

# Is Setting Up Childminding For You?

## Guidance for providers new to childminding



## **IS SETTING UP CHILDCARE FOR YOU?**

Working in childcare is one of the most rewarding careers you can have. Owning your own childcare business can be rewarding and daunting at the same time and this guidance has been produced to assist you make that choice.

It outlines the key areas you must consider when thinking about setting up childcare. All sections are important and are here to help you make an informed choice of the risks and regulations when setting up a new childcare business.

Bradford Council can offer some support through the process but it is your responsibility to ensure you are knowledgeable about the area you are working in and all the regulations you need to be aware of when setting up your childcare business.

### **What is a childminder?**

Registered childminders are childcare professionals working in their own homes to provide care and education for other people's children in a family setting. They have to be inspected and registered by Ofsted. They offer a home-from-home childcare setting, looking after small groups of children of different ages and from different families from their own home.

Childminding is a dynamic and evolving career. Registered childminders are usually self-employed and run their own business. Many go on to expand their business and employ childminding assistants so they can care for more children at once

For further information read this guidance and see <https://www.bradford.gov.uk/children-young-people-and-families/working-with-children/how-to-become-a-registered-childminder/>

**Please take your time to read this guidance before you make an application to Ofsted or attend the local authority training**

## **Section 1: Childcare and statutory regulations**

### **What is childcare?**

Paid for childcare, is for parents who need childcare to enable them to go to work or training, this type of formal childcare is generally funded through the fees paid by parents. Childcare can range from 0 up to 19 years old. The majority of paid for childcare is for children 0-5 also afterschool and holiday club provision which is usually for children 5-11 years old.

Ofsted registers all formal childcare and there are several types such as day nurseries, pre-schools, childminders, independent schools/nurseries, before and after school childcare and holiday childcare.

Childminding is registered with Ofsted and known as Childcare on Domestic Premises which means providers that care for children on premises that are someone's home. If you are paid or rewarded to look after one or more children under the age of 8, for more than a total of two hours a day in a domestic setting (normally your own home) then you must register as a childminder.

### **What is the Early Years Foundation Stage**

The Early Years Foundation Stage April 2107 (EYFS) sets the standards that **all early years providers including childminders** must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. As a childminder if you decide you are looking after under 5's these are the standards you must meet.

You are required to have copies of the documents which make up the EYFS;

- Statutory framework for the early years foundation stage - March 2017
- Early Years Outcomes
- The EYFS progress check at two

Development Matters is also a useful document to assist you in delivering the statutory framework requirements

These documents can be downloaded from [www.foundationyears.org.uk/](http://www.foundationyears.org.uk/) or [www.education.gov.uk](http://www.education.gov.uk)

### **The Safeguarding and Welfare Requirements**

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

Providers must take all necessary steps to keep children safe and well. The requirements explain what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures.

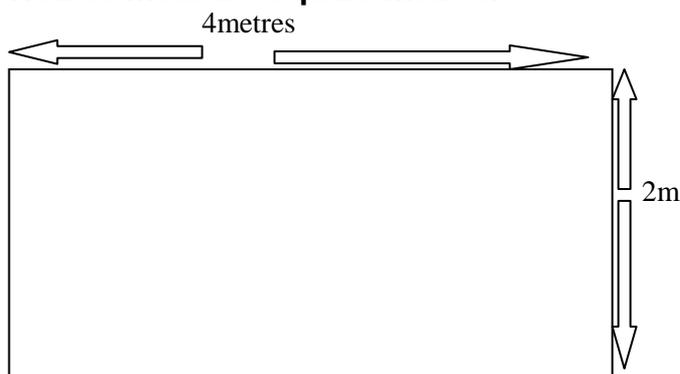
Providers must ensure that staff has sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be in a position to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.

## SPACE

In registered provision providers must meet the space requirements stated in the *Statutory Framework for the Early Years Foundation Stage*.

The *Statutory Framework for the Early Years Foundation Stage* point 3.57 states that calculations of available indoor space should be based on the net or usable areas of the rooms used by children, not including storage areas, thoroughfares, cloakrooms, utility rooms, kitchens and toilets.

### **For information: How to measure Square metres.**



To work out how many square metres an area is, measure it as if for fitting a carpet

Step 1: Measure the long side in metres eg 4.

