

# **Business Plan [July 2013]**

**Setting Name: Tiddlywinks Preschool Gt Horkesley CIC**

**Address: 22a Coach Road, Great Horkesley, Essex**

**Postcode: co6 4AT**

**Tel: 01206 272669**

**Email: tiddlywinkspreschool@hotmail.com**

**Contact Name: Helen Taylor**

**Position held: Manager**

**Address(if different from above): 404 Ipswich Road, Colchester, Essex**

**Postcode: CO4 0EY**

**Tel: 07919384001**

**Email: helen.taylor22@hotmail.co.uk**

Ofsted Information			
Ofsted registration no: EY424384			
Total of children registered for: 34			
Outcome of last Ofsted inspection: Good			
<input type="checkbox"/> Outstanding	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Inadequate
Early Years registration number: EY424384			
Please attach the list of Recommendations and Action Points you have received from Ofsted.			

Description of your Childcare Business:				
<input type="checkbox"/> Incorporated	<input type="checkbox"/> Unincorporated	<input checked="" type="checkbox"/> Community Interest Company (CIC) Registration no:	<input type="checkbox"/> Voluntary Registered charity no:	<input type="checkbox"/> Other (please state)
<b>Age range: 2 to 5 years</b>				<i>Describe details of the service you intend to provide.</i>
<b>Sessions:</b> Please select one of the following <u>**</u>				
<input checked="" type="checkbox"/> Full daycare <input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon <input type="checkbox"/> Wraparound services				
<b>Days:</b> <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<b>Opening hours: 9.00 to 12 am session 12to 1pm lunch club 1pm to 4.00 pm session We are only open afternoons on a Tuesday, Wednesday and Thursday</b>				
<b>Catchment area / schools you currently or intend to serve:</b> Bishop William Ward school, Boxted school, Mile End school, Highwoods, Nayland, West Bergholt				
<b>Name of nearest Children's Centre(s): Beehive and Cherry Blossom children centre. Links established: We have very close links with Cherry Blossom childrens Centre and they attend stay and play sessions and run baby massage groups in the preschool building.</b>				<i>State how you will make links with them and the benefits to the families &amp; children you serve.</i>

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## Executive Summary

### Fee Structure and Occupancy

Is a Registration Fee charged:  Yes  No Cost: £ 10.00 - £5 refundable when the child starts - £5 towards a preschool polo shirt

Describe your fee structure:

Hourly  Sessional  All day

Please give a breakdown of the charges: £10.50 per session if the child attends more than the funded allocation charge is £11.20 per session £3.00 for lunch club

Occupancy: Total no. of places: 253 No. of places needed for breakeven: 126

*Please describe your fee structure? Do you charge a Registration Fee? Is it refundable and if so, when? How much will you charge per hour? What is your break-even point?*

### Staffing

Staff Structure and Qualifications held by staff:

Staff Position	Hourly rate £	Contract Type (i.e. fixed, permanent, part-time, term time, annualised hours)	Qualification (Please include those working towards a qualification)
Manager/SENCO/Health and Safety Officer	£ 10.00	Permanent - term time	working towards degree - level 6
Deputy	£ 8.50	Permanent - term time	Level 3
Senior Practitioner	£ 7.65	Permanent - term time	EYPS
Practitioner	£ 6.35	Permanent - term time	working towards level 3
Practitioner	£ 6.65	Permanent - term time	level 3
Practitioner	£ 6.35	Permanent - term time	working towards level 3
Practitioner	£ 6.65	permanent - term time	Level 3
Practitioner	£ 6.65	permanent - term time	Level 3
Practitioner	£ 6.65	permanent - term time	level 3
Administrator	£ 6.15	permanent - term time	working towards nvq 2
Finance assistant	£ 6.15	permanent - term time	un qualified
	£		
	£		
	£		

	£		
<p><b>Proposed additions to staff or qualifications range:</b>  <b>2 members of staff are half way through there level 3.</b></p> <p><b>And the Administrator is completing her NVQ level 2 in customer care.</b></p>	<p><i>This section helps you consider the future needs of your business. Do you expect to require more staff? Do you need existing or new staff to have additional qualifications?</i></p>		
<p><b>Other training to be undertaken:</b>  <b>1 member of staff wants to do SENCo code of practice and another Makaton</b></p> <p><b>All staff have been given information for KWANGO training, so far the manager and 6 staff member have accessed this training.</b></p> <p><b>All staff have been on safeguarding and first aid.</b>  <b>All staff have been on food hygiene and manual handling</b></p>	<p><i>This section also helps you consider the future needs of your business. Are you planning to undertake any business support training? What additional skills or experience do your staff team require?</i></p>		

