

Early Years & Childcare Business Newsletter

November 2023

Welcome and thank you for taking the time to read our latest Business Newsletter, we hope you find it useful to support 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](#)

In this edition of the Early Years & Childcare Business Newsletter you have got all our regular features, updates and a focus feature article...

- ⇒ **Focus feature:** ...Voluntary Sector Childcare Settings
- ⇒ **Childminders Page:** ... Childminder start up grants and The benefits of becoming a childminder
- ⇒ **Tax Free Childcare:** ... Information about Tax Free Childcare
- ⇒ **New funding entitlements:** ... Update
- ⇒ **Business Support Tools:** ... Sessions, Fees and Invoices Checklist
- ⇒ **News:** ... Warwickshire Means Business and New funding Entitlements survey for providers
- ⇒ **Ofsted:** ... Notifying the Local Authority of an inspection and People connected with Ofsted registered childcare
- ⇒ **Funding...** Grants and funds available

Business Advice & Support

Focus Feature on Voluntary Sector Childcare Settings

Voluntary sector childcare settings in Warwickshire, have a valuable role in providing accessible and affordable childcare to the local community.

It is essential that the management of each setting maintains a clear understanding of the current information that applies, so please do ensure all those involved as a trustee or director receive any updates including our newsletters, and other information channels.

This may also be a good time for those with management responsibilities of Early Years and Childcare settings to take some time and look at the organisations legal structure and the wider business management requirements. Particularly those organisations that are operating as **Unincorporated** businesses. Please do be aware that this means that each individual that forms the committee is personally responsible both legally and financially for all areas of the business. This can have some serious repercussions if the business encounters difficulties.

Those that are operating as **Incorporated Organisations**, usually have their own separate legal identity and the personal liability to the individuals running it is mainly protected. There are a variety of this type of organisation with varying requirements and reporting responsibilities and this model is generally preferred in today's climate. Particularly if the business is involved in taking on any significant financial commitments e.g. employment of staff, premises commitments, grants etc.

Whatever the legal entity of a voluntary run organisation, it must have its own set of governing documents, which each member of the group must read so that they fully understand their role and responsibilities. Governing documents provide clear aims and objectives for the running of the organisation including information on: -

- ◆ Membership and election.
- ◆ Powers of trustees & members.
- ◆ Meetings – types of meeting and keeping them legal.
- ◆ Financial reporting and recording.
- ◆ How changes can & must be made.
- ◆ Dissolution (closure).



Further information on this and many other important aspects of running a voluntary run organisation can be found in our [Introduction Booklet: Voluntary Managed Childcare Provision 'A Quality Start for Children'](#). Please do take time to read through and check that your Early Years and Childcare setting is operating legally, safely and has a sound business plan in place. Please do share with the voluntary board or committee associated with the setting. For support and guidance contact: earlyyears@warwickshire.gov.uk



Childminders

The Benefits of Becoming a Childminder

With up to £1200 available in grants, a new animation has been released by Warwickshire County Council to advise and support any residents to become childminders.

With more people returning to physical workplaces on a more regular basis, the need for quality childminding has increased with more opportunities than ever to combine a rewarding career with the flexibility to manage family life. Please watch the animation here: <https://www.warwickshire.gov.uk/news/article/4442/new-animation-shows-residents-the-benefits-of-becoming-a-childminder>



The Warwickshire County Council website has more information on how to become a childminder, including details on the training and support available: <https://www.warwickshire.gov.uk/childcare/become-childminder>

Please share these details with your local communities and families to support the ongoing development of childcare places needed in Warwickshire.

Childminder Start Up Grants

In the Spring Budget a new start-up grant for childminders was announced. This will mean that there will be a £600 grant available for those who register with Ofsted, and £1200 for those who register with a childminder agency. These grants will be payable to any individual who has completed their childminder registration on or after 15 March 2023. New childminders will be able to apply for the grant from autumn 2023 — specific details and application process are due to be released shortly by the DfE. For more information about this you can visit the DfE website here [Here](#)

EARLY YEARS ENTITLEMENTS EXPANSION



Stage 1:
From **April 2024**, working parents of **two-year-olds*** will be able to access 15 hours of funded childcare a week



Stage 2:
From **September 2024** working parents of children from the age of **9 months*** will be able to access 15 hours of funded childcare a week



Stage 3:
From **September 2025**, working parents of children from the age of **9 months up to school age*** will be able to access 30 hours of funded childcare a week

