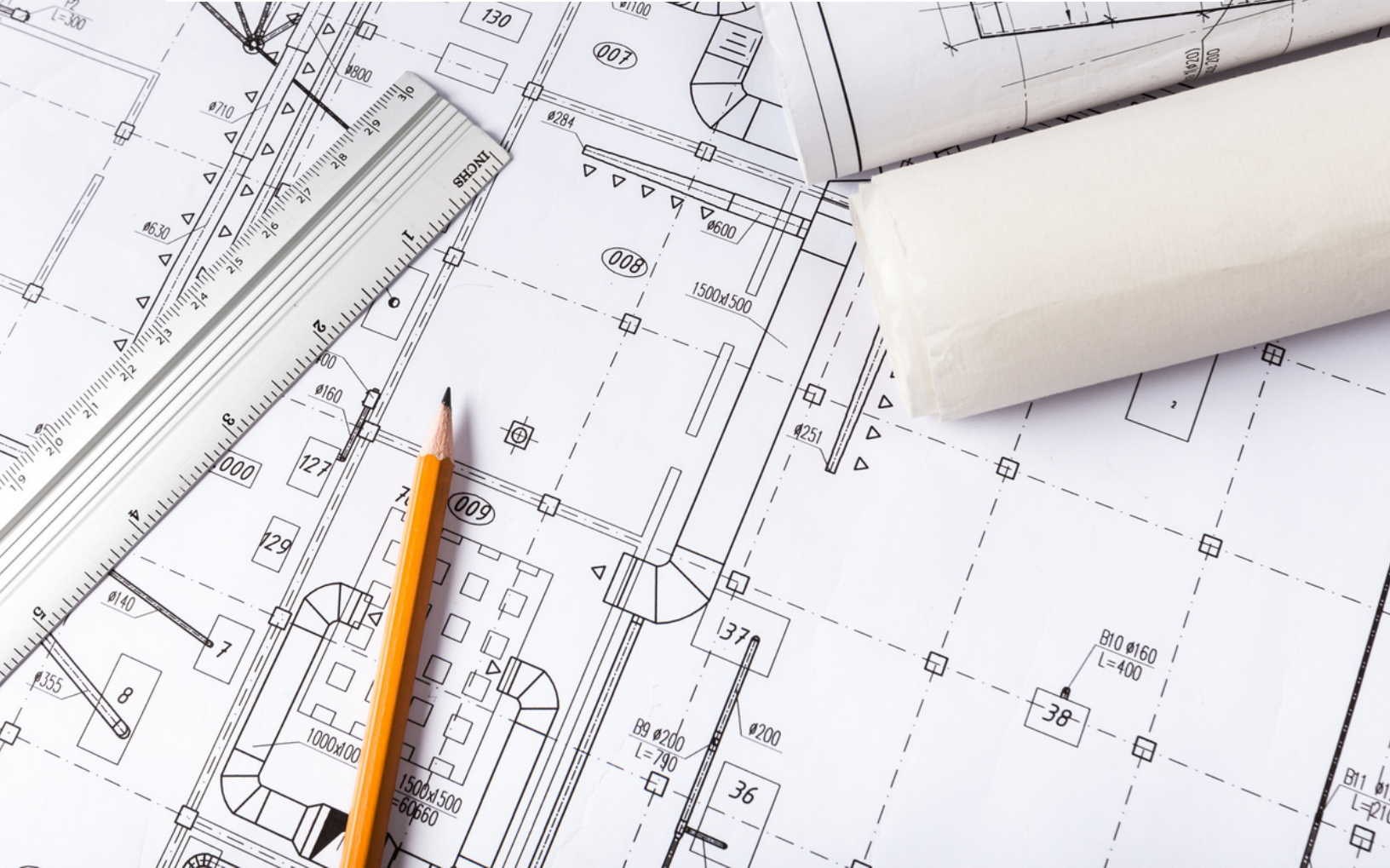




# PRIVATE SCHOOL BLUEPRINT

A STEP BY STEP GUIDE TO START  
YOUR PRIVATE SCHOOL



# WELCOME!

Congratulations on taking a big step to creating your own school! I have put together this comprehensive blueprint to help you save time when creating and launching your private school. As the creator of this blueprint, I will take you through all the necessary steps and provide you a detailed framework for your school. Because I have created multiple schools from scratch, I know how time consuming and overwhelming the process can be. I created this workbook based on my past experiences, mistakes and successes. I believe that this comprehensive workbook lays the appropriate groundwork for your school to become a reality and a success. This custom designed workbook will be an essential asset when creating your school.

Regards,

Jeannie A. Gudith, M.Ed.  
President & CEO



## JOIN OUR COMMUNITY!

To get newsletters and weekly updates, join our community!

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# HOW THIS WORKS

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The school blueprint is broken up into **phases**. Each phase includes a set of lessons to complete. Each phase builds on the next. As you move through each phase and lesson it is important to complete the previous phase/lessons before moving onto the next phase.

**Phase 0** is a basic pre-work phase to see if you are ready to move forward with your school.

**1 Phase 1 - Pre-planning**  
(18-24 months prior to launch)

**4 Phase 4 - Implementation**  
(6-8 months prior to launch)

**2 Phase 2 - Conception**  
(12-18 months prior to launch)

**5 Phase 5 - Establishment**  
(2-6 months prior to launch)

**3 Phase 3 - Development**  
(8-12 months prior to launch)

**6 Phase 6 - Launch**  
(1-2 months prior to launch)

# MARK YOUR CALENDAR

To be successful at starting your own school it is important to create a calendar so you can stay on task. Below are important timelines to keep in mind when creating your calendar. In the resources area at the end of the blueprint there is a sample gantt schedule which you can recreate to help you stay on task and focused. To view it, [click on this link](#).

## MONTH

## IMPORTANT DATES

S	M	T	W	TH	F	S

**Phase 1:** 18-24 months prior to launch

**Phase 2:** 12-18 months prior to launch

**Phase 3:** 8-12 months prior to launch

**Phase 4:** 6-8 months prior to launch

**Phase 5:** 2-6 months prior to launch

**Phase 6:** 1-2 months prior to launch



# CHEAT SHEET

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## PHASE 1 PRE-PLANNING

**Lesson One** State Requirements

**Lesson Two** School Statements

**Lesson Three** Potential Students

**Lesson Four** Business Plan

**Lesson Five** Board Members

**Lesson Six** Campus Location

## PHASE 2 CONCEPTION

**Lesson One** File legal documents

**Lesson Two** Design Brand

**Lesson Three** Develop Website

**Lesson Four** Develop Marketing Plan

**Lesson Five** Choose SIS

**Lesson Six** Develop Application Pkt

## PHASE 3 DEVLEOPMENT

**Lesson One** Set up bank accounts

**Lesson Two** Create calendar/tuition

**Lesson Three** Develop accounting

**Lesson Four** Recruit principal

**Lesson Five** Set up DOJ account

**Lesson Six** Schedule board meeting

## PHASE 4 IMPLEMENTATION

**Lesson One** Create handbooks

**Lesson Two** Establish payroll process

**Lesson Three** Choose curriculum

**Lesson Four** Write a strategic plan

**Lesson Five** Establish hiring process/HR

**Lesson Six** Select inventory process

## PHASE 5 ESTABLISHMENT

**Lesson One** Employee evaluation

**Lesson Two** Insurance policies

**Lesson Three** Professional development

**Lesson Four** Forms

**Lesson Five** Emergency plan

**Lesson Six** Busing and lunches

## PHASE 6 LAUNCH

**Lesson One** Verify applications

**Lesson Two** Teacher contracts

**Lesson Three** Create Day 1 procedures

**Lesson Four** Afterschool programs

**Lesson Five** Send welcome email

**Lesson Six** Hold open house