

# Granville-Havenwoods Advisory Council

**The Granville-Havenwoods Advisory Council** reviews plans and proposals for redevelopment projects in the **Granville-Havenwoods Development Area** for consistency with the goals, needs, and desires of the Granville-Havenwoods community and its residents, businesses, property owners and other stakeholders. The Granville-Havenwoods Development Area is bounded by W. County Line Road, Good Hope Road, N. 43rd Street, and N. 107th Street. Additionally, the council would like to be informed of new businesses or developments coming into the Granville-Havenwoods Development Area or altering operations within the area. The council would like to review those businesses/developments and possibly offer recommendations or provide input on them. Any recommendations made by this council are advisory only to other required processes.

Please be prepared to present on your business or proposed business for roughly 5 minutes. If you are not confident in your command of English, please bring a translator with you. Applicants must meet with the local Council member prior to appearing at this meeting and may be moved to the next meeting date, if the meeting runs long.

**NAME:** DESIREE SIMON

**EMAIL:** SIMONSAYSCHILDCARE8@GMAIL.COM

**1.** What is the name of your business? SIMON SAYS EARLY LEARNING CENTER

**2.** What is the address of your business or proposed business? 5001 W. MILL RD  
CHILD DAYCARE  
CENTER

**3a.** Are you a new or existing business? EXISTING

**3b.** How many years have you been in business? SINCE 2019-5YRS

**4.** Describe the product(s) or service(s) you offer? Include specific activities to be held at the proposed location. Include all licensing needed/applied for.

As a childcare provider, I offer a safe and nurturing environment where children can thrive and grow. I provide both full-time and part-time care, ensuring children receive meals, snacks, and a structured routine throughout the day. My services include early learning activities that focus on developing reading, math, and social skills, as well as creative play such as arts and crafts, music, dancing, and outdoor activities that promote creativity and physical development. Children also have designated nap times to rest and recharge. Additionally, I organize field trips to local parks, museums, and nature walks, along with seasonal events like holiday celebrations. These activities are designed to foster growth in motor skills, problem-solving, teamwork, and creativity. I am in the process of applying and obtaining the necessary Childcare Center License from the local health and safety department, ensuring that my facility meets all required safety and health standards. I currently have a completed background check, and I am trained in CPR, first aid, and child development to provide the best care for the children.

**5.** What Problem Does Your Business Solve?

My childcare business helps solve the problem of finding safe, reliable, and high-quality care for children while parents are at work or managing other responsibilities. Many parents struggle with balancing their work schedules and finding a trustworthy place where their children can learn, grow, and play in a nurturing environment. I provide a solution by offering a safe space for children to develop social, emotional, and cognitive skills through structured activities and play. This gives parents peace of mind knowing their children are in good hands, receiving proper care, early education, and the attention they need to thrive. Additionally, my flexible care options cater to different family schedules, making it easier for parents to

**6a. How will you involve the community?**

As a childcare provider in an urban community, I'm committed to connecting the children to their local surroundings and creating a sense of belonging. One way I plan to do this is by partnering with local businesses, cultural centers, and community members who represent the diverse culture of the city. For instance, I could invite local chefs to teach children about healthy eating or bring in neighborhood artists to lead creative workshops. This helps children learn from the world around them while celebrating the unique culture of the area.

I also want to take the children on field trips to explore local parks, museums, and community spaces where they can connect with the city and learn more about their environment. Trips to libraries, public art displays, or urban gardens will give them a chance to experience the richness of their city while encouraging curiosity and social skills.

To strengthen the sense of community, I'll organize events like block parties, cultural festivals, or family gatherings where parents, neighbors, and local organizations can come together to celebrate the children's achievements. These events help foster relationships and build a stronger, more connected neighborhood. Additionally, I will organize charitable activities such as food or clothing drives, teaching children the importance of giving back and supporting others in their community.

I also plan to collaborate with local schools and other community organizations to ensure a smooth transition for the children into kindergarten or other educational programs. By involving the community in these ways, I can help the children develop a deeper connection to their urban environment while creating a support network for families in the area.

**6b. How will you give back to the community?**

As a childcare provider, I'm committed to giving back to the community in ways that benefit both the children and their families. One way I plan to do this is by organizing volunteer opportunities, where the children, parents, and staff can take part in local projects like helping at food banks, collecting clothing for those in need, or participating in community clean-ups. These activities not only assist the community but also teach the children valuable lessons about generosity and the importance of giving.

