

# Financial guidance and audit tool for new Childcare providers within Bridgend

A comprehensive guide and audit tool for new childcare providers, including  
Childminders, Day Nurseries, Playgroups, Afterschool Clubs and Holiday Clubs

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## Starting your own Childcare Provision

Starting a high-quality childcare provision is highly rewarding but can be exceptionally hard work. Childcare settings can provide much needed services for the local community, jobs and most importantly, they can make a huge difference to the wellbeing of children. Bridgend Childcare Team has put together this coherent fact sheet which outlines all areas that will support and enhance your business.

### Research

It is vital that you research the need for a childcare provision in the area that you will be locating to. It is imperative to assess demand for childcare, existing provision, economy and local community. The following can be used to help you to determine a need for a new provision:

- Child Sufficiency Assessment (CSA) – The Local Authority carry out the CSA to identify areas within Bridgend where there are gaps in childcare provision. The CSA is refreshed every year and you can access it via BCBC website, ([www.Bridgend.gov.uk](http://www.Bridgend.gov.uk))
- Family Information Service (FIS)/Dewis Cymru. – FIS is a free information services provided by all local authorities in Wales that offers parents and carers the opportunity to access a wide variety of services, including clubs and childcare provision. FIS use the national website Dewis Cymru to promote and advertise childcare provision in the borough. Not only is this an excellent, free way to promote your business, but it can also be used as a tool to check for existing childcare in the area you are thinking of setting up, term time and holiday provision, pick up and drop off to school provision, and costs. ([www.dewis.com](http://www.dewis.com) and [Bridgend.gov.uk](http://Bridgend.gov.uk))
- Visit local mother and toddler groups, schools and engage with parental groups, health visitor and midwife services to research the need for the childcare provision that you are considering. Think about what type of provision you want to open – the location, age range, type of provision, will you be open term time and holiday time, will you do pick-ups and drops offs to school? Will you be considering opening with a breakfast and afterschool club and what will be your fees?
- Get in contact with the Childcare Team in Bridgend to discuss your plans. Bridgend County Borough Council Childcare Team will be able to support and advise you in all aspects of setting up and sustaining a quality childcare provision. They can provide business and marketing support, help with CIW registration, writing of policies, employer and employee support, training and grant support. Contact details are at the end of this fact sheet

## Legal Structure

Your legal status is the way that your business is defined in law and denotes the 'person' in law who is responsible for legal transactions including business loans, employing of staff and registering with Care Inspectorate Wales.

**Sole Trader** – A sole trader is an individual who is registered as self-employed with HMRC and is running their own business. As sole trader, you will have overall responsibility for the running of your business. Any profits that you make will go to you directly and you consequently, any debts or liabilities will be your personal responsibility. Childminders commonly are referred to as sole traders.

**Partnership** – A partnership is where two or more individuals share the responsibility for the managements and profit of your business. All partners are liable for any debts incurred by the business and each partner will need to be registered with HMRC for self-assessment.

**Limited Liability Partnership (LLP)** – An LLP is similar to that of a partnership but without the addition of limited personal liability. The LLP takes on any responsibility for debts incurred by the business and requires registration with Companies House. LLP's can be more costly to set up than normal partnerships.

**Limited Company** – A limited company is a legal body and separate to the board of directors who run and manage it which means that the director's liability and personal financial risk is limited. In effect, the debts and liabilities are taken on by the company rather than the individual. Limited Companies need to register a Memorandum and Articles of Association with Companies House and directors must comply with the Companies Act which places legal duties on them, such as filing of accounts etc. The profits usually go to directors and shareholders and like LLP's can be more costly to set up and sustain.

**Community Interest Company, (CIC)** – A CIC is a limited company which operate to provide a benefit to the community. They are not, 'not for profit' as they can deliver returns to investors, but the main purpose is community benefit, not profit.

