

# *starting a nursery in Wales*

## introduction

Starting a nursery may be a life-long ambition, a new interest or the next step in your childcare career. Even if you have worked in childcare before it can be a daunting experience with many areas to consider, so you need to make sure you are fully prepared for what it will involve.

This factsheet provides you with a starting point for the areas you need to look at and consider when setting up a nursery in Wales and gives references to where you can get further information.

The information is an overview taken from NDNA's publication 'your essential guide to starting your nursery' which is a detailed guide that takes you through the stages of setting up a nursery. For details of how to order this invaluable resource see the further information section on page 5.

## researching your market

Before you begin it is important that you research your market so that you have a thorough understanding and knowledge of the market place. Areas which your research should cover include:

- Customers
- Competitors
- Operations
- Local market conditions

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## finance

### costing the project

Costs can vary greatly depending on the type of nursery, opening hours, staff costs, premises and whether you buy an existing business or start from scratch.

There are two main types of costs; start up costs and running costs. Start up costs refer to the initial cost of setting up the business including the purchase and lease of premises, building costs, equipment, recruitment costs and marketing costs etc. Running costs refers to the every day cost of running the business including; staffing, gas, electricity, insurance, and food etc.

You will need to get as much information as possible about the costs involved so that you can set your fee levels accordingly and present the information in your business plan. NDNA Cymru has developed a costing tool to help nurseries in Wales analyse their costs and income. This is available to download for free from [www.ndna.org.uk/advice-information/resources/costing-tool.htm](http://www.ndna.org.uk/advice-information/resources/costing-tool.htm)

### raising finance

Once you have completed your business plan – you are in a position to raise finance for your nursery. Areas to consider are:

- How much can you invest in the business from your own finances
- Bank loans
- Business start up loans
- Equity funding – money from shareholders
- Funding – Finance Wales, Big Lottery Fund etc. However, there may be strict criteria on how the funding can be used. Contact your local authority Family Information Service for more information on what funding might be available to you.

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## regulations

In Wales the regulatory body responsible for nurseries is Care and Social Services Inspectorate in Wales (CSSIW). Nurseries are required to comply with the 23 standards as detailed in the National Minimum Standards for Full Day Care.

These can be downloaded from:

**CSSIW** - <http://new.wales.gov.uk/cssiwsuite/cssiw/?lang=en>

**National Minimum Standards for Day Care** - <http://wales.gov.uk/cssiwsuite/cssiw/regulations/childrensday/?lang=en>

## employing people

When recruiting staff you need to make sure that you are getting the best people for the job so that you can provide the highest quality of care possible. When recruiting you need to make sure:

- Staff have full and relevant qualifications appropriate to the post
- You carry out CRB checks for all members of staff prior to them commencing employment
- You meet staff to child ratios

**These will be outlined in the regulatory standards.**

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## further information

### NDNA membership

NDNA is the national charity and membership association for nurseries across the UK and the voice of the sector. By joining NDNA you can benefit from support, advice, representation and discounts on essential products and services including;

- Support and advice from experts who have previously worked and set up a nursery and access to a free legal helpline
- Keep up-to-date with the latest sector news and developments with our bi-monthly membership magazine, Nursery news and fortnightly email bulletins
- Free policies and procedures specifically for nurseries which are available to download from the member-only area of the NDNA website, which have been mapped against CSSIW legislative requirements
- Access to a member-only area of the NDNA website where you can download factsheets and briefing papers on important sector developments such as the Foundation Phase, The Qualifications List and coping in an economic downturn
- Discounts on essential products and services to help when setting up your nursery such as play equipment and furniture from Hope Education, insurance, utilities, NDNA publications, training courses and lots more!
- Savings on your CRB checks (exclusive benefit for NDNA Cymru members).

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### how to join NDNA

Individual membership starts from £61 per year and this can be upgraded to full nursery membership once your nursery is set up so you can access the full range of benefits.

To find out more or to join NDNA visit [www.ndna.org.uk/nurseries](http://www.ndna.org.uk/nurseries) or call 01484 40 70 67.

### NDNA publications

NDNA produces a range of 'your essential guide to...' publications covering everything from recruitment and selection to policies and procedures and cooking tasty, healthy food.

All publications are written by experts in the field and regularly updated to make sure they are in-line with the latest legislation.

### your essential guide to starting your nursery

The 'starting your nursery' publication is ideal for people wanting to start a nursery. This practical guide covers everything you need to know from researching your project, costing your project, writing a business plan, premises and regulation, recruiting and selecting staff, planning your nursery environment, marketing the nursery and managing the nursery.

**Price:** £20 for members, £28 for non-members

## *starting a nursery in Wales*

### your essential guide to recruitment & selection

Ensuring that you recruit and keep the best staff is an essential part of your business to ensure you are providing the best quality care. This publication provides advice and information to take you through the whole recruitment process from writing a job description, to advertising, interviewing and standard induction forms and personnel policies. It includes a CD-ROM so that templates can be downloaded and amended for your own use.

**Price:** £30 for members, £80 for non-members

To see the full range of NDNA publications visit [www.ndna.org.uk/advice-information/publications/](http://www.ndna.org.uk/advice-information/publications/)

### order information

All NDNA publications can be ordered through Hope Education.

**Online:** [www.hope-education.co.uk](http://www.hope-education.co.uk)

**By phone:** 08451 20 20 55

Please allow up to 14 working days for delivery and postage and packaging is £3.95 per order (**quote reference number HOP08440 when ordering to get the reduced delivery rate**).

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## useful links

### NDNA

For information on membership, publications and training courses.

[www.ndna.org.uk](http://www.ndna.org.uk)

### local authorities

Contact the Children and Young People's Partnership department or the Family Information Service at your local authority as they will be able to advise on childcare in your area and may be able to advise of funding and support that is available in your area.

### business advice & funding

For further advice and information on funding visit:

[www.business-support-wales.gov.uk](http://www.business-support-wales.gov.uk)

[www.financewales.co.uk](http://www.financewales.co.uk)

[www.wales.gov.uk/businessandeconomy/help](http://www.wales.gov.uk/businessandeconomy/help)

#### **National Day Nurseries Association - Cymru**

Office 2, Crown House, 11 Well Street, Ruthin, Denbighshire, LL15 1AE

Tel: 01824 707 823 Fax: 01824 707 824 email: [wales@ndna.org.uk](mailto:wales@ndna.org.uk)

#### **National Day Nurseries Association - Head Office**

National Early Years Enterprise Centre, Longbow Close, Huddersfield, HD2 1GQ

Tel: 01484 40 70 70 Fax: 01484 40 70 60 email: [info@ndna.org.uk](mailto:info@ndna.org.uk) [www.ndna.org.uk](http://www.ndna.org.uk)