Step 2: Measure the short side in metres eg 2m.

Step 3: Multiply the two answers together  $4\text{m} \times 2\text{m} = 8$  square metres.

Step 4: Then, do the same steps for the other areas you will be using for childminding that can be included eg dining room 5 square metres.

Step 5: When you know the total square metres you have available for childminding see if you have enough space to fit in the number of children you want to register for.

To fit in:      1 x baby @ 3.5metres = 3.5  
                    2 x 2 year olds @ 2.5 sq.m = 5

                    3 x 5-8 year olds @ 2.3 sq m = 6.9

                    15.4 sq m of free play space

You need to measure and work out the available space for children in your home.

For further information on delivering the EYFS and how to calculate the ratios of children you can take please refer to the EYFS and attend the local authority **training to register as a childminder** course apply by following this link [Learn and Develop with Bradford https://bradford-external.sabacloud.com](https://bradford-external.sabacloud.com)

## **Section 2: Planning permission and childminding**

Childminding is carried out in your home so, as well as meeting the Ofsted registration requirements you need to consider issues related to Planning Guidance. Guidance from Bradford Council Planning Development Services advises that childminding should not create noise and disturbance to neighbours; no substantial changes should be made to the property and if you were to employ staff or wanted to care for more than 6 minded children of any age at any one time, you may need planning permission for the business.

### **Is planning permission required to childmind from my home?**

It is likely that you may need to apply for planning permission if you plan to-

1. Care for more than six children at any one time.
2. Employ an assistant or register another childminder at the premises where you live.
3. Make substantial changes to the property to accommodate the business (This would include extensions to the property, changes to the entrance to the house or the laying out of car parking spaces for parent parking)
4. Advertise the business on the exterior of the premises.

### **What impact will your business have on those around you? Think about:**

<b>Possible issues</b>	<b>Possible solutions</b>
Example: limited parking outside the house	e.g.: Plan where neighbours might park, discuss neighbours wishes/flexibility
Evening pick up time	Design an agreement for parents; where to park e.g. in a set location; in the pub car park next door, etc. Where possible encourage parents to walk.
Noise of children in garden	e.g. agree with neighbours the times they preferred you to be quiet in the garden (they may be shift workers)
Drop off/pick up – everyone together can mean noise and disturbance	Stagger the start times and finish times so not all children arrive at once.
Large number of children	e.g. half term and summer holiday care: plan quiet times, rules for the garden, pick up/drop off, consideration of neighbours.
Noise from your house going through the wall to the neighbour's house.	Choose times for playing music, instruments, to have least impact on neighbours or do your dance and music sessions in another room. Consider noise insulation measures.
You want to make your home welcoming to new parents	No advertising on the exterior of the premises is allowed, so ensure the street sign is clearly seen and your house number is lit and shows clearly.
Neighbours nervous about the impact your business will have on them	Discuss it with them before you start, invite them round so they feel involved, maybe involve them positively in your childminding, taking round home baking, keep up an open dialogue with them so they have chance to tell you little worries before the worries grow huge and upsetting.
Shared driveway	Check your rights, be considerate and always ensure neighbours have access.
Neighbours irritated by anything you do	Keep the front of your house tidy, check your parents parking habits, avoid sitting/walking on neighbours walls or letting kids throw rubbish or hit flowers. Minimise the impact your business has on everyone around you.

## **How will the planning department be involved?**

Complaints or concerns by neighbours should be addressed to you first but the complainant can contact the Planning Department. They would look at highways issues and noise and nuisance when investigating a complaint. They may request that you apply for planning permission for change of use, or they may limit your business hours or number of children.

## **What role do Ofsted have?**

Ofsted do not have a role in childminders planning issues, they look at Outcomes for Children and the statutory framework for the Early Years Foundation Stage. However you must advise Ofsted of any planning disputes etc. as you would any other significant event.

## **What about planning once I'm registered as a childminder?**

- Seek permission if expanding the business (see 'numbers of children')
- Avoid disputes: involve neighbours – e.g. judging competitions, sharing your home baking.
- The aim is for your business to have a positive impact on your neighbours and your locality.