**Charitable Incorporated Organisation, (CIO)** – A charity is an organisation set up exclusively for charitable purposes, not for personal profit. Charities are run by a committee of volunteers. Charities must comply with the regulations of the Charities Act which requires several legal duties such as preparing accounts. A CIO has its own legal identity and can incur liabilities directly. It must adopt a constitution and provide yearly records of financial performance. Charities can access more grants and funding to support their income than other types of businesses. Within Bridgend, BAVO is an organisation that has been set up to provide support, guidance, and practical assistance to local voluntary and charitable groups. They offer advice on starting up charities, constitutions, funding, training, project planning and bookkeeping.

## Premises

Childminders can provide care in their home settings, whilst playgroups, day nurseries etc can use non-domestic premises such as a community building or school. When you choose premises, you should consider whether the building is in a good state of repair, whether it will be registerable with Care Inspectorate Wales, whether there is any parking and outside provision and whether it is accessible to families. Businesses should also consider rent, contracts, whether the building is used by other services and the lease/tenancy of the building.

Consider whether the setting can be fully inclusive to children with disabilities.

If you find a business premises and would like to determine its suitability, please contact the Childcare Team, who would be happy to advise on a site visit.

## Equipment

Prior to opening your provision, you will need to ensure that you have adequate equipment for children and staff. You should regard your environment as a tool for supporting the development of the children in your care. Think about the activities that you will be offering and the space that you have both indoors and outdoors.

All equipment should be in good working order and should display the kite mark and CE mark indicating that they comply with British and European Safety Standards. Consider the age range of the children that you will be caring for and whether the equipment will meet various stages of development.

Consider the equipment that you will need for health and safety concerns such as safety gates, locks, car seats, buggies, ventilation etc.

Day nurseries will need to consider equipment needed for staff breaks such as tables and chairs and all settings should consider what business equipment they will require. Phones, computers and printers are usually considered.

## Health and Safety

The health and safety of the children, families and staff in your setting is paramount. Before you are registered, you will need to provide Care Inspectorate Wales with up-to-date gas and electrical certificates. If you are using a vehicle to transport children and staff, you should ensure that you have business insurance and that your car is maintained to a high standard.

Fire safety must be considered, with settings needing to have a fire safety check before opening.

It is important that you write a Health and Safety Policy that reflects your aim for maintaining a safe and secure environment and includes procedures for reporting accidents, risk assessments and hazards.

If you are going to be serving any food or drink other than water, settings need to register with Environment Health.

<https://www.srs.wales/en/Environmental-Health/Food-Hygiene-Standards/Register-a-Food-Business.aspx>

## Insurance

You will need to have insurance in place before you can become registered with Care Inspectorate Wales. There are different types and levels of insurance:

**\*Employers Liability Insurance** (£5m minimum required) – protects you against the cost of compensation claims arising from employee illness or injury, sustained as a result of their work for you. This is a legal requirement if your business employs more than one person.

**\*Public Liability Insurance** (£5m minimum required) – covers the cost of legal action and compensation claims made against your business if a third party is injured or their property suffers damage whilst at your business premises or when you are working in their home, office or business property.

**\*Professional Indemnity Insurance** - this is often referred to as professional liability insurance and covers legal costs and expense incurred in your defence, as well as any damages or costs that may be awarded.

## Business rates

Business rates is the term commonly used for non-domestic rates which are charged on most non-domestic premises. If you are a 'not for profit' organisation you may be able to apply for rate relief. Children's day nurseries in Wales will be exempt from paying non-domestic rates from April 2019.

Charities are able to claim relief from 80% of the rate bill.

<https://www.bridgend.gov.uk/business/business-rates/>

## National Minimum Wage

The National Minimum Wage (NMW) is the minimum pay per hour most workers are entitled to by law. The rate will be dependent on the worker's age and whether they are an apprentice.

If you are employing more than one person, consider differentiation in rates of pay according to responsibility.

