

**Dear Potential Childminder**

Thank you for your enquiry about registering as a childminder. Please see the following pages:

- 'Is childminding the right job for me?'
- Information about the costs of registering as a childminder
- Pre-registration Briefing Sessions: information and dates
- Childminding Registration Course information

We hope you decide, after reading the information, that you would like to become a registered childminder. We look forward to seeing you at a 2-hour Pre-registration Briefing Session. Please tell us which session you wish to attend. See page 4.

You will also need to complete a Childminding Registration course. See page 5.

If you have any queries about the Briefing Session or childminding in general, please contact our **admin staff on 01865 816667.**

or e-mail: [communitychildcareandplay@oxfordshire.gov.uk](mailto:communitychildcareandplay@oxfordshire.gov.uk)

If you have questions directly relating to the registration of childminders, please ring the **Ofsted Helpline on 0300 123 1231.**

If we do not hear from you within 6 months, your details will automatically be removed from our database. If you still wish to become a registered childminder, you will need to visit <https://www.oxfordshire.gov.uk/cms/content/becoming-childminder> which has the dates of the briefing sessions you can book onto.

Yours sincerely

Community Childcare and Play, Oxfordshire County Council

**Data Protection Act 1998:** Oxfordshire County Council and its contracted partners will use the information you provide about yourself to:

- monitor and support your progress through the process of registration as a childminder
- enable training information to be sent to you
- provide statistical information for the county council and the government.

## Is childminding the right job for me?

If you would like to have a rewarding career, be your own boss and run your business from your own home, then childminding could be an ideal career for you.

As a registered childminder you would:

- offer the children you care for a secure and stimulating environment
- provide early years education and watch the children develop
- be self-employed, working in your home, choosing the hours you work and the services you provide
- care for your own children at the same time, if you have a family
- have a career where no two days are the same
- meet other childminders in your area and get to know your local community
- join over 60,000 childminders in England and Wales providing quality childcare.

As a registered childminder you can look after one or more children under the age of 8 for more than two hours a day, in your own home, for payment.

Childminders deliver the Early Years Foundation Stage 2014 (EYFS) – a play-based framework for children up to the age of five that enables you to meet a child's individual development needs. They are inspected against the requirements of the EYFS by Ofsted.

Although every day is different, a typical day might include:

- visiting a park, local shops, library or children's centre
- arranging fun and stimulating play/learning activities, observing each child's development and planning future activities
- providing meals and snacks for the children
- taking children to and from school, pre-school or clubs
- working with other local childminders to organise group activities.

One of the most rewarding things about caring for children is watching their excitement as they learn something new, or achieve something for the very first time. Childminding is a dynamic and evolving career, and there are plenty of courses and training opportunities that will help you develop your knowledge and confidence.

Once you have started childminding, there are many training courses available, right through to degree-level qualifications.

**If you are ready to take on the challenge of the commitment and demands of looking after other people's children, childminding is the right choice for you!**

The information on this page has been adapted, with permission, from the Professional Association for Childcare and Early Years leaflet 'Become a registered childminder', which is available at [www.pacey.org.uk](http://www.pacey.org.uk)

Note: it is possible to be registered as both a childminder and home childcarer (nanny) under the same Ofsted Registration (for which you would pay only one set of fees). You would need to request this on the application form EYC for registration as a childminder. Please contact Ofsted 0300 123 1231 for more information.

## The costs of registering as a childminder

### Items that you will need to pay for include:

- Early Years Foundation Stage documents: £5.50 (or you can print these out yourself)
- play equipment
- items to make your home and garden safe for childminding
- a fire blanket
- any other equipment needed for childminding
- 'Childminding Registration Course' fee: £100
- Paediatric first aid course fee, which varies from approximately £65 to £112
- Food Hygiene, Level 2 (cost varies)
- payment to GP for completion of Ofsted Health Declaration: ask your surgery how much they charge. It can cost up to £87.50
- Ofsted application fee: £35.00. However, if you intend to only care for children older than the Early Years Foundation Stage age (birth to 31 August following the child's 5<sup>th</sup> birthday), the fee will be £103 (the fee for the Ofsted Childcare Register). Ring the Ofsted Helpline, 0300 123 1231, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) for details.
- \*Public liability insurance for childminding: at least £44
- \*Items such as attendance register, cash book, accident book, contracts etc.
- Data Protection notification: £35

\*You can get an idea of the cost of these from

- the Professional Association for Childcare and Early Years, 0845 880 00 44 / [www.pacey.org.uk](http://www.pacey.org.uk)
- Morton Michel Insurance, 0845 2570 117 / <http://www.mortonmichel.com>

**You will be able to enter these costs (except for course fees) as 'business expenses' on your income tax self-assessment form.**

### Childcare Business Grants Scheme

The Government has introduced a grant to assist with the establishment of new childcare businesses. The fund is available to new childminders for start-up costs between £250 and £500.

