Information for those wishing to set up new day care provision for children ages 0-17 years in Sheffield
These factsheets have been produced by the Children, Young People and Families Services (CYPF) Service which is part of Sheffield City Council.

In these factsheets you will find basic information to help you decide whether you want or need to become a registered day care provider with Ofsted.

Before you proceed with setting up your childcare business we strongly advise you to read the Early Years Foundation Stage 2014 and review information on the www.gov.uk website about becoming a childcare provider (links in useful contacts at the end of this document). This will help you to understand the legal requirements and standards for children's care, welfare and training.

The CYPF is committed to the development of high quality, inclusive, accessible and sustainable childcare services for all children and families regardless of where they live.

It is important to provide children with the best possible start in life by ensuring that appropriate services are available which meet the particular needs of the child and their family.

As a local authority we have a legal responsibility to ensure that there is sufficient quality childcare provision across the City to meet parental need or demand. We can provide you with information about the number of childcare places in different parts of the City and specific information about the amount and type of existing provision within your chosen area. For more information about this please see useful contacts and information at the end of the Frequently Asked Questions factsheet enclosed.

If you have any questions please contact Customer First on 0114 2734567 who will deal with your initial enquiry.
Frequently Asked Questions/Information about setting up a new day care provision

These are some questions that you should consider before setting up….

- Do you have an interest in and enjoy working with children?
- Have you any qualifications in childcare? Will you need any?
- Do you have skills or life experience that could help you run a quality childcare service?
- Is there a lack of childcare in your area?
- Is there any demand for this? How do you know?
- Will you need any funding to develop your ideas and plans?
- Have you identified possible suitable premises?
- Could parents afford to pay?
- Could you provide a broad range of challenging, rewarding play experiences for children to meet their individual play, care and learning needs?
- Could you work in partnership with parents, carers and other professionals?
- Are you highly motivated and determined?
- Would you be committed to ongoing learning as a professional childcarer?

Ofsted Definitions:
**Childcare provider on domestic premises:** Where care is provided on domestic premises with at least three other people. They can provide the care directly or employ people to work with them. The difference between childminding and childcare on domestic premises is the number of people involved. If four or more people look after children at any time they are providing childcare on domestic premises, not childminding.

**Non-domestic premises:** Caring for individual children in premises that are not someone’s home. These premises can range from converted houses to purpose built nurseries. All the above must register to care for children under the age of eight, unless they are not required to do so and can choose to register to care for older children.

Who are Ofsted and what do they do?
Ofsted has the statutory role of ensuring that providers of childcare are suitable and that they comply with meeting the requirements of the Early Years Foundation Stage framework and/or other registers.

Ofsted register the care provided for children on two registers: **The Early Years Register (EYR)** and **The Childcare Register (CR)**. People can apply to join one or both registers at the same time. The Childcare Register has two parts – a compulsory part and a voluntary part. If providers are on more than one register they must the requirements for the different registers.

For more information, please visit the [www.gov.uk](http://www.gov.uk) website.
Do I need to register?

Depending on the type of service you want to set up, there may not be any need to register. Information is available on the .Gov website: www.gov.uk/register-childminder-childcare-provider. Contact Ofsted if you are not sure. (See useful contacts). However you may still register on the voluntary part of the register and being registered in this way is encouraged and is beneficial to both parents and providers. Parents are reassured that minimum standards have been met and those who are eligible can claim help towards childcare costs through schemes such as Working Tax Credit and the Universal Credit. Settings can broaden their business options by accessing advice, support and training (which is the responsibility of the local authority to signpost registered providers to) and this includes those on the voluntary part of the Childcare Register.

What is my first step?

The enclosed checklist will guide you through the various stages of becoming a new group care provider. You will need a copy of the Early Years Foundation Stage (September 2014). This is the framework for learning, development and care of children from birth to five years you will have to meet as a registered early years childcare provider. You can get a copy from the Department for Education (see contacts at the end) or download it from: www.gov.uk/government/publications/early-years-foundation-stage-framework--2

Who can help me?

There are three Early Years Best Start Teams in the North, East and West of the City. Each has 2-3 Quality Improvement Officers who can provide information support for providers who have registered with Ofsted and need assistance to reach a “Good” or “Outstanding” Ofsted judgement. Quality Improvement Officers can be contacted on the following numbers:

**North**
First Start Childrens Centre – Tel 0114 203 9307
EYBestStartTeam-North@Sheffield.gov.uk

**West**
Primrose Childrens Centre – Tel 0114 233 5197
EYBestStartTeam-West@Sheffield.gov.uk

**East**
Darnall Childrens Centre - Tel 0114 242 3510
EYBestStartTeam-East@Sheffield.gov.uk

How long does it take to set up a new childcare service?

It takes up to 25 weeks from application to registration, but can take less. You should not apply for registration unless you are able to demonstrate that you will be able to meet all the requirements. Ofsted will expect that the premises are in a ready state to take children the same day as the inspector visits.
How much will it cost me?