<https://www.gov.uk/government/publications/minimum-wage-rates-for-2022>

## Pensions

From October 2018, every employer in the UK must put certain staff into a workplace pension and contribute towards it. Not all staff will be eligible and as an employer, you do not have to match the employee's contributions; currently the minimum contribution is 2% of qualifying earnings, of which at least 1% must be paid by the employer.

At the time of writing, you only need to set up a pension for your staff if they are:

\*Aged between 22 and the State Pension Age

\*Earn over the earnings threshold, currently £10k per year

\*Work in the UK and have a contract of employment, or have a contract to provide work and/or services personally.

For more information, contact the Pensions Advisory Service,

<https://www.pensionsadvisoryservice.org.uk/> Tel: 08000113797 or the Pensions Regulator <https://www.thepensionsregulator.gov.uk/>

## Staff Employment

Business Wales offer fully funded workshops on HR processes and Social Care Wales also offer publications on the recruitment of staff, appraisals and supervision. All staff will need to be DBS checked, (consider who will pay for this), will need a reference and will need to be trained in Safeguarding and First Aid, (again consider the cost of this).

Advertising for quality staff is advised through companies such as Jobs Growth Wales and Indeed.co.uk and other local employment centres.

## Staff Wages

Consider how you are going to pay your staff wages? Will you pay staff cash or cheque with their payslip showing details of their tax, national insurance and any other deductions, or will you use Bankers Automated Clearing Service (BACS)? Decisions will need to be made on whether you pay staff weekly or monthly. If you are going to be employing a number of staff, who is going to be responsible for paying the staff – you or a member of the management committee or board? Many companies now use a payroll service which can be safer for calculating tax and national insurance contributions, etc. Employers must register under the Pay As You Earn (PAYE) scheme with HM Revenue and Customs to operate staff payroll. Once you are registered with HMRC, you will receive a business pack to get yourself started.

## Financial Viability

Good financial management is vital to the effective running of any business. All registered childcare providers must maintain accurate accounts and you must be confident that your income from fees and grants will be enough to cover your outgoings. The Childcare Team suggest that it is good practice to have at least

three months of running costs available and to have at least a two-year business plan in place. We would suggest that you consider the following:

- \*How sustainable are you – do you have any reserves?
- \*Are you able to pay your/ staff wages, even if your income dips?
- \*Have you factored in all your monthly expenditure commitments as well as bigger, annual commitments such as annual bills, building repairs, a rise in the national minimum wage?
- \*Consider statutory sick pay and maternity pay that you may need to access for your staff

## Grants

A number of grants/business loans may be available to you through BCBC, Business in Focus and Business Wales:

**\*BCBC Kick Start Grant** – micro businesses can apply for this within the first three years of trading. It is not applicable to voluntary organisations and is a discretionary grant that can provide up to 50% of eligible project costs. The minimum grant is £250 and the maximum grant available is £4k. For further information contact [tracy.mortimer@bridgend.gov.uk](mailto:tracy.mortimer@bridgend.gov.uk)

**\*Business Wales Childcare Start-up grant** – up to £500 available to new childminders. <https://businesswales.gov.wales/childcare-grant>

**\*Business Wales New Employees Grant** – non repayable grant aim to encourage the creation of new jobs across the childcare sector. The grant is for up to £2k per employee, up to the sum of £10k

**\*BCBC Childcare Team** – Grants are available for start-up, sustainability and development and Childcare Offer.

## Funded places

Within Bridgend, there are a number of funding streams that you may be able to use to assist your families with childcare costs:

- Childcare Offer Wales – Children are able to access up to 30 hours of funded education and childcare from the term after they are three years of age. The Childcare Offer is for both term time and holiday provision up to 48 weeks per year. Settings need to be registered to deliver the Childcare Offer and for more information, please contact: [childcareoffer@bridgend.gov.uk](mailto:childcareoffer@bridgend.gov.uk)
- Funded education hours – within Bridgend, all children are entitled to 10 hours of funded education from the term after they turn three. The 10 hours is part of the Childcare Offer hours and can be accessed via a school setting or Estyn registered childcare setting.