*The entitlement starts from the term after the child has attained the relevant age. A valid eligibility code from HMRC will be required. For further information visit www.childcarechoices.gov.uk



In the government's spring budget, the Chancellor announced transformative reforms to childcare for parents, children, the economy, and women. This new offer will empower parents, allowing them to progress their careers and support their families. Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support. The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

- ◆ **From April 2024**, all working parents of 2-year-olds can access 15 hours per week
- ◆ **From September 2024**, all working parents of children aged 9 months up to 3-years-old can access 15 hours per week
- ◆ **From September 2025**, all working parents of children aged 9 months up to 3-years-old can access 30 hours free childcare per week

Like the existing offer, depending on the provider, these hours can be used over 38 weeks of the year (during school term time), or up to 52 weeks.

HM Government		Childcare Choices				MENU	
Age 3-4 years		Age 2 years				Age 9-23 months	
ALL PARENTS		FAMILIES RECEIVING SOME ADDITIONAL FORMS OF GOVERNMENT SUPPORT				WORKING FAMILIES	
15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	30 HOURS	
Now	APR 2024	SEP 2024	SEP 2025	Now	APR 2024	SEP 2025	
WORKING FAMILIES		WORKING FAMILIES					
30 HOURS	30 HOURS	30 HOURS	30 HOURS	15 HOURS	15 HOURS	30 HOURS	
Now	APR 2024	SEP 2024	SEP 2025	APR 2024	SEP 2024	SEP 2025	

*38 weeks a year. Eligibility criteria apply. Providers may ask for additional charges.

At the introduction of the new entitlements from 2024 to 2025, the average funding rate for local authorities for under 2-year-olds will be around £11 per hour. There is information about the expansion of entitlements [Here](#)

The Childcare Choices website has now been updated to provide information about the extended entitlements and eligibility. Parents can sign up to receive more details about the upcoming expansion from April 2024, as well as how and when to register for support with childcare costs, find out more here: <https://www.childcarechoices.gov.uk/>



Parents can use Tax-Free Childcare to help with childcare costs for school holiday clubs, breakfast or after school clubs, childminders or nurseries. It provides working families with up to £2,000 a year per child off their childcare bills for children up to the age of 11, or £4,000 a year up to the age of 16 if their child has a disability.

For every £8 paid in, the government will automatically add £2, up to the value of £2,000 per child per year (or £4,000 for disabled children)

Using the tax-free top up, families can save up to £500 every 3 months for each child or £1,000 if their child is disabled.

For Families: Opening a Tax-Free Childcare account is quick and easy and can be done at any time of the year. Families who have not yet signed up should check their [eligibility](#) and [apply online](#) . It takes around 20 minutes to open an account and money can be deposited at any time. The money can be used straight away or left in the account and used whenever it is needed. Any unused money can be withdrawn at any time

Eligible working families can register for a [Tax Free Childcare Account](#) on GOV.UK. Each eligible child requires their own Tax-Free Childcare account. If families have more than one eligible child, they will need to register an account for each child. The government top-up is then applied to deposits made for each child, not household. Account holders must confirm their details are up to date every 3 months to continue receiving the government top-up.

For Childcare Providers: Providers can also sign up for a [childcare provider account via GOV.UK](#) to receive payments from parents and carers via the scheme.

Parents entering the scheme open an online childcare account which they use to pay providers directly for childcare. Payments work just as they do through an online bank account. Each payment is accompanied by a reference number for each child so you can identify their payments.

Providers will only be able to receive Tax-Free Childcare payments from your customers if you've signed up - [external link to Tax-Free Childcare](#).

Over time, Tax-Free Childcare will replace childcare vouchers. By signing up now, providers will be ready to accept payments from parents as soon as they ask to pay using Tax-Free Childcare.

Signing up to Tax-Free Childcare does not affect any payments received through childcare voucher schemes. Find out more [Here](#)



Sessions, Fees and Invoicing Checklist

A clear and transparent fee sheet is essential to ensure that parents are aware of the sessions and hours on offer and any charges that will apply. Whether the setting offers early education funding or other nonfunded paid for sessions, information should be up to date, clear, transparent and provided for all parents / carers.

The Early Years and Childcare Team have created a useful tool [Sessions, Fees and Invoicing Checklist](#) to support settings with creating clear and transparent fee information where offering early education funded sessions

This checklist provides an opportunity to ensure that the information being shared with parents and families clearly shows **all** of the charges they can expect to pay including additional charges for extra hours or services as well as any optional voluntary consumable charges (food, drinks, nappies etc). All charges should be itemised and then a total charge given. Any sessions for funded hours must be detailed as a £0 charge.