Further information and application forms can be found by accessing the following web page [www.childcarebusinessgrants.dcms.gov.uk/](http://www.childcarebusinessgrants.dcms.gov.uk/)

When completing the application form you will be asked for the name of the local authority person you have contacted. Please include the name of the Community Childcare and Play officer delivering the pre-registration briefing session and the date you attended.

If you are in any doubt as to whether you qualify for a grant, please contact the Child Care Grant Scheme direct on **0844 264 2546**

## The Pre-registration Briefing Session

You are expected to attend a Pre-registration Briefing Session, and dates are below. Choose the session that is most convenient, and tell us that you plan to come – see below.

This 2-hour session will give you more information about childminding and the Ofsted registration process, and you will have the opportunity to ask questions.

There is no charge for this session, and it does not commit you to childminding.

If you decide to register as a childminder, you will also need to attend the Childminding Registration Course before you can be registered. Please see page 5.

We will send confirmation of your place and directions to the venue. We will send this by email if you have responded by email, or if you provide an email address.

Day	Date	Time	Venue
Tuesday	4 November 2014	7.15-9.15 pm	Florence Park Children's Centre, Rymers Lane, Cowley, OX4 3JZ
Wednesday	5 December 2014	7.15-9.15 pm	Britannia Road Childrens Centre, Grove Street, Banbury, OX16 5DN

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**Return to: Children's Centres and Childcare admin staff,  
Oxfordshire County Council, Samuelson House, Tramway Road, Banbury, OX16 5AU**

**Or email: [communitychildcareandplay@oxfordshire.gov.uk](mailto:communitychildcareandplay@oxfordshire.gov.uk)**

If replying by email, please include all details requested below.

**I wish to attend the following Childminder Pre-registration Briefing Session:**

Date of session:

Time:

Venue:

Name:

Address:

Postcode:

Telephone:

Email address:

Next of kin name (in case of emergency)

Next of kin phone number (in case of emergency)

Any particular requirements:

## **Childminding Registration Course (CRC)**

Childminders must have completed training which helps them to understand and implement the EYFS before they can register with Ofsted. Childminders are accountable for the quality of the work of any assistants, and must be satisfied that assistants are competent in the areas of work they undertake.

Oxfordshire County Council offers a 12 hour classroom based training course to support you in meeting Ofsted requirements. The course will focus on the Learning and Development in the Early Years Foundation Stage and inclusive play activities to meet the needs of all children. To give your childminding career an informed start, it will also provide you with information around setting up a childcare business, working with parents, understanding the legal requirements and identifying support available throughout Oxfordshire.

Courses will cost £100. You can book onto this through Step into training

<https://www.oxfordshire.gov.uk/cms/content/step-training-courses>

You should not apply for registration unless you believe you can meet the requirements of the EYFS'. If the inspector decides you are not able to meet the requirements, you will be asked to withdraw your application. The CRC will help you to understand the EYFS.

***If I am unable to attend the classroom based CRC course, can I access the training online?***

It is the recommendation of Oxfordshire County Council to attend a classroom based session as you will gain increased support from a tutor and it is an opportunity for you to exchange ideas and build friendships with other new childminders who will be starting their business at the same time as you.

If you attend an on-line training course or any other training which is not provided by Oxfordshire County Council it is your responsibility to ensure it meets all of the EYFS requirements and prepares you for your registration visit.

Organisations that offer online training are:

- [Professional association for childcare and Early Years \(PACEY\)](#)
- [Trio Childcare Connections](#)

You will have your Registration Visit when all the checks on you and others associated with your application are complete. This is normally about 7 weeks after Ofsted has received all the necessary information, you have submitted a DBS disclosure application for every person named in your application, and have paid the Ofsted application fee.

Before you book on to a CRC, please be sure you definitely want to register as a childminder, can afford the costs, and can commit to attending the course.

Community Childcare and Play, 01865 816667

19/08/2014