## **Numbers of Children**

Planning permission is not normally required for childminders homes, so long as the maximum numbers of minded children (of any age) do not exceed 6 at any one time and no other persons are employed on the premises. You will need to complete a pre-application enquiry form (01274 434605) if you want to expand your business to include more than 6 minded children or to employ staff (other than those already resident).

## **If I need to get planning permission will it be granted?**

There is no definitive answer to this question each case has to be assessed on its own merits. If you plan to increase numbers or make changes to your childminding business it is important you seek advice from the planning department before doing so.

The following factors are often taken into consideration when the Council determine planning applications for a childminding business to be carried out from a residential property:

- The size and layout of the property, and in particular other attached buildings. For example, is the property a detached property or is it attached to another house? Will noise transmit to neighbours rooms?
- The size and location of out-door play areas and the relationship with adjacent or nearby residential properties. Will there be noise problems for neighbours using their gardens?
- Other potential adverse impact on surrounding properties, including potential for noise and general disturbance caused by the dropping off and collection of children.
- The availability of off-street car parking provision for staff and those parents bringing or collecting children by car. Is the business going to cause problems with parking during times when the parents are dropping off and picking up children?
- Consideration will also be given to the layout of roads serving the site. Will the business impact adversely on the free flow of traffic on the highway? (As a general rule any use that will generate additional on-street parking on a classified road or within close proximity of a busy road junction will not be considered acceptable).

In all cases it is advisable to contact the Planning Department (01274 434605) email [planning.enquiries@bradford.gov.uk](mailto:planning.enquiries@bradford.gov.uk) who can help and advise you on what you need to do

More information on planning permission and the full range of services offered by the Council's Planning Service can be found at:

[www.bradford.gov.uk/planning-and-building-control/planning-application-and-building-regulations-advice/do-i-need-planning-permission-advice-for-business/](http://www.bradford.gov.uk/planning-and-building-control/planning-application-and-building-regulations-advice/do-i-need-planning-permission-advice-for-business/)

### Other considerations with planning permission

Some new housing and rented properties stipulate you are not able to run a business from your home. Before applying to Ofsted/ attending training check on your property deeds and check on your lease to ensure that you are able to set up a business.

## Section 3 – Sufficiency of childcare

The Childcare Act 2006 places a duty on local authorities to ensure there are sufficient childcare for working parents and secure early years provision free of charge. Bradford Council produces a Bradford Childcare Sufficiency Assessment and reviews this annually that shows the current state of the childcare market in Bradford.

Although when childminding the numbers you can take are relatively low compared to a pre-school or nursery, you still need to consider if there is a need.

### You must undertake research in your area to see

- The number of other childcare providers and what they offer- ask them if they are full or have vacancies
- Ask parents in the area what they want from childcare and would they use your service

There is an example market research template in the back of this pack.

## Section 4- Start up and on-going costs

It is absolutely key to your business success to calculate your estimate costs before working out your fee structure. Many childcare providers fail to do this then find themselves in the unenviable position of discovering that their costs are not being covered by their fee income. To avoid this situation, ensure you consider all potential costs including which could be incurred before you start and in your first year of business.

The following is for guidance only, however it will give you an estimate of the types of cost incurred when setting up childcare. We have based these numbers on single childminders

Cost incurred	Cost on average	Payable before or after opening
Ofsted registration fees- Early Year Register	For childminders this is £35 per year <a href="#">Register as a childminder- how to apply</a>	Before
Disclosure and Barring (DBS)	DBS check costs <b>£52.10 per person</b> DBS checks must be obtained for anyone over the age of 16 that will live or work on the premises	Before
DBS Update Service	This service lets applicants keep their DBS certificates up to date and costs <b>£13 per person per year</b> and it is strongly recommended you register with this service within 30 days and pay the fee annually	Before and annually
Health Check	This form should be completed by all applicants for registration as a childminder on the Early Years Register Cost will vary according to GP surgery from £20-£130 per person	Before
Public Liability Insurance	You will need public liability insurance (employee liability if you employ an assistant) as well as for any transport you intend to use for the business. The prices are wide ranging and you will need to contact the individual companies.	Before and annually
Training - <b>to register as a childminder</b>	Before registering with Ofsted or an Agency you must complete training which helps you to understand and implement the EYFS. The local authority deliver <b>training to register as a childminder</b> , apply by following this link <a href="https://bradford-external.sabacloud.com">https://bradford-external.sabacloud.com</a>	Before
Training – <b>paediatric first aid</b>	You must have completed paediatric first aid training before your Ofsted registration visit. The local authority provides nationally approved <b>First Aid Paediatric</b>	Before and every 3 years