When creating fee/session sheets and invoices it can be helpful to use the analogy of an itemised shopping receipt which, details exactly what products the customer has bought, how many of each product and the cost of the products both individually and as a total cost for the bill.

In the same way, a family purchasing childcare need to know exactly how many hours, sessions, days have been attended and be clear how much they are being charged for this. Any non-funded hours should be clear and charged at £0 with details of any stretched hours. Consumables should also be included on the invoice.



The fee sheet should also include details about additional funding such as Early Years Pupil Premium (EYPP) or the Disability Access Fund (DAF). It should also signpost parents to Childcare Choices to see what other entitlements they may be entitled to such as Tax Free Childcare.

The [Sessions, Fees and Invoicing Checklist](#) is on our website and includes sample invoices which, you may find helpful to look at.

Ofsted

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 clause 3.4.4 Ofsted on page 44 of the **Guidance and Requirements of Early Education Funding for 2-, 3- & 4-year-olds** document. Where the grading is below “Good” this could have implications to the funding entitlements the setting is able to deliver. Please use this link to the document to find out more about this requirement: [Guidance and Requirements of Early Education Funding for 2-, 3- & 4-year-olds](#)

People Connected With Ofsted-Registered Childcare

Ofsted have recently published guidance on checks they will carry out on anyone associated with Ofsted-registered childcare. This includes:

- ◆ childminder assistants
- ◆ people living or working with a childminder
- ◆ people living or working on premises where childminding takes place
- ◆ committee members
- ◆ other people associated with Ofsted-registered childcare

Even if you don't provide childcare yourself, Ofsted may need to check you if you live or work with a childminder, or if you become part of an organisation that looks after children.

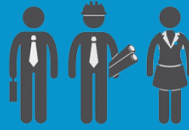
Ofsted need to know this information to make sure that everyone who is legally responsible for the children's care, and anyone aged 16 or over who will care for, or come into contact with children, is suitable. This includes ensuring DBS checks are completed. Please do take time to read the guidance in full and ensure that Ofsted are kept up to date and informed: [People connected with Ofsted-registered childcare](#)

Failure to notify Ofsted of changes to the registered childcare provision can lead to a Requires Improvement or Inadequate Ofsted Grading at inspection.



News

WARWICKSHIRE MEANS BUSINESS



Our regular business news and information update from Warwickshire County Council.

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](#) for the latest October edition and subscribe to future newsletters.

Expansion to Funded Entitlements and Out of School Care Provider Survey

As the setting will be aware central government have announced the following developments to the offer of funded early education places and the expansion of before and after school care for school aged children:



1. From April 2024, working parents of two-year-olds will be able to access 15 hours of free childcare (*eligibility criteria applies*).
2. From September 2024, 15 hours of free childcare will be extended to children from the age of nine months for working parents (*eligibility criteria applies*).
3. From September 2025, working parents of children aged nine months and upwards will be entitled to 30 hours free childcare per week up to their child starting school (*eligibility criteria applies*).
4. By September 2026, all schools to have before and after school services available for parents of primary aged - either via direct delivery or partnership offer.

The DfE continue to work on the specific details and changes to the relevant statutory guidance supporting the expansions and Warwickshire County Council and we will share this with all providers at the point of its release.

Warwickshire County Council have created a survey to enable the sector to provide feedback in readiness to prepare for the developments. This will enable us to use the sector feedback to inform support needs and action planning.

In addition to collating vital data for the Local Authority and DfE, the survey offers providers an opportunity to share thoughts and concerns they might have around the expansion to funded entitlements and out of school care.



Please do look out for the survey which will be sent electronically to settings as a Microsoft Form at the beginning of November, and may take around 20 minutes to complete (you may also need information to hand about current attendance at the setting so do allow a little more time to gather this).

Then put some time in your diary to grab a cuppa, and complete the survey, returning it to us within a week or two of receiving it, thank you.



Warwickshire County Council's Councillor Grant fund open for applications

Warwickshire County Council's Councillor Grant Fund is set to reopen for applications from community and voluntary groups across the county. The County Councillors' Grant Fund provides each of Warwickshire County Council's 57 Councillors with an allocated fund of £8,000 to support small-scale projects within their area that have a positive impact on the wider community.