I also want to work with local organizations to create programs that support the community, such as donating school supplies to schools in need or organizing charity events to help families facing challenges. During the holidays, I'll encourage families to contribute to toy drives or assist with events that provide gifts and meals to those less fortunate.

I plan to build partnerships with local businesses as well, inviting them to take part in daycare events like holiday celebrations or cultural festivals, which will help foster a sense of unity in the community. By staying connected with local groups and initiatives, I can help the children understand the value of community involvement while also giving back and making our neighborhood a stronger place for everyone.

**7. What are the business hours of operation?**

The hours of operation will be seven days a week, Monday through Sunday, from 5:00 AM to midnight.

**8. Who is your target audience?**

My target audience includes busy parents and guardians who need reliable, flexible childcare to accommodate their work schedules and other commitments. This includes parents working traditional 9-to-5 jobs, as well as those with non-traditional or shift-based jobs who need early morning, evening, or weekend care. Additionally, I aim to serve families with children ranging from infants to school-age, providing both full-time and part-time care options. I also focus on families in the local community who value a safe, nurturing, and educational environment for their children.

**9a. Why do you want your business to be located within the 9th district?**

I want my business to be located within the 9th district because it is a vibrant, diverse community that is in need of high-quality childcare services. As someone who both works and lives in this district, I have a strong connection to the area and understand the unique needs of local families. Currently, I provide family childcare services in this community and have seen firsthand the demand for reliable, flexible care that supports working parents. Additionally, I bring valuable experience from my previous 7 years of working at Lakeside Bus Company in the 9th district. During that time, I developed a deep understanding of the community's needs, building strong relationships with families and local businesses. Being located here will allow me to serve the families I know and connect with others in the area, contributing to the growth and well-being of this wonderful community.

**9b. How will your business improve the 9th district?**

My business will help improve the 9th district by offering dependable, high-quality childcare that supports local families. By providing flexible hours and a safe, nurturing environment for children, I will help parents manage their work and personal schedules with ease, allowing them to focus on their responsibilities while knowing their children are well taken care of. This support will contribute to a stronger, more productive community.

In addition, my business will create a positive and educational space for children to grow, which will benefit the long-term development of the district. I plan to encourage connections between families, local businesses, and community organizations, strengthening relationships within the area. I also plan to give back through community events, volunteer opportunities, and charity drives, helping those in need. Being part of the 9th district will allow me to contribute to making the community a better, more supportive place for everyone.

**10. Who will maintain the exterior premise of your establishment?**

I will personally oversee the maintenance of the exterior premises of my establishment to ensure that it remains clean, safe, and inviting for families and the community. This includes regular tasks such as lawn care, trash removal, and ensuring that walkways and entrances are clear and well-lit. I will also make sure that the building's exterior is properly maintained, including painting and repairs as needed, to keep it in good condition. If necessary, I will hire professional services for tasks like snow removal or larger landscaping projects to ensure the property is always well-maintained and welcoming.

**11. Are you leasing or buying the building where your business will be located?**

On December 18, 2024 I purchased the building where the business will be located

**12. Describe your security design.**

My security design is focused on creating a safe and controlled environment for the children, staff, and families. The building will feature a **buzzer system** at the main entrance, allowing parents and visitors to request entry. Once they press the buzzer, staff will verify their identity and the purpose of their visit before granting access. This ensures that only authorized individuals are allowed inside. All visitors will be required to sign in and out at entry desk, and staff will monitor the entrance to ensure that only approved individuals enter the premises.

All entry doors will be equipped with **security locks**, and only authorized staff will have the keys to these locks. Parents will be granted access through the buzzer system during drop-off and pick-up times, ensuring that the facility remains secure at all other times. Additionally, **security cameras** will be installed around the exterior and in key indoor areas to monitor the premises and deter unauthorized activity.

Inside, I will ensure that all areas are visible to staff for continuous supervision of the children, and emergency exits will be clearly marked and easily accessible in case of an emergency. I will also implement a strict **drop-off and pick-up policy**, where children will only be released to authorized individuals, and proper identification will be required. Staff will be trained in emergency procedures, including CPR and first aid, to handle any situation effectively. These measures will ensure that the facility remains secure while providing a safe environment for both children and parents.

