

starting a day nursery - factsheet



national day
nurseries association



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Starting a day nursery may be your life-long ambition, it may be a recent interest, or you may be about to develop a second site. In all cases there are four fundamentals for success: a sound business plan, market research, careful planning and high-quality staff. Rapid growth in the day nursery sector and increasing numbers of working parents attracts new people to start up. However, the development process can be daunting for those who have never been in business or are new to childcare.

This factsheet provides some useful contacts and reference materials. For a more extensive guide the NDNA Starting a Day Nursery pack is an invaluable resource (see below to order your copy).

With you from the start...

Starting a day nursery will probably be the biggest investment you ever make - of your time, your energy and your finances - and it will certainly change your life! As the sector's recognised experts, NDNA will support you through your start up and beyond, helping you make your nursery a success.

Start up support:

- Regular one-day seminars on Starting a Day Nursery - see our website for forthcoming dates or ask to join our mailing list
- Nursery specific CD Rom resource packs:
 - Recruitment and Selection* - an essential guide to employing staff, with sample documents (including job descriptions, advertisements and interview guidance)
 - Policies and Procedures* - good practice guide, vital to help you develop nursery policies and procedures, includes over 30 sample documents
- *Quality Counts* - the sector's leading quality assurance scheme, helping you implement and improve quality

- A range of one-day training courses, tailor made for day nurseries focusing on management, childcare and education and workforce development.

By becoming an NDNA member we will give you discounts on training, publications and *Quality Counts*, and you will also benefit from:

- Representation and lobbying nationally and locally, helpline support, information and advice
- Networking with other nurseries; national and regional conferences and events
- Promotion of your nursery to parents via our website, yellow pages and parents helpline
- Newsletter *Nursery News* and regular briefing papers on sector developments
- NDNA Insurance and Risk Management
- NDNA Group Personal Pension Plan
- Discounts on a wide range of services and supplies.

**To find out more call us on 0870 774 4244,
e-mail info@ndna.org.uk or visit www.ndna.org.uk**

Starting a Day Nursery - the essential elements *Sections include:*

This pack provides a comprehensive guide to the essentials of starting a day nursery.

Written by experienced nursery practitioners and backed by NDNA's expertise in nursery management, Starting a Day Nursery - the essential elements is invaluable to anyone investing in a nursery business for the first time or developing a second site. (See reverse for order form).

- Researching your market
- Finding and converting premises
- Employing staff
- Managing a nursery
- Useful contacts
- Legal requirements
- Costing the project and raising finance
- Premises and regulation
- Marketing the nursery
- Start up checklist.



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Local Authorities

Local Authorities are responsible for supporting childcare development and may do this through an Early Years Development & Childcare Partnership (EYDCP). They usually offer pre-registration briefing sessions for new providers of daycare, training, advice and support.

Registration - England

The Office for Standards in Education (OFSTED) is responsible for the regulation and inspection against National Standards for under eights day care and childminding. OFSTED has nine regional centres in England. Tel: 0845 601 4771

For a Daycare Registration application pack contact your EYDCP or Children's Information Service (CIS). Tel: 08000 960 296

Copies of the National Standards can be obtained from the Department of Education and Skills.

Tel: 0845 602 2260

www.surestart.gov.uk

Guidance to the National Standards and an application pack for registration can be obtained from OFSTED.

Tel: 07002 637 833

Criminal Records Bureau - When you return your application for registration to OFSTED they will send information on obtaining enhanced criminal records disclosures for people working and living on your premises. Tel: 0870 9090844

www.disclosure.gov.uk

Scotland

The Scottish Commission for the Regulation of Care (The Care Commission) regulates and inspects Scottish care services, including childcare.

www.carecommission.com

Wales

The care standards inspectorate for Wales (CSIW) is responsible for regulating all daycare services for children, including day nurseries.

www.wales.gov.uk/subisocialpolicycaresstandards

Planning, environmental health and employment

Planning, building control, environmental health - contact the relevant department at your local authority.

Health and Safety Executive
Tel: 0207 717 6000

Advisory Conciliation and Arbitration Service (ACAS)

Tel: 0845 747 4747

www.acas.org.uk

Inland Revenue

www.inlandrevenue.gov.uk

Department for Work and Pensions

www.dwp.gov.uk

Business support

Department for Trade and Industry

www.dti.org.uk

Business Link

Tel: 0845 600 9006

www.businesslink.org

Scottish Enterprise

Tel: 0141 248 2700

www.scottish-enterprise.com

Welsh Development Agency

Tel: 07845 777 5577

www.wda.co.uk

Childcare associations

National Day Nurseries Association

Tel: 0870 774 4244

www.ndna.org.uk

Helpline: 0870 770 0449

Supported by SureStart

Daycare Trust

Tel: 0207 840 3350

www.daycaretrust.org.uk

Kids' Clubs Network

Tel: 0207 512 2112

www.kidsclubs.org.uk

National Children's Bureau

Tel: 0207 843 6000

www.ncb.org.uk

Professional Association of Nursery Nurses

Tel: 01332 372 337

www.pat.org.uk

Insurance

NDNA Insurance and Risk Management.

A comprehensive policy package combining insurance and risk management.

Tel: Sian Warren on 0147 321 6406

www.ndna.org.uk

Pensions

NDNA Pension Plan. Specifically designed to meet the needs of NDNA members. Provided by Scottish Mutual, Scheme Financial adviser Nightingale Associates.

Tel: 0208 695 0013

www.ngale.co.uk

Trade magazines

Nursery News

Tel: 0870 774 4244 (free to NDNA members)

Early Years Educator

Tel: 0800 137 201

Nursery World

Tel: 01454 642 480

Nursery Education

Tel: 01926 816 250

Nursery Management Today

Tel: 0207 720 2108

Practical PreSchool

Tel: 01926 420 046

Please return to:

National Day Nurseries Association
Oak House, Woodvale Road,
Brighouse HD6 4AB

Tel: **0870 774 4244**

Fax: **0870 774 4243**

Email: info@ndna.org.uk

Web: www.ndna.org.uk



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Please allow 28 days for delivery.

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Total cost £ (Discount available for 10 or more copies, contact NDNA Publications **0870 774 4244**)

Please send to: Name: _____

Address: _____

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