

London Borough of Haringey

Getting started procedure for those wishing to become a childcare provider

1. **Research the market** – is there a need for another provision in the chosen area?
2. **Finance and Business Planning** - Cost the provision, create a business plan and raise finances
3. Find and confirm premises for provision with **planning permission and insurance**

For further information, about 1 – 3 above, see 'Factsheet: Starting a nursery in Haringey'
4. **Prepare premises** and make suitable for children
5. Apply to Ofsted for **registration** and complete **CRB disclosure** form
6. **Ofsted inspector visits** to complete registration and assess how many children can be cared for at the premises
7. If you are raising part of your finances from a **bank loan**, some banks may only assess your loan application after you have received Ofsted approval.
8. Start the **recruitment process** to employ qualified staff, make job descriptions and person specification, advertise, shortlist, interview and make offers
9. Plan the **nursery environment** and buy resources and equipment
10. **Market or advertise** the nursery to families – fees/ places/ curriculum etc. Repeat this at intervals.
11. Plan and facilitate **open day**
12. **Ring Ofsted** to say the provision is open. Ofsted inspector will return for **first inspection visit** within 6 months approx, after the nursery has opened and children are attending
13. Apply to be included in the **EYFE Directory of Providers** to deliver the Early Years Free Entitlement for 3 & 4 year olds.
14. Haringey EY Advisory staff will visit after the Ofsted inspection to initiate the **Quality Improvement Accreditation cycle**.