

Factsheet: Starting a nursery in Haringey

Introduction

This factsheet provides brief information about the process required in setting up a nursery and gives reference to where you can get further information.

Step 1 - Researching the market

A clear knowledge and understanding of the childcare market and the needs of parents/ carers, children and the wider community is crucial to ensure that you develop a service that meets the needs of users and is sustainable.

Some questions to ask:

Where should it be located?

What provision already exists in the area?

What are the fees and waiting lists of other provision which already exists in the area?

Is there a need/ demand for additional childcare provision in the area?

Who are the potential customers?

For a list of all childcare provision in the borough or in a chosen area, call the Haringey Family Information Service 020 8489 1000 or visit the Family Information Service Directory, http://harinet.haringey.gov.uk/index/children_and_families/fisd.htm

The borough's Childcare Sufficiency Assessment report which is published on the Haringey's website can also provide information on demand and supply of childcare in the borough and identifies gaps in provision. A full report is published every three years.

Identify suitable premises

Find suitable premises for the provision. Suitable premises include vacant non-residential premises, church halls, community centres, schools or a house.

What next?

Get advice from Haringey Council Planning Department on whether the building is appropriate for the required use

Consider what work needs to be done to develop toilets, kitchen, access to outside space and access for disabled children and families

Contact Haringey Council Customer Services 0208 489 1000 regarding parking for staff and customers.

Step 2 - Finance and Business Planning

Costing the service you want to provide

Understanding what it costs you to provide your service is crucial. It will help you:

- Determine your fees and ensure you at least break even or make a profit
- Forecast your cash flow to ensure you have enough money for day to day running costs such as wages and expenses
- Identify the main spending areas for the business

Costs can vary greatly depending on the type of nursery, opening hours, staff costs, premises and whether you buy an existing business or start a new business. There are two main types of costs; start-up costs and running costs. Start up costs refer to the initial cost of setting up the business including the purchase or lease of premises, building costs, equipment & materials, recruitment costs and marketing costs. Running costs refers to the every day cost of the running of the business including; staffing costs, gas, electricity, cleaning, insurance, food etc.

Business Planning

Planning your business is vital to success.

Your business plan will:

- Describe the business, its goals, objectives, policies, procedures and financial plans
- An analysis of strengths weaknesses, opportunities and threats
- Help you measure your success and achievements
- Help you spot potential pitfalls before they happen
- Help you plan for the future
- Help you to secure external funding
- Enable you to monitor your progress and ensure you stay on track to reach your business objectives

For business planning support, contact the Haringey Early Childhood Resource Team 0208 489 3218.

Finding funding

Once you have completed your business plan – you are in a position to find funding for your business. Areas to consider are:

- How much can you invest in the business from your own finances
- Bank loans
- Business start-up loans
- Money from shareholders
- Access to grants for voluntary and community organisations – Big Lottery Fund, and other funding bodies

Step 3 - Ofsted Registration

To provide childcare for children under eight years old for more than two hours per day, you must be registered and inspected by Ofsted.

Providers must also comply with the Early Years Foundation Stage (EYFS) which sets the standards for care, learning and development for children aged 0 – 5 years.

When you have secured premises for the childcare provision, your next step is to contact the Haringey Quality and Inclusion Team 0208 489 5386, for further information and support on Ofsted registration. For an overview of the process, you can also read the document 'Getting started procedure for those wishing to become a childcare provider'

Haringey Council Contacts for support and advice

For support and advice with Business Planning

Tel: 0208 489 3218

For support and advice with Ofsted Registration and Curriculum Planning

Teresa Asquith

Tel: 0208 489 8376

For support and advice with setting up a childminding business

Tel: 0208 489 2161

Family Information Service

Tel: 0208 489 1000

Planning Department

Tel: 0208 489 1000

Environmental Health

Tel: 0208 489 1000

Fire and building control

Tel: 0208 489 1000

Useful links related to the Factsheet

Researching the Market

www.northlondonbusiness.com – database of commercial properties for sale or rent and also gives a list of key property developments in the area.

www.haringey.gov.uk – Childcare Sufficiency Assessment report gives information on demand and supply of childcare in the borough and identifies gaps in provision.

Finance and Business Planning

www.businesslink.gov.uk – government's online resources for businesses

www.biglotteryfund.org.uk – grant funding for voluntary organisations

www.funderfinder.org.uk – provides a resource for grant-seekers of information and advice about charitable trusts and foundations that fund in the UK

Ofsted Regulations

www.ofsted.gov.uk – registration and inspection of childcare provision
Publication - Are you ready for your inspection? A guide to inspections of provision on Ofsted's Childcare and Early Years Registers – **0300 123 1231**

www.ofsted.gov.uk - Early Years Foundation Stage (EYFS)

Essential Documents: www.ofsted.gov.uk

EY0- Application form for the early years register: childcare provider on non-domestic premises,

EY2- Declaration and consent form for all individuals connected with a provision registered on the Early Years Register

HDB- Health declaration booklet and form

EY3- Notification to Ofsted (of any changes)

Other useful links

Daycare Trust – www.daycaretrust.org.uk

National Day Nurseries Association – www.ndna.org.uk

Starting a day nursery- 'Starter Pack' £80- NDNA 0870 774 4244

Nursery World Magazine – www.nurseryworld.co.uk

Pre-School Learning Alliance – www.pre-school.org.uk