

Opening a new childcare business checklist

ity/ information red	Decision information	Comments/ decisions/ actions/ timeframe targets
<p><i>The Early Years Foundation Stage (EYFS) Statutory Framework</i> details the standards that schools and childcare providers must meet for the learning, development and care of children from birth to 5. There is a framework for specifically childminders (CM) and one for group and school-based providers (Group), which are reviewed and revised on a regular basis: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 See references to EYFS throughout this document.</p>		
<p>Type of childcare business – full day care, pre-school, childminder, wraparound? Age groups? Name of business?</p>	<p>Sessional preschool/ full day care/ childminding etc https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/earlyyears/typesofchildcare Ofsted childcare registers https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/the-ofsted-registers https://www.gov.uk/limited-company-formation/choose-company-name</p>	
<p>Type of organisation/legal status</p>	<p>Are you:</p> <ul style="list-style-type: none"> • Sole trader • Limited company • Partnership • Charitable <p>https://documents.hants.gov.uk/childrens-services/20170308HQGuidanceLegalStructuresSummarywebsiteversion.docx</p>	
<p>Initial market research – is there a gap in the market for your service?</p>	<p>Latest Childcare Sufficiency Assessment and district housing developments http://www.hants.gov.uk/childrens-services/childcare/providers/childcare-market.htm For further information contact your local Childcare Development Officer (CDO) https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/sfyc-offices</p>	
<p>Location/area serviced</p>	<p>Where are you in Hampshire? Know the ward you are looking at opening in; this gives you further detail into data of children & families you will be servicing. Deprivation indices: http://www.hants.gov.uk/factsandfigures/figures-economics/deprivation_indices.htm</p>	

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	<p>Key facts & figures: http://www.hants.gov.uk/factsandfigures.htm</p>	
Premises	<p>Leased/ owned? Business rates/ planning permission ('E' classification) Rental agreement in sync with occupancy levels rising in a set period? Scope to own after period of leasing? Community building access & opening times to be considered. Childminder – 50% of time on non-domestic premises? https://www.gov.uk/guidance/applying-to-work-for-up-to-50-of-the-time-on-non-domestic-premises-eva EYFS Safeguarding & welfare requirements – pages 35 - 37 (Group), pages 25 - 27 (CM) Outdoor space considerations</p>	
<p>Registering your business</p> <p>Registration with Ofsted</p>	<p>https://www.gov.uk/government/organisations/companies-house https://www.gov.uk/government/organisations/charity-commission</p> <p>Childcare register/ early years register/ voluntary register https://www.gov.uk/register-childminder-childcare-provider/overview</p>	
Business plan	<p>Advice & guidance; how to write a business plan: http://www.hants.gov.uk/childrens-services/childcare/providers/business-support/useful-surestart-resources.htm</p>	
Finance/ bank account	<p>Reserve/contingency bank account Childminders – separate business bank account set up and established for tax purposes/ receipt of EYE funding</p> <p>Tax self-evaluation/ return information https://www.gov.uk/topic/business-tax/self-employed https://www.gov.uk/working-for-yourself https://www.gov.uk/log-in-file-self-assessment-tax-return/register-if-youre-self-employed https://www.citizensadvice.org.uk/work/self-employed-or-looking-for-work/self-employment-checklist/</p>	