Application fees for Ofsted registration:

**Early Years Register:**
£35.00 for childcare providers on non-domestic premises who operate for less than three hours a day, or less than five days a week or less than 45 weeks per year.
£220.00 for childcare providers on non-domestic or domestic premises who operate for three or more hours each day and for five or more days a week and for 45 weeks or more a year

**Childcare Register:**
£114.00 for childcare providers on domestic or non-domestic premises.

**Annual fees:**
After this, for both the Early Years and Childcare registers there are annual fees payable on the anniversary of the registration.

**Early Years Register:**
£35.00 - £50.00 for childcare providers on non-domestic premises who operate for less than three hours a day, or less than five days a week or less than 45 weeks per year.
£220.00 for childcare providers on non-domestic or domestic premises who operate for three or more hours each day and for five or more days a week and for 45 weeks or more a year

**Childcare register:**
£114.00 for childcare providers on domestic or non-domestic premises.
All fees are set by the Government. These are the figures from 1st September 2012 and are subject to change.

First aid courses vary in price.

**Disclosure and Barring Service (DBS) Checks**
(Replaced the Criminal Records Bureau and Independent Safeguarding Authority in December 2012)

There have been some recent changes to applications to register with Ofsted as an early years childcare or social care provider, or as a registered manager of a children’s social care establishment or agency:

- All Ofsted’s DBS checks are now processed by Capita.
- All DBS applications and payments must be made online, via Capita’s website. Ofsted can no longer accept paper applications for DBS checks and any received will be returned.
- The Government no longer pays for DBS checks for early years childcare. If you need a DBS certificate as part of your Ofsted application, it will cost approximately £50, including Capita’s handling fee.

You can find out how to apply and read some questions and answers on the changes, as well as making your application and payment through Capita’s website: http://ofsteddbsapplication.co.uk.
What funding is available to help me set up?

There is no funding available from the Local Authority. However, there are some organisations you can contact to ask about possible funding sources. Please see our useful contacts section at the end.

At the moment there are childcare business grant schemes for those setting up a new day care provision. Successful applicants will have their grants paid once they have registered with Ofsted.

Further information about these grants is available from the Government Equalities Office: http://www.childcarebusinessgrants.dcms.gov.uk/.

Where is the best place to set up my childcare business?

It is a legal requirement that the Local Authority ensures there is sufficient childcare for the city for working parents, those wishing to return to work or study. The childcare planning team can advise of where there is a lack of childcare. (See useful contacts at the end).

As with all new businesses, you will also need to ensure you have a business plan, part of which will need to be some market research for your planned business.

Are my current qualifications acceptable? Will I need to undertake more training?

The Statutory Framework for the Early Years Foundation Stage sets out the requirements for the qualification levels that practitioners must hold. If you are planning to join the Childcare Register (either part) then you will need to meet the qualification requirements for this. If you have no previous experience of working with children, it is important that some relevant childcare experience is gained, for example, via voluntary work, before fully committing to the training and registering as a new day care provider, as this will give you a real insight into what it’s like to work with children.

Where English is your second language, it is a requirement under section 3.25 of the Early Years Foundation Stage framework that providers need to have sufficient competency in English to ensure the well-being of children in their care.

It is also advisable to have IT skills to help you with accessing useful information and running your business. You can search the National Careers Service website for local training courses (https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx).

As part of the Government’s Childcare Strategy there is an expectation that all of those working with children will require a minimum of a level 3 qualification by 2015. A new qualification was introduced in September 2010 called the ‘Level 3 Diploma for the Children and Young People’s Workforce’. This will be the most relevant qualification for those wishing to work in childcare who have no appropriate qualification.

How much can I charge?
There is no official rate. Childcare costs vary from area to area but you may want to consider the following:

- When setting your fees you should take into account the quality and range of services you provide.
- What services do you offer children and parents that are different to other providers? Think about your uniqueness and the quality of experiences offered to children in your care.
- What do other providers in your area charge? If you have higher fees, be sure to inform parents why.
- When do parents need to pay? In advance or arrears?
- Are meals and snacks included, or is there an extra charge?
- Is there a reduced rate for more than one child from a family?
- Will you charge for additional hours, outside those contracted?
- Will parents have to pay if their child does not attend for any reason?
- What happens during holidays?
- How much notice period is required to end the contract?
- How often will you and the parent review the contract?

**Other useful information:**

Children under five are entitled to a third of a pint of free milk per child per day. Contact the Nursery Milk Reimbursement Unit (NMRU) for more information on how to apply. See useful contacts at the end.

**Pre-registration Checklist:**

This checklist has been developed to ensure you have considered everything that you need before applying for Ofsted registration. Please click 'Pre-registration Check List' for further information. The PDF checklist can be accessed by clicking 'Pre-registration Check List for New Daycare Providers' in the Related Links section at the right of the page.

