

Early Years & Childcare Business Newsletter

September 2022
Issue No. 17

Welcome and thank you for taking the time to read our latest Business Newsletter, we hope you find it useful to support you with the ongoing sustainability of your business. If you have anything that you would like to see included in future editions do let us know and please contact us for any further support or advice.

Email: earlyyears@warwickshire.gov.uk

Website: [Early Years & Childcare Providers](#)

Information around Recruitment

Recruitment and Retention

We are aware that Recruitment and Retention is a challenge within the Childcare Sector and we have linked up with DWP to establish when job fairs are taking place around the County which we then plan to forward onto you around the area where your setting is based. If your provision is experiencing these challenges, then this would be a great opportunity to go along to chat to prospective people to see whether they are suitable to work in the childcare profession. Also, DWP will be able to offer further advice on ways to attract the right sort of people into the sector as well. If you would like further information around this, please use the following contact details below:

Contacts for Warwickshire Jobcentre Plus:

South Warwickshire (Leamington; Rugby; Stratford upon Avon): Deb Unitt – Deborah.unitt@dwp.gov.uk

North Warwickshire (Nuneaton; Atherstone; Bedworth): Steve Wallbank – steve.wallbank@dwp.gov.uk



Information is correct as at the time of publishing. All legal requirements are the responsibility of the business to maintain, ensuring that they reflect the correct current business information and relevant legislation.



Business Advice & Support

Future Careers Filming Project

The future careers filming project is delivered by Warwickshire Skills Hub and provides an opportunity for businesses to work with a filming company to produce a film piece which will showcase their current and future employment and career pathways. This is a great opportunity to promote the childcare sector to encourage new people to join, especially if you are experiencing recruitment and retention issues within your provision. Attached is a link explaining the service.

<https://skillshub.warwickshire.gov.uk/businesses/vacanciesdigital-market-place/1>

Each participating business will present who they are, what they do and the opportunities which sit behind their doors. The team will look to film with directors, senior management and HR teams, key staff and apprentices to provide a company overview and insight to the recruitment processes, where roles are advertised, what skills are needed and progression pathway, Filming for the project takes place on Tuesdays and takes around 4 hours (1 session AM and 1 session PM).

If you are interested in taking part in filming, please contact Adele Lineker on 01926 412330 or Email: adelelineker@warwickshire.gov.uk

Business & Financial Support News

Increasing take up of places at your setting

As we start a new academic year setting numbers can be lower due to children moving on to school. Please see below some useful tips to increase place take up and parents awareness of the support available:

- Market the setting's delivery offer—this could either be online, leaflets, banners, newsletters or word of mouth
- Establish links with local parents, toddler groups, schools and services who work closely with children & families (e.g. health services, local authority etc)
- Ensure the setting's details are correct on the Family Information Service (FIS) web pages—www.warwickshire.gov.uk/childcare. Any changes can be reported to FIS on 01926 742274 or email fis@warwickshire.gov.uk
- If you operate from a school site, is provision advertised on school website
- For providers offering funded places, share the early education funding webpage and videos (<https://www.warwickshire.gov.uk/childcarecosts>) to show parents that you offer the funding entitlements at the setting

Even if you have a healthy occupancy it is always worth monitoring and reviewing your marketing campaign to ensure continued interest in your setting. Please see below some useful tips and ideas on how to market your setting:

<https://www.pacey.org.uk/working-in-childcare/business-smart/marketing/>
<https://www.eyalliance.org.uk/marketing-your-early-years-business>

Financial support for childcare

It is more important than ever that parents and carers are able to access the financial support they qualify for. It can reduce their costs, help them to stay in work, or help them work more hours if they wish to. To help childcare providers to offer this support, the DfE has produced a new toolkit which will help you to raise awareness of existing government schemes of financial support for childcare. This could in turn help you boost your business. Over a million families in the UK are entitled to some form of government childcare support, but many are missing out because childcare providers in their area haven't signed up to accept the various offers. The toolkit contains a step-by-step guide to ensure that you have all the elements in place for your services to be accessible to families who use government childcare support. It also includes resources to raise awareness of the different offers available amongst families in your networks, whilst advertising that you are one of the providers equipped to accept the different types. To receive a copy of the toolkit, please email Emma.Whittingham@education.gov.uk.

