

## Getting started – procedure for becoming a childcare provider

- Research the market – is there a need for another provider in your chosen area?
- Finance and business planning – cost the provision, create business plan and raise finances.
- Find and confirm premises for planning permission and insurance
- Prepare premises and make suitable for children
- Apply to Ofsted for registration and complete DBS disclosure
- 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.
- Ofsted inspector visits to complete registration and confirm you are ready to accept children.
- Start the recruitment process to employ qualified staff, make job descriptions and person specification, advertise shortlist, interview and make job offers.
- Plan the nursery environment and buy resources and equipment.
- Market or advertise the nursery to families – fees/places/curriculum etc. Repeat this at intervals.
- Plan an open day
- Ring Ofsted to say the provision is open. Ofsted inspector will return for a first inspection visit, approximately within six months after the nursery has opened and children are attending.
- Complete an expression of interest form to offer early years free entitlement places.
- Haringey will confirm acceptance and inform providers of the local code of practice for delivering free early education places for 2, 3&4 year olds. Any acceptance is subject to a signed annual agreement and contract.