**13. Does your proposal involve any City approvals? If so, what are those approval processes?**

Yes, my proposal does involve several City approvals to ensure that my childcare facility meets all necessary regulations and safety standards. The primary approval I will need is from the **Department of Children and Family Services (DCFS)**, which oversees the licensing of childcare centers. This approval will involve submitting an application that outlines my facility's operations, safety measures, staffing, and services, along with an inspection to ensure compliance with DCFS regulations regarding health, safety, and child welfare.

Additionally, I will need a **special use zoning permit** from the City's **Zoning Department** to confirm that the proposed location is approved for childcare services. This permit will ensure that the facility is compliant with local zoning laws and is permitted to operate as a childcare center in the selected area. The Zoning Department will also handle approval for any signage related to the business. If I plan to make any **alterations or improvements** to the building, I will seek approval from the **Zoning Department** to ensure that the changes comply with local zoning regulations.

As for building inspections, the facility has already passed its **plumbing inspection**. It is currently in the process of obtaining the required **electrical and construction inspections**, which are necessary for occupancy. These inspections are in addition to the zoning requirements and will ensure that the building is safe and ready for use as a childcare center.

Regarding fire safety, **Cintas Fire Protection Company** has already inspected and serviced the building's fire safety systems, including fire alarms, exits and extinguishers, to ensure that the facility meets all necessary fire protection standards.

I will ensure that I meet all these requirements to operate legally and safely within the City.

**14. What is the project timeline or schedule for your development or business, including any City approvals that are required?**

**City Approvals and Permitting (1 month):**

**Special Use Zoning Permit:** I will apply for a **special use zoning permit** from the **Zoning Department**, which will be approved and obtained this month. I am currently scheduled for the **BOZA meeting on 1/16/25**.

**Signage Approval:** During the zoning permit process, I will also seek approval for any business signage from the **Zoning Department**.

 **Building Inspections (1–2 months):**

The building has already passed its **plumbing inspection**. The next steps will include obtaining the required **electrical** and **construction inspections**, which are necessary for occupancy. This is expected to take 1–2 months depending on scheduling and any necessary adjustments.

**Fire Safety Inspection** by **Cintas Fire Protection Company** has already been completed, confirming that the fire safety systems are up to code.

 **Apply for Occupancy (after passing electrical and construction inspections):**

Once the **electrical** and **construction inspections** have been completed and passed, I will need to apply for an **occupancy permit** from the **Department of Neighborhood Services** to officially allow the facility to operate as a childcare center. This is a required step before moving forward with the final stages of setup.

 **DCFS Approval and Licensing Application:**

After receiving the **occupancy permit**, I will begin the application process for **Department of Children and Family Services (DCFS) approval**. This involves submitting the required details about the facility, operations, and safety measures, which may involve an inspection to ensure compliance with DCFS regulations.

 **Facility Setup and Renovation (1–2 months):**

After receiving the necessary approvals and the occupancy permit, I will begin setting up the childcare facility. This will include any final construction, furnishing, safety installations, and preparation of learning materials. This phase is expected to take 1–2 months.

 **Staff Recruitment and Training (1–2 months):**

During the final stages of setup, I will begin recruiting qualified staff and conducting training, including background checks, first aid certification, and specific childcare-related training.

 **Opening (Target Date: 2–3 months from start):**

After all necessary approvals, inspections, and final preparations are completed, I plan to open the childcare center and begin operations. The target opening date is expected to be around **2–3 months** from now, depending on the approval timelines.

**15a.** Do you have a written business plan?

Yes, I have a comprehensive written business plan for my childcare facility. The plan outlines key aspects of the business, including the mission and vision, target market, services offered, operational strategies, and financial projections. It also details the regulatory requirements I will meet, such as obtaining the necessary licenses and certifications, as well as the safety measures and policies in place to ensure a secure and nurturing environment for children. Additionally, the business plan includes a marketing strategy to attract families and community engagement plans to ensure the facility is a valuable resource to the neighborhood.

**15b.** Does your plan include a marketing plan?

- Social Media Presence:** I will establish social media accounts (Facebook, Instagram, etc.) to share updates, promotions, and activities happening at the childcare center. This helps engage with parents and showcase the environment and services we offer.
- Local Partnerships:** I plan to collaborate with local businesses, schools, and community organizations to spread the word about our services. This could involve offering discounts, hosting joint events, or creating referral programs.
- Flyers and Posters:** To target the immediate neighborhood, I will distribute flyers and place posters in high-traffic areas like local coffee shops, libraries, and community centers. This helps increase visibility in the area.
- Open House Events:** I will host open house events where parents can tour the facility, meet the staff, and learn about the programs we offer. This provides an opportunity to directly engage with potential customers.
- Referral Program:** I will implement a referral program, offering incentives for current families who refer new families to our childcare center.
- Online Listings and Reviews:** I will ensure the childcare center is listed on local directories, such as Google My Business, Yelp, and other relevant websites, to help increase online visibility and gather positive reviews from satisfied parents.