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	<p>Financial support factsheet https://hants.sharepoint.com/:b:/r/sites/Servi6437/Shared%20Documents/RSB%20Financial%20Support%20Factsheet%2005.12.23.pdf?csf=1&web=1&e=qGASxJ</p>	
Cash flow forecast	<p>Cash forecasting/ cash flow tools https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/resources-filter?filter=.Business-support.Cash-flow https://documents.hants.gov.uk/childrens-services/2024-25-EY-Funding-Calculator.xlsx</p>	
Pricing structure/ salaries	<p>Market research in and around the area will give you an idea of pricing structure and salary/ hourly rates for staffing. Along with the use of a cash flow forecaster; this will enable you to work out an hourly rate/ salary that is viable and coincides with your business plan.</p> <p>Salary indicator websites are available along with early year's consultancy reports for Hampshire average salaries within the early years.</p> <p>Consider NMW levels and pensions in calculations. https://www.gov.uk/national-minimum-wage</p> <p>Business transfers, take-overs, TUPE Business transfers, takeovers and TUPE: Transfers of employment contracts - GOV.UK (www.gov.uk) ACAS https://www.acas.org.uk/tupe</p>	
Policies and Procedures	<p>Childcare Works – Hub for providers https://childcareworks.org.uk/hub-for-providers/introduction/providers</p> <p>PACEY https://www.pacey.org.uk/special-editions/business-smart/policies</p> <p>Childminding UK https://childmindinguk.com/shop/categories/policies-and-procedures</p> <p>NDNA https://ndna.org.uk/nursery-policies-and-procedures/</p>	
Staffing/day-to-day management of business Staff qualifications, training, support and skills	<p>EYFS pages 28 – 32 (Group) explains the national requirements for staffing arrangements for children aged 0-5 years. Page 29 for management qualifications. EYFS, pages 19 – 21 (CM)</p>	

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	<p>Check early years qualifications https://www.gov.uk/guidance/early-years-qualifications-finder</p> <p>Apprenticeships https://www.theapprenticeshiphub.com</p> <p>Skills Boot Camps https://www.hants.gov.uk/business/skillsbootcamp/early-years-courses</p> <p>Safer Recruitment - SfYC Moodle https://sfyctraining.hants.gov.uk/course/view.php?id=24</p>	
<p>Early years education (EYE) funding (EYE / 2YO/ EYPP/ IDACI)</p>	<p>For more information regarding Hampshire's EYE payment structure and procedures please see: https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/providers/eye-eynff</p> <p>To deliver EYE funded sessions settings must apply via the SfYC Moodle platform to access <i>Early Years Education Funding Approval</i> https://sfyctraining.hants.gov.uk/course/index.php?categoryid=11</p> <p>[All settings need to ascertain what funding they will receive to calculate the cash flow forecast accurately – see 'Cash flow forecast' .]</p>	
<p>Health & safety regulations</p> <p>Risk assessments</p> <p>First aid at work</p> <p>Paediatric first aid</p> <p>Fire safety</p> <p>Food hygiene/ allergy awareness</p>	<p>http://www.hse.gov.uk/index.htm http://www.hse.gov.uk/coshh/</p> <p>https://www.hse.gov.uk/simple-health-safety/risk/</p> <p>http://www.hse.gov.uk/firstaid/index.htm</p> <p>https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education EYFS Annex A (Group) and (CM).</p> <p>https://app.croneri.co.uk/topics/fire-safety-early-years/indepth</p> <p>https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/heytc/training Search 'Food' Food Standards Agency - Homepage Food Standards Agency</p>	

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Safeguarding roles and responsibilities	<p>EYFS page 22 (Group) and page 15 (CM). Early Years Inspection Handbook, sections 58 – 61 https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023</p> <p>Required:</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead practitioner (Level 4) • Deputy Designated Safeguarding Lead practitioner (Level 4). <p>And committee members.</p> <p>HSCP https://www.hampshirescp.org.uk/professionals/</p> <p>Prevent https://www.gov.uk/guidance/prevent-duty-training</p>	
SEND (Special Educational Needs and Disabilities)	<p>http://www.hants.gov.uk/childrens-services/childcare/providers/inclusion.htm</p> <ul style="list-style-type: none"> • SENCo role • SEND Local Offer • SEND Funding 	

Useful links:

- Ofsted <https://www.gov.uk/government/organisations/ofsted>
- Ofsted online portal <portal.ofsted.gov.uk>
- 2-year-old Progress Checks guidance
<https://www.gov.uk/government/publications/progress-check-at-age-2>
- Childcare Works <https://childcareworks.org.uk/>
- Hampshire County Council, Services for Young Children (SfYC)
<http://www.hants.gov.uk/childrens-services/childcare/providers.htm>
- Hampshire improvement support programme (ISP)
<http://www.hants.gov.uk/childrens-services/childcare/providers/isp.htm>
- Hampshire business support page <http://www.hants.gov.uk/childrens-services/childcare/providers/business-support.htm>
- SfYC online training platform, Moodle <https://sfyctraining.hants.gov.uk/>