	<b>Level 3 Award - 12 hours</b> – price £108.90 apply by following this link <a href="#">Learn and Develop with Bradford</a>	
Planning permission	£150 (depending on type of planning/ if needed it could be more)	Before (if needed)
Publicity materials (ie marketing and promotional materials such as brochures)	This needs adding into your budget on an on-going basis. It needs to be planned and tailored to fluctuate with your business needs. However you will have to have a concerted advertising campaign prior to opening so people know where you are and what you can offer them Approx. £50-100	Before/ on-going
Information Commissioner's Office (ICO) / GDPR	The Data Protection Act 1998 requires every data controller (eg organisation, sole trader) who is processing personal information to register with the ICO, unless they are exempt. For more information visit <a href="https://ico.org.uk/">https://ico.org.uk/</a>	Once registered
Organisation memberships (ie BUFA/ PLA/ NDNA)	PLA = <a href="https://www.pre-school.org.uk/membership">Membership PLA https://www.pre-school.org.uk/membership</a> PACEY = <a href="https://www.pacey.org.uk/">Membership PACEY https://www.pacey.org.uk/</a> BUFA = <a href="http://www.bufa.org.uk/">Bradford under fives association http://www.bufa.org.uk/</a> Morton Michel = <a href="https://www.mortonmichel.com/">Morton Michel https://www.mortonmichel.com/</a> There are other organisations that have a wide range of fees	Optional
Other Immediate running costs to consider	Tailored Business Starter packs are available for childminders with organisation members (see above) which include public liability insurance, an annual membership and some of the documentation you need for running your business such as contracts/ accident/incident and medication records, attendance registers, accounts records etc. these range from £100-£200  If you have not access to the internet/ computer most information now is given on-line- including how you apply to OFSTED. You need to consider how you will access this information if you do not have this at home (most libraries have computer/ internet/ printing access for a small fee) and build this into your costs.  If you have access to this on a family computer/ laptop you need to consider how you will make sure your childminder information is safe and have this password protected.	Before/ on-going

It is important to take all the above factors into consideration that you have the funds to begin your business before undertaking any work.

The list is not exhaustive but intended to give an overview of the business side start-up costs. This does not factor in any resources/ alterations you may need to be able to run childminding in your home.

You could get a childcare business grant up to £500 from the government to help with the costs of setting up a childminder business in England. [Childcare Business Grants Scheme](#)

You'll get a grant if:

- you're registered with Ofsted or a childminder agency and applying within 3 months of registration
- you have your early years registration certificate
- you're going to offer 30 hours of childcare entitlement for 3 and 4 year olds (either on your own or in partnership with other providers)

You maybe entitled to a grant from Bradford Council to cover some of the start-up costs if you are setting up in an area where there is deemed to be insufficient childcare. For further details come along to an **Information session – are you considering becoming a childminder?** Run by Bradford Council by following this link <https://bradford-external.sabacloud.com>

## **Section 5- Getting Paid**

As a childminder you will have to decide on what you are going to charge parents. There are two types of ways of getting paid, funded and paid for childcare. Funded hours are paid for by Bradford Council for entitlement children and you are given a set rate hourly rate based on a funding formula: you claim this from the Bradford Council directly.

### **What is a funded place?**

The government give each council funding for funded entitlement places for the number of eligible children who take up a place.

As a new childcare provider for under 5s you can make an application to provide and be paid to deliver funded places for eligible two, three and four year olds. The statutory guidance states Local Authority will fund childcare providers inspected as good or outstanding so it is important the quality of your environment is good or better right from the start.

All three and four year old children and some two year olds are entitled to funded early education. Some 3&4 year olds of working parents are also entitled to an additional 15 hours childcare from September 2017 for further information on eligibility for funded places check [here](#).

Generally parents who meet the eligibility criteria are entitled to 570 hours a year which has to be taken over no fewer than 38 weeks of the year (this equates to 15 hours a week term time). Eligible working families of 3 & 4 year olds can access a further 570 a year.