## **Inclusion and Equality**

For the benefit of all your staff and families, equality and inclusion must be embraced throughout your provision. You need to consider how you can create an environment where everyone feels equally valued and included.

Providers need to regard the Additional Learning Needs (ALN) and Education Tribunal Act (2018) which replaces the SEN Code of Conduct.

<https://gov.wales/additional-learning-needs-special-educational-needs>

## **Advisory, Conciliation and Arbitration Service – ACAS**

ACAS provides free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law. Governed by an independent council, ACAS can also provide training for employers. ACAS also aim to resolve workplace disputes at the earliest stage to avoid conflict in the future. [www.acas.org.uk](http://www.acas.org.uk)

## **Registration with Care Inspectorate Wales (CIW)**

Childcare providers looking after in children under the age of 12, for more than 1hr 59 minutes need to be registered with Care Inspectorate Wales. CIW register, inspect and take action to improve quality of settings registered to provide care for children. When making your application to CIW, you must give details of your, 'registered person' who will have overall responsibility for your business. The registered person relates to the legal structure of your provision and several checks will be made on the suitability of that person, such as DBS checks, health checks and an interview with CIW.

Care Inspectorate Wales relate to and work with National Minimum Standards which apply to all registered childcare providers. These regulations are used to determine whether childminders and childcare settings are providing adequate care to children under the age of 12. The NMS are required for registration in order to provide quality childcare, but it is expected that providers exceed these expectations.

<https://careinspectorate.wales/sites/default/files/2018-01/160411regchildcareen.pdf>.

Within your application to CIW, you will need to write several policies and procedures that will relate to the running of your business. Templates of these policies can be provided by some umbrella organisations such as NDNA, Pacey, Clybiau Plant Cymru, although you would need to become a member to access these resources. The Childcare Team will be able to offer advice on the types of policies that you need for your application and offer templates.

You will be able to open your provision without registering with CIW if you are only open for a maximum of 1hr 59 minutes. We would recommend that whilst waiting for registration, settings utilise this time and also use stay and play sessions to parents.



## Umbrella Organisations

We would advise all childcare businesses to become members of an umbrella organisation, as they provide expert advice, support, training and policy templates.

\*National Day Nurseries Association (NDNA) – [www.ndna.org.uk](http://www.ndna.org.uk)

\*Early Years Wales [www.earlyyears.wales](http://www.earlyyears.wales)

\*Professional Association for Childcare and Early Years (PACEY) – [www.pacey.org.uk](http://www.pacey.org.uk)

\*Mudiad Meithrin – Organisation supporting Welsh language settings – [www.meithrin.cymru](http://www.meithrin.cymru)

\*Clybiau Plant Cymru – Organisation supporting Out of School Clubs – [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)

## Qualifications

National Minimum Standards state that the person in charge has to have at least a Level three childcare qualification recognised on the Social Care Wales' current list of Accepted Qualifications for the Early and Childcare Workforce in Wales or Skills Active's Integrated Qualification Framework for Play work.

<https://socialcare.wales/qualification-framework>

<https://www.skillsactive.com/country/wales/list-of-required-qualifications-for-wales-playwork>

## Training

Mandatory training such as Safeguarding of children and First Aid will need to be kept up to date to keep within National Minimum Standards. Also consider CPD for staff with training through companies such TSW and Educ8.

The upskilling of staff is imperative to maintain quality for your business and the children in your care. Training can be sought from;

\***The Childcare Team** – offer mandatory and CPD training.