Fundraising and finding funds

Here are some useful websites to check for any funding grants that may be available:

- Warwickshire CAVA—<https://www.wcava.org.uk/>
- Warwickshire CAVA Covid-19 Funding / Grants—[COVID-19 - Funding/Grants | www.wcava.org.uk](https://www.wcava.org.uk/COVID-19-Funding/Grants)
- Heart of England Community Foundation—<https://www.heartofenglandcf.co.uk/>
- Warwickshire County Council Grants and Local funding—<https://www.warwickshire.gov.uk/grants>
- The National Lottery—<https://www.lotterygoodcauses.org.uk/funding>

Warwickshire Means Business

Warwickshire County Council produces a monthly Warwickshire Means Business newsletter with all the latest updates for Warwickshire businesses including information on funding grants, events and different business focuses each month. Please [click here](#) to read the latest edition and subscribe to future newsletters.

Warwickshire County Council Councillors' Grant Fund 2022-2023 Round 2

Warwickshire County Council Councillors' Grant Fund is aimed at community and voluntary organisations. The Fund provides each of the County's 57 Councillors with a pot of £8,000 to support small-scale projects within their division. For more information please [click here](#).

ReachDeck

Did you know you all Warwickshire County Council webpages can now be translated into different languages, can speak out loud to you, and have a variety of other accessibility tools to support additional needs, such as highlighting sections of the page as you read down the page.

<https://api.warwickshire.gov.uk/documents/WCCC-505288705-188>

Notifying the Local Authority of an Ofsted Inspection

Can we please remind all providers to inform us of the outcome of an Ofsted inspection. All early education funded providers must inform us within 3 working days as per the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds. Where the grading is below “Good” this may have implications to the funding entitlements the setting is able to deliver.

Notifying the Local Authority if planning to close or change ownership

If you are planning to close or change ownership, you will need to notify the Local Authority. All early education funded providers must inform us immediately as per the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds to ensure no overpayments are made.

Tax Free Childcare

Tax Free Childcare Tax Free Childcare is a UK wide offer. Eligible parents with children under 12 can get up to £2,000 per child, per year, towards their childcare costs (or up to £4,000 for disabled children under 17). Providers will only be able to receive Tax Free Childcare payments from their customers once they have signed up to Tax Free Childcare. For further information on Tax Free Childcare please [click here](#).

Information for providers who deliver Early Education Funding

Clear and transparent fee information

A reminder as part of the WCC Provider Agreement and the Guidance & Requirements of Early Education Funding for 2, 3 & 4 year olds, providers are expected to have clear and transparent fees information available for parents showing the funded hours at £0 charge and any additional charges for extra hours or services including any voluntary charges, shown separately.

Voluntary Consumables Charges

A question we often get asked is whether providers can charge for additional services and what these additional services are for children accessing a funded place. The statutory guidance states below:

The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

Additional services / voluntary consumables must be for items that are used by the child and must not include standard items that all children must have access to. Examples of what are classed as additional services could include:

- Meals
- Snacks
- Trips
- Suncream
- Nappies
- Additional extracurricular activities (e.g. dance, cooking etc)

These charges must be voluntary for the parent and listed clearly in writing on fee sheets and invoices. Each element of the voluntary charges should be separately detailed stipulating what is included as a 'consumable', meal or snack. Where parents are unable or unwilling to pay for voluntary consumable charges, providers who choose to offer the funded entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals and consumables. Providers should make their policy clear in writing to parents prior to a child taking up a place. Children accessing any of the funded entitlements must receive the same quality and access to provision, regardless of whether parents opt to pay for additional hours, services, meals or consumables.