Children are eligible the term after their birthday so for example:

<b>Child's 2<sup>nd</sup> or 3<sup>rd</sup> birthday is between</b>	<b>When you can claim</b>
1st January to 31st March	beginning of Summer term on or after 1st April
1st April to 31st August	beginning of Autumn term on or after 1st September
1st September to 31st December	the beginning of Spring term on or after 1st January

Providers are encouraged to offer flexible packages of funded hours, subject to the following standards

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Many families use just their funded entitlement, where some families will need additional paid for childcare in addition to the funded entitlement. However you also need to be aware that many families choose to use informal childcare provided by family and friends to meet some or all of their childcare needs.

## What is paid for childcare?

Paid for childcare are any hours (other than funded) or services parents require and you set your own rate for these and the parents pay you directly.

Here are some tips around setting your fees

### Fee Structure

A pricing strategy is the way in which you set your charges for the services you will offer ensuring you cover the costs of running your business and paying yourself a wage. A pricing strategy should recognise that.

- Parents want a choice of fees / services according to their needs or they may look elsewhere;
- Offering a range of services (day care, school sessions, and collections/drop off) can result in a range of fees.

### Suggested fee options could be:

Item	Comments
Per Hour	For childminders this allows you to be paid for the hours you work for a family- however this can work out more expensive than some of your competitors who charge per week/ day so ensure this does not price you out of the market. Average childminding hourly rate in Bradford is £4.01 January 2019 the lowest being £3.58 and the highest being £5.50
Per Session (e.g. morning/afternoon)	Charging per session rather than hourly allows you to fill your small number of places
Per day	Again enables you to fill your places and maximise income
Per week	Consider reducing your weekly fee so the fifth day is offered slightly cheaper than the other 4 full days, to entice parents to book a full time place again to maximise income and fill early years places
Block pricing (e.g. per month)	If you have shift working parents you could consider offering flexibility of sessions as this can be a good marketing tool, although it would affect your juggling empty spaces at irregular periods.

Another couple of points to remember:

- Good financial practice suggests you should charge full fees when a child is off sick or on holiday when your childminding is open as you will find it difficult to fill these spaces.
- Booking in advance helps you to fill capacity and try to allow you a chance to fill any gaps you may have.
- You can have a mixed pricing (ie hourly/ daily/ weekly) rate for parents who take up more hours as long as it is clear to all parents what your fee structure is.

Above all be willing and able to explain your fee structure and stick to your guns – this is your business, you have calculated the necessary fees and they are not negotiable

### Pricing Policy

Once you have decided on your pricing strategy, you need to create a written pricing policy which can then be handed to parents to help overcome any discomfort when discussing the issue, since money is often a subject people feel uncomfortable with. Ensure you give parents this before signing any contracts so they are clear what is expected of them.

### Ways parents can pay fees

Parents can pay your fees in the way you deem in your policy i.e. a month/ week in advance cash/ cheque or the most favoured way now is directly into your account on a set date so you do not have to ask for fees. There are also government help for parents to pay for childcare.

## **Support available to parents towards the cost of childcare**

**Working Family Childcare Tax Credit (WFCTC)** The childcare element of Working Tax Credit funds up to 70 per cent of childcare costs up to the same thresholds as for Universal Credit with additional funding for households on housing or council tax benefits.

**Universal Credit** is being phased in to replace Working Tax Credit, but full transition for existing claimants will not be completed until the early 2020s.

Universal Credit funds 85% of childcare costs up to a maximum of £175/week for one child or £300/week for two or more children.

**Support for student parents:** the Childcare Grant supports undergraduate parents in England and Wales, and the Childcare Fund has a similar function in Scotland. The Care to Learn scheme supports further education students under 20. Parents over 20 in further education have access to the Discretionary Learner Support Fund (England), Discretionary Fund (Scotland), and Financial Contingency Fund (Wales) – these are administered through colleges.

**Tax Free Childcare** was launched in June 2017 and is intended to replace the current Employer-Supported Childcare voucher schemes. The scheme will be rolled out gradually to families, with parents of the youngest children able to apply first and is available for children up to 12 years of age or 17 years for children with Special Educational Needs or disabilities (SEND). All eligible parents will be able to join the scheme by the end of 2017. For every £8 a parent pays in, the government will top up an extra £2.