**15c.** Are you doing financing? If yes, with whom?

Yes, I have already secured financing for my childcare business. I have obtained a business loan through **Bancorp Bank**, which is partnered with the **Small Business Administration (SBA)**. This financing covers key startup costs, including facility renovations, purchasing necessary equipment, and covering initial operational expenses. With the support of Bancorp Bank and the SBA, I have the financial foundation in place to successfully launch and sustain the childcare center.

**15d.** What is your plan on hiring and how many full/part-time employees?

**Full-Time Employees (4-5):**

**Administrator (Owner):** As the **administrator and owner** of the childcare center, I will be responsible for overseeing the daily operations, managing finances, handling communications with parents, ensuring compliance with regulations, and providing leadership to the team.

**Assistant Administrator:** I will hire a **full-time assistant administrator** to help with administrative tasks, including managing schedules, assisting with billing, coordinating parent communications, and supporting the overall operation of the center. This position will also serve as a backup when I am unavailable.

**Lead Childcare Providers:** I plan to hire **2-3 full-time lead childcare providers** who will be responsible for leading the classrooms, planning educational activities, and ensuring the children's safety and development.

**Facility Manager:** One **full-time facility manager** will be in charge of maintaining the facility, ensuring it remains clean, safe, and properly equipped to provide a welcoming environment for children and staff.

**Part-Time Employees (2-3):**

**Childcare Assistants:** I will hire **2-3 part-time childcare assistants** to support the lead providers in the classrooms. These assistants will help with daily activities, provide supervision, and assist with meal times, nap times, and playtime. The flexibility of part-time staff will also help during busy hours and when extra coverage is needed.

**Other Roles (As Needed):**

As the center expands, I may hire additional staff such as a **nutritionist or cook** to assist with meal preparation (if meals are provided) or specialized instructors for enrichment activities, like art, music, or physical education.

**Hiring Process:**

**Qualifications:** All staff members will be required to pass background checks and meet qualifications such as CPR and First Aid certification. Lead providers will also need relevant experience or education in early childhood development.

**Training:** All new hires will go through a comprehensive training program to familiarize them with the center's policies, safety protocols, and the procedures that ensure the children's well-being.

**15e.** Are you going to hire within the community and how do you plan to recruit/train these individuals?

Yes, I plan to hire primarily from the local community to foster job creation and strengthen ties with the neighborhood. Recruitment will involve posting job openings on local job boards, partnering with schools and community organizations, attending job fairs, and utilizing an employee referral program. Once hired, staff will undergo thorough onboarding, including training on policies, safety, and child development. Ongoing professional development will be provided through regular training in CPR, early childhood education, and behavior management. A mentorship program will also be implemented, where experienced staff guide new employees. Performance reviews will ensure continuous growth and improvement. This approach ensures a dedicated, well-trained team while supporting the local community.

**15f. What insurance coverage do you have?**

I have already secured comprehensive insurance coverage through **Ategrity Specialty Insurance Company** to protect the childcare business. This includes:

**General Liability Insurance** for accidents or injuries on the premises.

**Professional Liability Insurance** for allegations of negligence.

**Workers' Compensation Insurance** for employee injuries or illnesses.

**Business Personal Property Insurance** for damage or loss of equipment and materials.

**Commercial Real Estate Hazard Insurance** for damage to the building and property.

**16. If needed, have you contacted the Department of Public Works?**

At this time not needed

**17. Do you have a contractor for plumbing, HVAC, and architect? If yes, who are they?**

I have an architect Keith Schultz, at this time no contractor for plumbing or hvac is needed

**18. Have you obtained your seller's permit?**

N/A

**19. Have you registered with the Department of Financial Institutions?**

YES I AM REGISTERED WITH THE DEPARTMENT OF FINANCIAL INSTITUTION

**20. Do you have an accountant and a lawyer? If yes, who are they?**

YES I HAVE AN ACCOUNTANT AND A LAWYER  
EWH SMALL BUSINESS ACCOUNTANT  
ATTORNEY JAMES HILLER