Warwickshire Guidance of Requirements of Funding / Provider Agreement 2022: Voluntary Consumables Charges

Following on from the updates to the above documents, it is now a condition of funding requirements that providers must separate out these costs to enable to justify this to parents. From the Statutory guidance it states:

Clear written information must be given to parents outlining the funded entitlement and any voluntary fees charged for additional services, including any extra hours that the parents have agreed to buy. This information should clearly show where funded hours form part of a longer session or contractual arrangement and clearly include what the extra charges are for listing these separately.

As an example of a breakdown;

- Meals = £5 per day
- Snacks = £1.50 per day
- Suncream = £1 (when required)
- Nappies = £1 (when required)
- Dance sessions = £3
- Cooking sessions = £4

Any voluntary consumable charges must be able to be evidenced by the provider if challenged around this, so by listing these charges separately, this would make it easier to justify these costs providing a clear breakdown. Providers must ensure that the breakdown of these costs are also reflected on invoices and receipts, ensuring costs are clear, transparent and itemised, so that parents can identify and understand fees paid for any additional hours or services as listed within the fee and session information you provide.

Useful Business Support Websites & Contacts

Starting up a childcare business

Information and tips on setting up and running your own business

<https://www.gov.uk/browse/business>

Charity Commission

Useful information on setting up and running a charity

<https://www.gov.uk/government/organisations/charity-commission>

Companies House

Information on starting up and running a company

<https://www.gov.uk/government/organisations/companies-house>

Staff Employment – ACAS

Advice and information on staff employment matters

<https://www.acas.org.uk/>

PACEY - Business Smart

<https://www.pacey.org.uk/working-in-childcare/business-smart/about-business-smart/>

Find useful briefings, DfE guidance and slides from events and training

<https://app-t1pr-seycp.azurewebsites.net/resources.htm>

Government help with childcare costs for parents

<https://www.childcarechoices.gov.uk/>

Group setting cost calculator co-produced with Merton and PACEY through DSF funding

<https://www.pacey.org.uk/working-in-childcare/nurseries/group-setting-cost-calculator/>

<https://www.pacey.org.uk/working-in-childcare/nurseries/group-setting-occupancy-tool/>

Warwickshire County Council Warwickshire Insights

Warwickshire Insights provides statistical information about local areas in Warwickshire

<https://data.warwickshire.gov.uk/>

Out of School Alliance

Information and support to individuals and organisations setting up and running out of school clubs, holiday clubs and playschemes.

<https://www.outofschoolalliance.co.uk/>

The Pensions Regulator

Information and guidance on staff pensions and the responsibility of the employer

<https://www.thepensionsregulator.gov.uk/>

Coram Family and Childcare's resources are designed to help professionals working in childcare and early years

<https://www.familyandchildcaretrust.org/resources-professionals>

NDNA – Business Zone NDNA Business Zone

http://www.ndna.org.uk/NDNA/News/Early_Years_Business_Zone.aspx

Early Years Alliance – Business and Management

<https://www.eyalliance.org.uk/business-and-management>

<https://www.eyalliance.org.uk/cost-delivery-calculator>

Foundation Years – Business Planning

<https://foundationyears.org.uk/2019/08/business-planning/>

Warwickshire County Council Family Information Service

Free advertising for your childcare business on the childcare directory.

<https://www.warwickshire.gov.uk/fis>

Support and advice for your early years business

<https://www.earlyyearsbusinesszone.org.uk/>

Early years business sustainability

Advice, examples and resources to help early years providers run a sustainable business

<https://www.gov.uk/government/collections/early-years-business-sustainability>

Warwickshire County Council Childcare Sufficiency Assessment

<https://www.warwickshire.gov.uk/childcaretypes>

Warwickshire County Council Support for businesses & suppliers

<https://www.warwickshire.gov.uk/coronavirusbusinesssupport>