The government will top up the account with 20% of childcare costs up to a total of £10,000 - the equivalent of up to £2,000 support per child per year (or £4,000 for disabled children).

To register as a provider you'll need your 10-digit Unique Tax Reference (UTR) number to sign up for Tax-Free Childcare. This is the number that HM Revenue and Customs (HMRC) gave you when you first tell HMRC that you were working for yourself.

You can find your UTR on any HMRC communications, for example, your tax statement or payment reminder, or by logging onto your Personal Tax Account.

See [Tax-free website](#) for further details

**Childcare Vouchers** The Employer Childcare Support Voucher Scheme is available to employees who's employer is part of the scheme. They are employer-managed schemes meeting up to £55 of childcare costs per parent per week. Voucher schemes are being phased out as tax-free childcare is launched, but parents already using the schemes will be able to choose whether to continue with them or use tax-free childcare. They will not be able to use both.

For further details on setting your pricing policy attend the local authority **training to register as a childminder**, apply by following this link <https://bradford-external.sabacloud.com>

## **SECTION 6: REGISTERING YOUR CHILDCARE**

If after reading the information you still want to register as a childminder or would like to find out more information you need to consider attending an **Information session – are you considering becoming a childminder?** Book a place by following this link <https://bradford-external.sabacloud.com>

If you follow the Local Authority training route by attending the **training to register as a childminder** <https://bradford-external.sabacloud.com> a named Childcare Quality Officer will be

allocated to guide you through the Ofsted registration process and to ensure you meet the requirements to register.

If you decide not to attend the *training to register as a childminder* you won't receive support from a Childcare Quality Officer until you are registered with Ofsted.

## **What to expect from your Childcare Quality Officer (CQO)**

Once you have attended the *training to register as a childminder* a named QCO will contact you to arrange a home visit.

At this visit the Childcare Quality Officer will:

- Answer any questions you have.
- Guide you through the Ofsted registration process to include the online application, applying for Disclosure and Barring Service checks (DBS) registering on the Update Service and when to complete your Health Declaration
- Discuss your knowledge of the Early Years Foundation Stage Statutory Framework and Learning and Development Requirements
- Check through your policies and procedures, ensuring you have all the statutory policies and procedures required to meet the EYFS
- Check that you have attended or have a place booked on Paediatric First Aid training
- Check you have completed a risk assessment for all areas of your home.
- Discuss your Fire Plan with you.
- Discuss setting up a quality environment.
- Help you prepare for your Ofsted registration visit.

## **OFSTED registration**

At the registration visit Ofsted expect you to demonstrate that;

- the childminding premises are safe and suitable for children
- you can deliver the educational programmes to help children learn and develop
- the requirements of the 'Statutory framework for the Early Years Foundation Stage' are met, or will be met when caring for children.

In relation to the learning and development requirements, you must be able to demonstrate:

- your knowledge and understanding of the seven areas of learning and development
- how you will plan and deliver the educational programmes across these areas
- how you will assess children's starting points and the progress they make and that they know and understand the requirement for a progress check at age two
- how you will help children make progress towards the early learning goals and become effective learners who are ready for school.

The local authority [Training to register as a childminder https://bradford-external.sabacloud.com](https://bradford-external.sabacloud.com) covers this and provides you with the tools to use as a childminder.

If you decide not to follow the Local Authority Route there is a checklist at the back of this document to make sure you have completed the various stages before you apply. Remember if you do not attend the Local Authority *training to register as a childminder* you will not receive support from the Local Authority/ Childcare Quality Officer until you are registered with Ofsted.

Preparation will help you to consider how best to create and maintain your service, so that it meets the highest standard and offers the best experience for young children.