\***Business Wales** – Offer workshops and individual support on employment processes, business planning, digital marketing, grants and interviewing. All support is fully funded <https://businesswales.gov.wales>

\***TSW** – <https://www.tsw.co.uk/contact-us/>

\***Educ8** - <https://www.educ8training.co.uk/home/>

\***Bridgend College** - <https://www1.bridgend.ac.uk/>

**\*Progress for Success** – funded training to help early years, childcare and play settings to become more successful.

## Estyn

Any registered setting that wishes to deliver the Foundation Phase for three-year-olds, must be registered with ESTYN. Several factors need to be considered such as the need for such a provision and quality of setting.

If this is something that you are interested in, please contact:

Sarah Ghahremani [sarah.ghahremani@bridgend.gov.uk](mailto:sarah.ghahremani@bridgend.gov.uk) or  
Julie Morris [julie.morris@bridgend.gov.uk](mailto:julie.morris@bridgend.gov.uk)

More information on Estyn and the Foundation Phase can be found at <https://www.estyn.gov.wales>

## Welsh Language

Welsh medium settings are greatly encouraged within Bridgend as we all strive towards Cymraeg 2050, (a million Welsh speakers by 2050). The Childcare Team are happy to communicate with you in bi-lingually and would be happy to advise on gaps in provision within Bridgend. For further Welsh language support, please contact the following organisations:

- \*Siop yr Hen Bont - <https://www.facebook.com/siopyrhenbont>
- \*Mabon a Mabli - [www.mabonamabli.co.uk](http://www.mabonamabli.co.uk)
- \*Bridgend College - <https://www1.bridgend.ac.uk>
- \*Menter Bro Ogwr - [www.menterbroogwr.org](http://www.menterbroogwr.org)
- \*Twf - [www.twfcymru.com](http://www.twfcymru.com)

## Additional Support from the Childcare Team

The Childcare Team offer support and advice about a number of schemes that you can participate in once registered:

- \*Gold Standard Healthy Snack Award
- \*Healthy Pre-School
- \*Design to Smile
- \*Funding
- \*Capital grants for the Childcare Offer
- \*Quality Assurance such as ITERS
- \*WellComm (Speech and Language intervention)
- \*Tax free childcare Scheme

The Childcare Team can be contacted on 01656 642649 or via email at:

[childcareteam@bridgend.gov.uk](mailto:childcareteam@bridgend.gov.uk)

## Other useful email contacts

ACAS - <https://www.acas.org.uk/index.aspx?articleid=1461>

BAVO - <https://www.bavo.org.uk/>

Bridgend County Borough Council – <https://www.bridgend.gov.uk>

Bridgend College - <https://www1.bridgend.ac.uk/>

Business in Focus – <https://www.businessinfocus.co.uk/>

Business Wales - <https://businesswales.gov.wales/>

Care Inspectorate Wales - <https://careinspectorate.wales/>

Children’s Commissioner for Wales - <https://www.childcomwales.org.uk/>

Clybiau Plant Cymru – [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)

Estyn - <https://www.estyn.gov.wales/language>

HM Revenue & Customs - <https://www.gov.uk/government/organisations/hm-revenue-customs>

Jobs Growth Wales – <https://www.careerswales.com/en/jobs-and-training/job-seeking/vacancy-search/what-is-jobs-growth-wales/>

Mudiad Meithrin – [www.meithrin.cymru](http://www.meithrin.cymru)

National Day Nurseries Association (NDNA) – [www.ndna.org.uk](http://www.ndna.org.uk)

Professional Association for Childcare and Early Years (PACEY) – [www.pacey.org.uk](http://www.pacey.org.uk)

Pensions Advisory Service - <https://www.pensionsadvisoryservice.org.uk>

Pensions Regulator - <https://www.thepensionsregulator.gov.uk/>

Social Care Wales - <https://socialcare.wales/>

Early Years Wales - <https://www.earlyyears.wales/en>

Please use this audit to look at the sustainability and practicalities of running your own childcare business. Please be aware that this is only a guidance, and it is your responsibility to keep up to date with changes from HMRC, the Pensions Regulator and Care Inspectorate Wales when running your own business.

