



California Center for Cooperative Development  
430 F Street, Suite 1, Davis CA 95616  
T: (530) 297-1032 F: (530) 297-1033  
Email: [info@cccd.coop](mailto:info@cccd.coop) Web: [cccd.coop](http://cccd.coop)

## SUMMARY OF STEPS TO ORGANIZE A CHILD CARE CO-OP

Note: Each step represents a decision point for whether to proceed with organizing the cooperative.

### 1. Prepare for cooperative development

Primary Goals:

- Identify resources for assistance
- Become better informed about the issues central to starting a child care center (licensing etc)
- Begin to understand community child care needs and parent interest in a cooperative

### 2. Establish structure to coordinate organizing process. Clarify group needs & vision.

Primary goals:

- Clarify the child care needs of people in the organizing group and prospective members
- Establish the leadership & structure for the organizing process.

### 3. Conduct a feasibility study; obtain baseline information for business plan.

Primary Goal: estimate the start-up and operational costs and determine whether the cooperative is financially viable.

### 4. Initiate funding and membership commitments.

Primary Goals:

- Begin the funding processes
- Obtain membership commitments & clarify participation expectations

### 5. Prepare a business plan

Primary Goal: Prepare planning document that clearly communicates how the co-op will be structured, how it will operate, and how it will be financed.

### 6. Develop legal documents

Primary Goals:

- Select a name for the cooperative
- Prepare draft membership agreement, Articles of Incorporation, Bylaws

### 7. Hold the cooperative's first, or *charter meeting*.

Primary Goals:

- **Formally approve legal documents & elect the board of directors.**
- **Celebrate** an important accomplishment.

### 8. Prepare for business start-up and implement the business plan.

Primary Goal: Prepare the cooperative to start operations

### 9. Start Operations—follow the business plan.

Primary Goal: this step is a reminder that ongoing operations always refers back to the documents created during the organizing process.