To apply you need to complete the following Ofsted Form online from the Ofsted website

- **EYC-** the main application form for registration as a childminder
- **EY2-** declaration and consent forms

- **Health declaration booklet** – this asks for information about your physical and mental health

<b>Guidance on the registration process</b> <b>Guidance on filling out the application</b> <b>Preparing for registration Process</b>	<a href="http://www.ofsted.gov.uk/resources/guide-registration-early-years-register-childcare-provider-domestic-or-non-domestic-premises">http://www.ofsted.gov.uk/resources/guide-registration-early-years-register-childcare-provider-domestic-or-non-domestic-premises</a>
<b>Ofsted Childcare registration form - Application form for the Early Years Register are now on line</b>	<a href="https://online.ofsted.gov.uk/OnlineOfsted/default.aspx">https://online.ofsted.gov.uk/OnlineOfsted/default.aspx</a>

## Support for Prospective Childminders

For support and to discuss any issues before registration with Ofsted or a childminding agency please contact your local Quality Childcare Officer (QSO) at;

The Early Learning Admin Team: 01274 439611

Or email [childminding@bradford.gov.uk](mailto:childminding@bradford.gov.uk)

To update your details, request information on local providers of childcare, including fees contact;

Families Information Service Tel: 01274 437503

Ofsted general help line Tel: 0300 123 1231

## Section 7: Once you are registered

As a new registered provider you are able to deliver funded places from when you open. This is a choice and you do not have to offer these places, but if you decide you would like to this needs to be planned. This is because there are certain cut off points in each term when you can still claim funding and you need to access some training in order to make a claim.

If you decide to become a early years entitlement funded provider you need to make an application. On submitting the application form the council will undertake checks to ensure you are registered with HMRC and OFSTED and that you do not owe the council any monies including council tax.

Categories of providers eligible to deliver free early education places

- Registered on the Early Years Register under the Childcare Act 2006
- An appropriately registered independent school
- Providers who have received a good or outstanding Ofsted outcome can register to provide early education places.
- Providers who are newly registered and yet to receive their first graded inspection

To apply to be an early education provider contact [sufficiency@bradford.gov.uk](mailto:sufficiency@bradford.gov.uk)

## PROVIDING QUALITY CHILDCARE

Quality early years and childcare improves the life chances of all children, especially disadvantaged children, with fewer opportunities. It boosts children's learning and gives them the chance to mix with others from a wide variety of backgrounds, while enabling parents to meet other parents, train or work.

## **Quality Improvement**

Bradford supports providers of childcare in a range of ways to deliver quality early education and childcare. Once you are registered you will receive support from a Childcare Quality Officer (CQO) and have access to Early Years Quality Improvement Counts (EYQIPC) Programme in order that you provide the best standard of care for the children and families of Bradford.

The Bradford Early Years Quality Improvement Counts (EYQIPC) Programme is set out in a framework covering 3 areas;

- Quality of environment
- Meeting children's needs
- Leadership and management

As you prepare for your first graded inspection your Childcare Quality Officer (CQO) will help you to work through the EYQIPC programme which will help you to deliver quality childcare and to be Ofsted ready.

Childminders who receive a Good or Outstanding Ofsted grade at their first inspection will be offered a Keeping in Touch (KIT) visit inline with their next re-inspection. The KIT visit will provide you with dedicated time with a CQO to discuss your setting and any concerns you may have. The CQO will also advise you if any further support or training is recommended to help you prepare for your next Ofsted inspection.

## **Training Opportunities**

Attending training, events and seminars is essential to sustain a quality provision for children and families as well as keeping yourself up to date with changes.

Training to support quality and professional development is available through Learn and Develop with Bradford [www.bradford.gov.uk/childcaretraining](http://www.bradford.gov.uk/childcaretraining)

Early Year's Service organise Childminding forums three times a year, these form part of the Local Authority's role to support provision of high quality services across all childcare providers in the district. The main aim of these forums is to provide an opportunity for childminders to find out about relevant local and national issues and developments; to discuss and debate issues within the sector and to provide networking opportunities.

**Appendix 1 MARKET RESEARCH – QUESTIONNAIRE FOR POTENTIAL CUSTOMERS (Print out and use)**

Dear Parent/Carer

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

It would be appreciated if you could help me by completing this questionnaire form if you have children or are expecting a baby.

This information will be used to:

- Assess the demand for childcare in the \_\_\_\_\_ area.
- Identify people who would like to be added to a 'waiting list' of potential customers.
- Help setup a service that meets the needs of parents and the local community.

Please note that this information will be stored securely and kept confidential, and kept for a period of up to 12 months, after which it will be securely destroyed.

If you would like support in completing this form, please contact me.