<b>Research</b>	
Have you looked at the BCBC Child Sufficiency Assessment?	
Have you carried out any scoping exercises / market research with your target audience?	
Have you accessed Dewis Cymru to check on existing providers?	
Have you scoped the area for existing childcare provider fees?	
Have you contacted BCBC Childcare Team for advice and support?	
What will be your USP (Unique Selling Point)? What makes your business stand out from other childcare businesses in your locality?	
Have you carried out a SWOT Analysis, (Strengths, Weaknesses, Opportunities, Threats) of your business idea?	
<b>Legal Structure</b>	
Have you decided on the legal structure of your business?	
Have you contacted Business Wales for advice in setting up your legal structure?	
<b>Sole Trader</b>	
Have you registered with HMRC?	
<b>Partnership</b>	
Have you developed a contract to be agreed and signed by all parties?	
Have you registered with HMRC?	

<b>Limited Liability Partnership</b>	
Have you registered with Companies House?	
Have you registered with HMRC?	
<b>Limited Company</b>	
Have you filed a Memorandum and Articles of Association with Companies House?	
Have you got the facility to carry out audited accounts to file with Companies House annually?	
Have you set up a Board of Directors?	
Have you registered with HMRC?	
<b>Charitable Incorporated Organisation (CIO)</b>	
Have you set up a committee?	
Have you written your Constitution?	
Have you made provisions to produce yearly accounts?	
Have you registered with HMRC?	
Have you contacted BAVO for advice?	
Have you looked into what grants could be available to you as a charity?	
<b>Premises</b>	
Have you found a suitable premises?	
Have you checked National Minimum Standards to see if the premises would meet regulations? For example, are there enough toilets?	
If you are planning on being a childminder with over 10 children, have you applied to the Planning Department?	
Have you contacted the Childcare Team for advice or to arrange a site visit?	
Have you been advised of the rental rates?	

Have you drawn up a rental agreement / contract?	
Are there certificates available for the gas and electricity?	
Have you checked to see if you need to set up and pack away each day, or will you be able to leave equipment out overnight?	
Is there an outdoor area that can be used?	
Is there adequate storage facilities?	
Will parents have easy access to the building?	
Are there any parking spaces available for parents or staff? If you are looking to open full day care, is there a provision for staff to take breaks etc.	
Are there any provisions for a kitchen to prepare snack/ meals etc.	
Do you have a budget set aside for any building work / decorating etc?	
Are you able to control the ventilation / temperature of the building?	
<b>Equipment</b>	
Do you have access to quality, clean indoors and outdoors equipment?	
Does all equipment carry the British Kite mark and CE mark?	
Do you need to buy any adult furniture such as chairs, desk, office equipment, phones?	
Do you need to buy any buggies/ strollers/ car seats/ highchairs/ sleep mats?	
Do you need to buy any safety equipment such as fire blankets, fire extinguishers, safety gates, safety locks etc.	
Have you spoken to the Childcare Team about potential grants that may become available to you such as a Start Up Grant?	
<b>Health and Safety</b>	

Have you contacted the Fire Safety Officer and been certified?	
Have you created risk assessments for your setting?	
Have you registered with Environmental Health?	
Have you written a Health and Safety Policy that will reflect your procedures in setting?	
Have you got an Accident policy with necessary documentation?	
If you will be using a vehicle for the business, do you have valid business insurance?	
If you are using a vehicle for the business, do you have a valid MOT certificate?	
If you are using a vehicle for the business, do you have the correct car seats fitted? All car seats should either be EU approved height based or weight based.	
Have you looked at Public Health Wales' guidance on 'Infection Prevention and Control for Childcare Settings, Nurseries, Childminders and Playgroups'?	
<b>Insurance</b>	
Have you got insurance in place for your business?	
<b>Business Rates</b>	
Have you checked with BCBC to see if you are liable for business rates?	
Have you factored in business rates to your monthly/yearly budget?	
<b>National Minimum Wage</b>	
Have you sought advice from <a href="http://www.gov.uk">www.gov.uk</a> to check on current levels of National Minimum Wage?	
Have you factored these rates into your budget allocation?	
Have you a factored in that monthly staff wages may change dependent on whom you employ, rises in national minimum wage etc.	