**Useful contacts and information**

**First Point** (open Monday – Friday, 8:30am - 5:30pm)
Tel: 0114 275 6699
Email: firstpoint@sheffield.gov.uk;
Howden House, Union Street, Sheffield S1 2SH

**Childcare Planning Team, Sheffield City Council**
Tel: 0114 281 3785
Email: childcareplanning@sheffield.gov.uk

**Department for Business, Information and Skills (BIS)**
Tel: 02072 155 000
Ministerial Correspondence Unit, Dept for BIS, 1 Victoria Street, London, SW1H 0ET
Sheffield Office: 2 St Paul’s Place, 125 Norfolk Street, Sheffield, S1 2FJ
Email: enquiries@bis.gsi.gov.uk ● Website: www.bis.gov.uk
For matters relating to business and employment.

Department of Education (DoE) Publications
Website for downloading and online ordering:
https://www.gov.uk/government/publications?departments%5B%5D=department-for-education
General enquiries
Tel: 03700 002 288
Ministerial and Public Communications Division, Department for Education, Castle View House, East Lane, Runcorn, WA7 2GJ
To obtain copies of the Early Years Foundation Stage and other useful publications or to view online.

Qualifications finder: https://www.education.gov.uk/eypqd/qualification-search.aspx

Disclosure and Barring Service (DBS)
Tel: 08709 090 811
Email: customerservices@dbs.gsi.gov.uk
https://www.gov.uk/government/organisations/disclosure-and-barring-service

HM Revenue and Customs - South Yorkshire Tax Office
Tel: 08453 000 627
Website: www hmrc gov uk/index htm
Concept House, 5 Young Street, Sheffield, S1 4LA

PACEY (Professional Association for Childcare and Early Years)
Tel 03000 030 005 email - www.pacey.org.uk

NDNA (National Day Nursery Association)
Tel 01484 407 070 email - info@ndna.org.uk

Morton Michel
Tel: 08452 570 900
Email: enquiries@mortonmichel.com ● Website: www.mortonmichel.com
Alhambra House, 9, St Michael’s Road, Croydon, CR9 3DD
Childcare insurance specialist

National Children’s Bureau (NCB)
Tel: 02078 436 000
Email: enquiries@ncb.org.uk ● Website: www.ncb.org.uk
8 Wakley Street, London, EC1V 7QE
An umbrella body for organisations working with children and young people in England & Northern Ireland.
Nursery Milk Reimbursement Unit (NMREU)
Tel: 08449 914 444
Email: nurserymilk@mrm.co.uk  ● Website: www.nurserymilk.co.uk
PO Box 504, Leicester, LE94 0AE
Part of the Welfare Food Scheme. For free milk for registered providers caring for under fives.

OFSTED
Tel: 03001 231 231
Monday – Friday, 8.00am – 6.00pm

Sheffield Enterprise Agency (SENTA)
Tel: 08000 435 522
Albion House, Savile Street, Sheffield, S4 7UD
Website: www.senta.co.uk
Delivers a diverse range of programmes designed to offer free advice to potential and existing new businesses.

Skills Funding Agency
Tel: 0845 388 5000
Email: info@skillsfundingagency.bis.gov.uk  ● Website: www.skillsfundingagency.bis.gov.uk

South Yorkshire Funding Advice Bureau (SYFAB)
General enquiries: 0114 249 4343
Email: enquiries@syfab.org.uk  ● Website: http://www.syfab.org.uk.
A voluntary organisation and registered charity set up to help voluntary and community organisations get the resources they need.

Volunteer Centre
Tel: 0114 253 6649
Email: vc@vas.org.uk Website: http://www.vas.org.uk
The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
For information on voluntary opportunities in Sheffield.

4Children
Tel: 02075 122 100 - Information Helpline: Monday – Friday, 9.00am – 5.00pm (out of hours answerphone).
Email: Info@4Children.org.uk  ● Website: http://www.4children.org.uk/
City Reach, 5 Greenwich View Place, London, E14 9NN
A national charity dedicated to creating opportunities and building futures for all children.

Suggested reading:

The Early Years Foundation Stage September 2014 - setting the standards for learning, development and care for children from birth to five.

**Early Years Quality Improvement Programme** - Archived to: http://webarchive.nationalarchives.gov.uk/20110809091832/http://teachingandlearningresources.org.uk/early-years/quality-improvement

**Nursery World**
A weekly publication with regular news and articles for everyone in the early years community.
Website: www.nurseryworld.co.uk  ● Order Hotline: 08451 557 355

**Practical EYFS Handbook**
A book by Penny Tassoni

**Further reading:**

**The Early Years: Foundations for Life, Health and Learning** – Dame Claire Tickell
website: http://www.education.gov.uk/tickellreview

**Frank Field Report** – The Foundation Years: Preventing Poor Children Becoming Poor Adults
This publication has been archived. It has been made available for reference use but should not be considered to reflect current policy or guidance.

**Early Intervention: The Next Steps and Early Intervention** – Graham Allen website:
http://grahamallenmp.co.uk/early_intervention

**The More Great Childcare / More Affordable Childcare** – Elizabeth Truss website: