

## **FACTSHEET 33**

### **Starting a Nursery**

#### **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 fact sheet will provide you with a starting point for the areas you will need to look at and consider when setting up a nursery and gives references to where you can get further information and advice.

#### **Research**

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
- Eligibility for partnership with the local authority

#### **Costs**

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.

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. This would include Cost of Workforce, CPD and ongoing training.

## 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

## Regulations

Across the UK nurseries have to register with a regulatory body and adhere to legal standards. In Scotland, nurseries are required to register with The Care Inspectorate and need to comply with the National Care Standards which cover early education and childcare up to the age of 16. To view these go to:

<http://www.gov.scot/Topics/Health/Support-Social-Care/Regulate/Standards>

## 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 relevant qualifications appropriate or if necessary to their post and the ability to register with the Scottish Social Services Council (SSSC) - for more information on qualification requirements go to [www.sssc.uk.com](http://www.sssc.uk.com)
- You carry out Disclosure Scotland checks for all members of staff prior to them commencing employment. Checks are required to be undertaken by Disclosure Scotland at Enhanced Disclosure level.
- You meet staff to child ratios (these are outlined in the National Care Standards)

ORIGINAL SOURCE - [WWW.NDNA.ORG.UK](http://WWW.NDNA.ORG.UK)

[www.dundecity.gov.uk/childcare/childcareinfo](http://www.dundecity.gov.uk/childcare/childcareinfo)

[www.families.scot](http://www.families.scot)

[www.facebook.com/FISDundee](http://www.facebook.com/FISDundee)

[www.twitter.com/FISDundee](http://www.twitter.com/FISDundee)

[www.instagram.com/FISDundee](http://www.instagram.com/FISDundee)

- **Childcare/Family Information Service** - contact your local Childcare or Family Information Service and they will be able to advise on existing childcare available in your area or have a look at [www.families.scot](http://www.families.scot)
- **The Care Inspectorate** - responsible for the regulation and inspection of day care services. [www.careinspectorate.com](http://www.careinspectorate.com)
- **Business Gateway** - Information and advice on all aspects of running a business. Can provide information about available grants, tax advice, health and safety legislation - [www.bgateway.com](http://www.bgateway.com)
- **HM Revenue and Customs** - Tax information for employers - [www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)
- **Scottish Government** - census statistics are produced annually by the Scottish Government and gives information about all childcare services across Scotland - [www.gov.scot](http://www.gov.scot)
- **Disclosure Scotland** - provides an accurate and responsive disclosure service to enhance security, public safety and protect the vulnerable in society - [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)
- **Scottish Social Services Council (SSSC)** - The SSSC publishes Codes of Practice for Social Service Workers and Employers. These are standards of conduct and practice which all social service workers and their employers must follow - [www.sssc.uk.com](http://www.sssc.uk.com)

For further information about childcare available in Dundee go to [www.families.scot](http://www.families.scot) or contact Dundee Children & Families Information Service on [cis@dundeecity.gov.uk](mailto:cis@dundeecity.gov.uk) or telephone 01382 433900.

Information is available on our Dundee pages of the national website where alongside details about childcare services you can also access our

[www.dundeecity.gov.uk/childcare/childcareinfo](http://www.dundeecity.gov.uk/childcare/childcareinfo)

[www.families.scot](http://www.families.scot)

[www.facebook.com/FISDundee](https://www.facebook.com/FISDundee)

[www.twitter.com/FISDundee](https://www.twitter.com/FISDundee)

[www.instagram.com/FISDundee](https://www.instagram.com/FISDundee)

Online Directory for further advice, groups, activities and other services available for families locally and nationally

*Info in this fact sheet last updated 29 July 2019*

[www.families.scot](http://www.families.scot)

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