms in every classroom
 - This bid does *not* include kitchen appliances (ovens, refrigerators, etc., ~\$30K) and kitchen vent hood with installation (~\$30K), or sprinkler system (~\$60K).
- Every project is different, but a good bid from a GC breaks down the costs so you can understand where each part is coming from.



Thanks to General Contractor Rammy Dongel
(rammy@kengroupus.com) for sharing this!



Furniture, Fixtures, and Equipment (FFE) Costs

- This **fillable FFE template** can be used to plan the costs of outfitting a new or expanded child care center. It has estimates for:
 - Classroom furnishings (chairs, shelves, rugs, changing tables, teacher desks, etc.)
 - Educational & play materials (blocks, doll house, puzzles, learning games, etc.)
 - Technology (internet, staff computers, student computers, etc.)
 - Outdoor play space (surfacing, play structure, toys, plants, etc.)
 - Kitchen (oven, fridge, vent hood, sinks, pans, etc.)



What do you already have?
What will you need to buy?



Permits for Expansion

What permits do you need before the building permit? Before construction? After?

- Visit <https://permits.phila.gov/>.
- Step 1: Click “browse the use code list” → Child Care → Choose child care type.
- Step 2: Enter your address.
 - If your zoning is “Prohibited,” choose a nearby address for a similar list.
- Step 3: Select all needed features. Expand info on the right to learn more!
- Step 4: Provide more info as needed. (Just guess if you have to!)
- Step 5: Save project on website and download.

How much will just permits cost? With expediting?

How long will the permits take with/without expediting?

So Now I Have a Building... Licensing a Child Care Center

STEPS TO LICENSE YOUR COMMERCIAL CHILD CARE

Licensing Your Commercial Child Care Program

In this section, you will find step-by-step instructions to follow to receive your license. These steps include:

1. Obtaining a Business Income and Receipts Tax ID
2. Applying for a Commercial Activity License
3. Obtaining a Zoning and Use Permit
4. Passing a Building Code Inspection
5. Completing a Food Safety Course and obtaining a ServSafe Food Safety Certificate
6. Scheduling and passing a Health Department Inspection.
7. Passing a Fire Safety Inspection
8. Obtaining a Food Preparing and Serving License (needs to be renewed annually)
9. Obtaining a Pennsylvania Department of Human Services Certificate of Compliance

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- [A Guide for Child Care Providers](#) explains the steps for licensing a child care business in Philadelphia.
- If you are going from family/group home to center or adding a new location, you need to start from the beginning.
- Steps 1-2: Apply any time
- Step 3: Zoning requires conceptual plans from an architect. Must obtain zoning before getting a building permit.
- Step 4: After construction is complete, the building code inspection gives you a Certificate of Occupancy (CO or COO).
- Steps 5-9: After getting the CO:
 - These inspections go in order. You need one certificate before you can apply for the next inspection. Plan several months for waiting between inspections.
 - The ServSafe certificate (Step 5) is 16-hour course for *people*. You also need a food safety certificate for the *building plans* before submitting them to L&I, and an inspection of the *building* (Step 8).

You've Got This!

- Next Steps...
- More TEA!
- Questions?



Licensing Consultant – Feasibility Site Visits

Have questions about your site and potential expansion?

- Reach out to fundforquality@phmc.org in May to inquire about a **FREE** feasibility site visit with a consultant



- This free resource is available to help providers strengthen their application, on a first-come basis.
- FFQ staff may also reach out to schedule a consultant site visit after submitting an LOI.



More TEA!

A Sip of TEA - Session 2

- May 21 - 12:30-2:30
- [Zoom Link - Session 2](#)



Sip of TEA is a condensed version of a 7-week workshop. We hope to offer it again in the fall. We'll email you!



Open Office Hours

Have more questions?

Sign up for Open Office Hours every
Wednesday until June 10th, from 1 to 1:30.

[Office Hour Sign Up](#)



Questions?

Share them
in the chat!