1. Children's details.

	Age of child	If this child attends formal / informal childcare, where do they go?	If this child requires specific support, please describe.	Does this child access a Nursery Education Funded place? Yes / No
Child A				
Child B				
Child C				
Child D				
Child E				

2. If your childcare needs are not being met, why?

--

3. Please tick the box that best describes your willingness to use childcare provided by me.

Definitely	Probably	Probably not	Definitely not
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please tick the box that best describes how often you would need this childcare.

Regularly	Occasionally	Not at all	Not sure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please tick the box that best describes when you would need this formal childcare.

Immediately	In 3-6 months	In 6-12 months	Not sure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What times on average would you want to use the childcare times during school term-time?

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings	<input type="checkbox"/>						
Afternoons	<input type="checkbox"/>						
Evenings	<input type="checkbox"/>						

7. What times on average would you want to use the childcare times during school holiday-time?

| Mornings   | <input type="checkbox"/> |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Afternoons | <input type="checkbox"/> |
| Evenings   | <input type="checkbox"/> |

8. What are the main reasons for wanting childcare?

- |   |   |
|---|---|
| <input type="checkbox"/> Working full-time  | <input type="checkbox"/> At home looking after children                                 |
| <input type="checkbox"/> Working part-time  | <input type="checkbox"/> To have a break, a chance to catch up with chores at home, etc |
| <input type="checkbox"/> Working term time only                                     | <input type="checkbox"/> To give family/friends a break from childcare responsibilities |
| <input type="checkbox"/> In part-time training / education                          | <input type="checkbox"/> To give child(ren) a good early education                      |
| <input type="checkbox"/> In full-time training / education                          | <input type="checkbox"/> To give child(ren) an opportunity to socialise                 |
| <input type="checkbox"/> To give child(ren) new opportunities to play and be active |   |
- Other- please specify \_\_\_\_\_

9. If free Early Education Funded places (available from the term after their 3<sup>rd</sup> birthday) were available at our setting, would you wish your child to attend? Yes  No

10. If NOT please tell us why?

11. Do you have any other comments / suggestions on the kind of service you would like to see offered in the area?

If you would like to be added to the waiting list, it would be appreciated if you could add your contact details below.

Name	Address
Telephone Number	Email

Thank you for completing this form

**Appendix 2 Competitor Analysis – complete a profile for all current competitors within a 1-mile radius**

Competitor's name	Address	Service type (eg nursery)	What are their fees?	Are they full?	<b>Strengths:</b> identify attributes of THEIR business that help make them successful (ie Why do parents choose them? What are their Unique Selling Points?)	How do they promote themselves / market their services? (eg website, leaflets, events)

### Appendix 3 Setting up childcare list

Prior to setting up your business, have you.....	Yes/No	Notes
Attended the Local Authority <i>Information session – are you considering becoming a childminder?</i>		
Read and understood this document – Is setting up childcare for you?		
Undertaken competitor analysis and market research to establish what services to offer, fees to charge and demand for childcare.		
Looked at all the outgoings for a business and what income you need to generate to breakeven and make a profit		
Sourced funding to set up your childminding business		
<b>Prior to registering your childminding business, have you....</b>		
Attended training which helps you to understand and implement the EYFS i.e. <i>training to register as a childminder</i>		
Downloaded a copy of the EYFS, read and understood this Statutory document for childcare settings		
Completed a risk assessment on your home and garden		
Applied for a Disclosure and Barring Service (DBS) check for yourself and anyone over the age of 16 that will live or work on the premises		
Registered each DBS check with the annual update service (no later than 30 days of the DBS being issued)		
Downloaded and completed section A and B of the health declaration form and taken to GP for Section C to be completed. Only send the form to Ofsted once your application form has been accepted by Ofsted.		
Created an account on the Ofsted online website.		
Completed EYC form to register as a childminder		
Anyone over the age of 16 that will live or work on the premises completed an EY2 form		
Applied to Ofsted for registrations as a childminder		
<b>Once registered as a childminder, have you....</b>		
Purchased Public Liability Insurance, where applicable employers Liability		
Displayed your Ofsted registration certificate		
Registered with HMRC <a href="https://www.gov.uk/new-business-register-for-tax">https://www.gov.uk/new-business-register-for-tax</a>		
Registered with the Information Commissioners Office (ICO)		