



BECOMING A CHILDMINDER QUESTIONNAIRE

This questionnaire is designed to help you think through your childcare idea, ascertain whether your service will be viable and sustainable and help you with your business plan.

We suggest you give yourself plenty of time to complete this questionnaire.

Below are some useful contacts numbers and websites:

- Torfaen Childcare Business Support Team: Tel. 01633 648114/648115
- Torfaen Family Information Service: Tel. 0800 0196330
website: www.torfaenfis.org.uk
- Care and Social Service Inspectorate Wales
website: www.cssiw.wales.gov.uk
- National Childminding Association website: www.ncma.org.uk

The Questionnaire is in 4 sections:

Part 1: Childminding in your area

Part 2: Childminding and the effect on your household

Part 3: Legal requirements

Part 4: Finances and the business

All four parts must be completed and brought with you to the 'Becoming a Childminder' briefing session.



Llywodraeth Cymru
Welsh Government



Gwasanaeth Gwybodaeth i Deuluoedd
Family Information Service

NAME:

Part 1: Childminding in your area, and your role:

This Section is to help you decide whether it is worthwhile operating a new childcare business in your area – will it be sustainable?

a) Why do you want to become a childminder?

b) Are you aware of any childcare providers (e.g. other childminders, nurseries, playgroups, nursery wraparound etc.) already operating in your local area?
Torfaen Family Information Service will have this information.

c) What hours do these local childcare providers operate?

d) Do you know what their session fees / hourly rates are?

e) Do you know how many vacancies they have, or how many they have on their waiting list?

f) Have you seen the Torfaen Childcare Sufficiency Assessment 2010-2011?

You can find this report if you visit the Family Information Service website
www.torfaenfis.org.uk

g) Taking the above into account, do you think there is a gap in your area for a registered childminder, and what hours do you think you should operate?

(Think about employers in your local area, and the hours they operate e.g. shift work, and also the hours other childcare providers are operating.)

h) There is an increasing demand in Torfaen for childcare out of normal working hours. Would you consider offering a service outside of these hours? If yes what possible issues could you encounter and how might you overcome these?

Part 2: Childminding and the effect on other household members:

This section is designed to help you discuss with household members, the issues surrounding childminding and how it may affect them. Use the spaces provided under each question to make notes of issues, worries or concerns which may affect you and other household members. These can be discussed at the Becoming a Childminder briefing session.

a) If you have children or your own, will they be affected? Will they be happy to share you, and their toys etc.?

b) How will childminding affect other members in your household?

(Think about issues such as: maybe someone works night shifts – can they cope with the noise? Will family pets cope with children in the house? Maybe the parents of the child will ask for the pet to be kept away etc.?)

c) Will household members be happy with the type of alterations you may have to make to the house and garden to make it safe and friendly for children?

(Examples could include covering up the expensive feature garden pond, stair gates attached to walls, posters on walls, displays, changes to stair banister if gap is too wide, fencing height requirements in garden.)

d) Think about your own family's needs, such as, if you have children of your own it may be difficult to invite friends over for tea because you may exceed the number of children you can care for at one time. Dental, doctor, hospital and other appointments – alternative arrangements may have to be made outside of childminding hours etc.

Part 3: Legal Requirements

Make a note of any questions or comments you may have about each of the following.

a) Have you looked at the Application to register as a Childminder along with the Guidance for Applicants?

These can be found on the CSSIW website: www.cssiw.org.uk

b) The legislation that underpins the registration of child minders is found in:

- Part 2 of the Children and Families (Wales) Measure 2010
- The Child Minding and Day Care (Wales) Regulations 2010
- The Child Minding and Day Care (Disqualification) (Wales) Regulations 2010
- National Minimum Standards for Regulated Child Care

You will need to familiarise yourself with these documents before registration. They can all be found on the CSSIW website.

c) Have you read and do you understand the CSSIW National Minimum Standards for Regulated Child Care?

(CSSIW website)

d) Before registering as a childminder you will need to successfully complete the approved pre-registration training course as well as a paediatric first aid course.

e) Are you aware that all members of the household age 16 and above will be required to have a *Criminal Records* check?

f) Are you aware that as a prospective registered childminder you will be required to obtain a medical reference from your GP which must comment on your physical and mental fitness to be a childminder?

(Your GP may charge you for this service.)

g) Are you aware that a Social Service check will be carried out on the household?

h) Registered child minders do not usually require planning consent but there may be some requirements placed on your business by your Local Planning Authority (LPA). You should seek the advice of your LPA in advance of your application for registration as a child minder. The application form asks you to confirm that you have consulted with the LPA.

i) If you rent your home you will need written permission from your landlord to run your childminding business from home. Have you contacted your landlord yet?

Part 4: Finance and Business

a) Are you aware that you will be self –employed and will need to complete HMRC paperwork, on an annual basis?

b) Are you aware that you will need to arrange to pay National Insurance yourself, and complete your own tax returns?

c) Are you aware that if you use a car for childminding, you will need to have business insurance?

d) Torfaen Early Years Development and Childcare Partnership (EYDCP) is currently offering childminders start up grants to help pay for essential items related to the setting up of your Childminding business. Have you thought about how you might fund any other additional costs?

e) List the potential costs that you might incur when setting up a childminding business. For example: making the home safe, toys, resources, safety equipment etc.

f) Being self- employed, your weekly income may vary. Think about how you will manage this.

(e.g. during the school holidays the children may be with you full time, so your income will increase, or alternatively the children you care for may start school full time, so your income will decrease.)

g) Are you aware that certain government benefits may still be available to you?

(e.g. Working Families Tax Credit.)

h) Think about and list what you think your unique selling points are, take into account time, commitment, enthusiasm, creativity, location, previous qualifications or experience in childcare, languages used etc.

i) List the areas of a childminding business that you are unsure about.
These can be discussed at the Becoming a Childminder Briefing Session.

j) Taking all the above sections into account, are you still confident and clear about starting your own childminding business?

Yes

No

Remember to bring the completed questionnaire with you to the Becoming a Childminder briefing session.