The fund is aimed at projects that build community capacity and support initiatives that improve access to services; financial capability; reduce loneliness and isolation; promote equality and inclusivity; enhance the physical environment; and reduce environmental impact.

Following valuable feedback from previous applicants the Council has reviewed and simplified the application process, particularly for smaller grant amounts of up to £350. Successful applications will also be processed promptly to ensure that the funding is distributed quickly and effectively.

Applications close at 5.00pm on **Sunday, 26th November**. To support the application process in the last round, the Community Partnerships Team and CAVA held engagement sessions which provided guidance and answered questions related to the application process. A recording of these sessions is available on request, by emailing funding@warwickshire.gov.uk For more information and to submit an application, please visit <https://www.warwickshire.gov.uk/llrgrants>

Warwickshire County Council: Social Fabric Fund

The Social Fabric Fund is a blended £2.5million fund, comprising £1.5 million capital and £1 million revenue elements, focusing primarily (but not exclusively) on the 22 Lower Super Output Areas (LSOAs) identified in the Countywide Approach to Levelling Up. The Fund will run for two years up to the end of March 2025. The objective of the Fund is to invest in "social infrastructure" to develop and strengthen Warwickshire's most deprived communities and, in so doing so, improve residents' life chances and reduce inequalities. Find out more here: [Warwickshire County Council Social Fabric Fund](#)



Warwickshire Cost of Living fund

Applications have now reopened to support voluntary organisations and community groups to establish projects that address cost of living pressures.

Eligible groups can apply for funding to support:

- ◆ Food and other household essentials
- ◆ Improving community assets and their sustainability
- ◆ Improving access to services
- ◆ Improving financial capability
- ◆ Improving mental well being
- ◆ Tackling social inequalities

For eligibility and how to apply please visit: www.warwickshire.gov.uk/colgrant

For any further advice related to running an early years childcare business please see our website or <https://schools.warwickshire.gov.uk/early-years-childcare-providers> contact Early Years & Childcare Sustainability Officers by email at earlyyears@warwickshire.gov.uk

Magic Little Grants 2023

With a simple 20-minute application process for a £500 grant and an outcome within six weeks, the Magic Little Grants fund reduces the work required for grass-roots organisations to access the funding they need to launch or strengthen their services. Application deadline: Thursday, 30th November 2023. Find out more here: [Magic Little Grants](#)

Foyle Foundation: Small Grants Scheme

Application deadline: Online applications can be submitted at any time
Grants of between £2,000 and £10,000 are available to support small, grassroots, and local charities which are currently delivering services to the young, vulnerable, elderly, disadvantaged or the general community across the UK. Find out more here: [Foyle Foundation: Small Grants Scheme](#)

Community Grants 2023

Royal Leamington Spa Town Council: The Town Council's Community Grant Fund for 2023-24 is now open. Please find out more about it [Here](#)



Community Environment Fund for the West Midlands

The new Community Environment Fund for the West Midlands will pay for more locally led schemes that improve access to nature and includes projects that reduce waste and support communities towards greater resilience and preparedness for the impacts of climate change. Community groups and regional organisations can bid for small grants of up to £25,000 and large grants of up to £100,000 from Friday, 27 October. You can find out more and apply [Here](#)

The National Lottery Community Fund

The National Lottery Community Fund 'Awards for All' programme will change in the autumn, so not for profit groups can apply for a grant up to £20,000 (from the current £10,000). There is some very useful advice and guidance on their [website](#) on how applicants can improve their chances of a successful outcome. Remember, CAVA staff can also guide you and read any draft applications to help improve your bid.

Department for Work and Pensions (DWP): Winter Fuel Payment 2023-2024

As part of the Government Cost of Living campaign, DWP have produced a short [Winter Fuel Payment video](#) with audio, subtitles and chapters, so customers can go directly to the section they need.

Fundraising and Finding funds

The below links may prove useful to identify funding grants that may be available:

Warwickshire CAVA:

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

Heart of England Community Foundation:

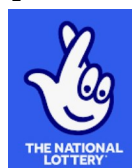
<https://www.heartofenglandcf.co.uk/>

Warwickshire County Council Grants and Local funding:

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

The National Lottery:

<https://www.lotterygoodcauses.org.uk/funding>



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/>

Cost of Delivery Calculator

Calculate the cost of delivering childcare using this cost of delivery calculator from the Early Years Alliance:

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

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>