<b>Pensions</b>	
Have you been in contact with the Pensions Advisory Service or The Pensions Regulator?	
Have you budgeted for current rates of employer contributions to pensions?	
<b>Staff Employment</b>	
Have you contacted Business Wales or Business in Focus for HR advice / workshops?	
Have you looked at Social Care Wales for resources on staff recruitment etc?	
If you need to employ staff, have you considered where you will advertise? Will this require a budget?	
Have you spoken to Jobs Growth Wales?	
Have you looked at National Minimum Standards to make sure that your staffing levels comply?	
Has the Person in Charge (PIC) had a minimum of 2 years' experience in a childcare setting?	
<b>Staff Wages</b>	
How will you pay staff wages?	
Have you set up PAYE with HMRC?	
Are you able to produce a pay slip that shows National Insurance and Pension contributions? Do you have a Payroll System in place?	
Have you a designated member of staff for administering payroll?	
If you are going to use a Payroll System or accountant, have you budgeted for this?	
<b>Financial Viability</b>	
Do you have a contingency plan that includes three months running costs?	
What would be the minimum number of children that you would need to be viable?	



Would you be sustainable if rent / rates/ wages etc. rose?	
Have you considered sick pay and maternity/ paternity pay?	
Do you have a surplus that would allow you to pay for building repairs and maintenance?	
Have you contacted the Childcare Team about financial viability?	
Are you able to compete with other provisions in your locality? Are you offering something different to your competitors?	
<b>Grants</b>	
Have you spoken to the Childcare Team about grants that may be available to you?	
If you are a charity, have you contacted BAVO to see if there are any Charitable grants available to you?	
Have you contacted BCBC to discuss the Kick Start Grant?	
Have you contacted Business in Wales and Business in Focus to discuss Childcare Grants?	
Have you spoken to the Childcare Team to discuss the Childcare Offer and grants that may become available once registered?	
<b>Inclusion and Equality</b>	
Have you read the Additional Learning Needs Educational Tribunal Act 2018?	
Will you be providing a service that promotes equality and inclusiveness to staff, parents and children?	
<b>Registration with Care Inspectorate Wales</b>	
Have you got a Registered Person and Person in Charge in place?	

Have you checked all staff qualifications?	
Have you and staff got DBS in place?	
Have you the required Policies and Procedures in place?	
Have you and the Registered person got the correct doctors certificate to support your application?	
Have you checked that all of your staff files are up to date, including a copy of CV, certificates, DBS, qualifications, references and contract?	
Have you included all of the right documents for gas, electricity, fire safety and insurance, (or at least mention that you have insurance in place for when you commence work after registration).	
<b>Umbrella Organisations</b>	
Have you contacted Pacey/ NDNA/ WPPA/ Mudiad Meithrin or Clybiau Plant Cymru to discuss becoming a member? Have you factored this cost into your monthly/ annual budget? Consider whether they have offers on insurance etc.	
<b>Training / Qualifications</b>	
Have you and all of your staff gained the correct qualifications to be registered?	
Have you checked with National Minimum Standards to make sure that qualifications of you and staff are correct?	
Have you contacted the Childcare Team to ask for advice on their training?	
Do you need to book onto any training prior to sending your CIW inspection?	
Have you factored in the cost of training/ qualifications into your budget? This will be an ongoing budget as qualifications need to be updated regularly.	
<b>Welsh Language</b>	

Have you considered becoming a Welsh Medium setting?	
Have you considered how you will work towards Cymraeg 2050, whether you are an English or Welsh medium centre?	