<b>Improving Outcomes for Children</b>	
<p><b>Early Years Foundation Stage Framework:</b>  <b>we use a daily/weekly plan, taken from the long term plan. The planning is based on adult led activities and also child led activities. What the children ask for and their interests informs the weekly/daily planning. We cover all 7 areas of development . We use the development matters to make sure that the adult led activities cover these areas effectively throughout the year. We use learning journeys and development folders to evidence the progress of the individual children. We use evaluation forms to evaluate the weekly planning, and we use lots of photographs and snap shot and full observations.</b></p>	<p><i>How you will follow the curriculum and evidence the progress and the 5 outcomes for children.</i></p>
<b>Every Child Matters Outcomes</b>	<i>Please describe how you</i>

**ECM Outcome 1**

Be Healthy

**we have free flow access into the garden straight from the main room, thus making free flow play during the whole session. By having free flow into the garden we are allowing for the children who need more physical activities using their gross motor skills but also fresh air is essential to keep the children healthy. The building is new and purpose built thus making sure that each child is in a clean and safe environment. Every child, to keep physically healthy needs rest and sleep too, so we provide a quiet/sleep area where children can feel safe to sleep or rest away from busy activities.**

**We will be looking after their emotional wellbeing by making sure that all their needs are met and that their feelings are accepted. We will do this by creating a safe place to sleep/rest, somewhere for them to have their nappy changed in a quiet area where children are not constantly walking in and out ( we have a baby changing unit), and each child is changed by their key person where possible. By having a purpose built preschool we have all the equipment in side and we can encourage the children to choose their own activities and link up with other children, thus making friends, and helping them feel positive about themselves as they are able to make choices. The children will then gain a sense of well being when encouraged to take responsibility. For snack we provide healthy snacks, we provide a choice between milk and water, they then have a selection of fruit and vegetables and then a healthy dessert!! this could be bread sticks, crackers, cereal, toast, soup, pasta. At the snack table we talk to the children about the snack, if its good for us, and what other fruits etc can they think of. Snack time is a very sociable event. We will encourage and model hygiene skills and healthy choices and with being on the school site we have the opportunity to access cooked meals at lunch time.**

*intend to make a positive impact on the outcomes of the children with whom you are working.*

<p><b>ECM Outcome 2</b> Stay Safe</p>	<p><b>We will make sure that every child is safe, as all staff are attending Safeguarding children training, and will be refreshing their training if they did them a few years ago. We have a safeguarding officer who makes sure that all staff are aware of signs and symptoms and what to do if you have a concern and keeps the safeguarding children policy up to date and information cascaded to staff. During the daily sessions we have a selection of stories and within those stories we have books about every day events. These events are about shopping, police, strangers etc, we also do role plays about the police and crossing the road, road safety, strangers, eating and keeping clean etc, so that each child is aware of what is the norm and who they can trust. You would talk to a police person and a person who works in a shop wearing a uniform etc. Also that you need to wash and clean your teeth. Within the setting we do sessional health and safety checks to make sure that the environment is safe for the children, so that they do not have an accident. We have a Health and Safety Officer who completes risk assessments on all areas of the preschool, and they are reassessed on a regular basis. There is always a minimum of 5 qualified paediatric first aiders on site to make sure that if a child does have an accident then they can be treated. During the session we have clear and consistent rules and boundaries. This helps the children to learn the right and wrong ways and also helps keep the children safe from bullying and discrimination. we build on our relationships with each child and their parents, this then helps them to feel more secure within the setting. We would give the children opportunities to take risks in a controlled environment.</b></p>	
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**ECM Outcome 3**

Enjoy &amp; Achieve

**We differentiate the activities to make sure that all children can participate and achieve the learning outcomes on the activities. We are very child led, and this means that the children can choose what activities they would like to do, we have more equipment in easy reach for the children and store more equipment, especially outside equipment, by having the children chose what they would like to do we would hope that they will enjoy playing with them. Alot of our outside equipment that the children made themselves. So they can enjoy making their own equipment - they made planks to walk on, painted large logs to play with, we also encourage the children to make their own garden, to grow things**

**By being on the school site we will be making the move to the school a very smooth transition. We have a very good relationship with the school, and we have been invited to join them in assemblies and lunch times, which would help the children to familiarise themselves with the school and the teachers, thus making them feel more relaxed.**

**We work to the Early years foundation stage which takes the children upto the end of reception year. The activities we do help each child achieve the goals with the EYFS.**

**We link up with our feeder schools and invite the reception teachers in to visit the children to help with the smooth transition from preschool to reception. We are also collecting uniforms from the relevant schools to use in our dressing up so that they can familiarise themselves with the school uniform too. We will hope to ask each school if we can come in and take photographs of the rooms and session time table so that we can have these in a book format for the children to look at.**

<p><b>ECM Outcome 4</b> Make a Positive Contribution</p>	<p><b>Children can see their parents being involved, through the parents forum, helping at events or within the preschool. This gives a model showing that the things they do can make a positive contribution within the preschool and into the further world. Being valued within the pre-school setting will encourage parents, and therefore their children to become active within the wider community, eg parent-teacher associations. Seeing results from being involved in the preschool, eg smiling happy faces of children, raising money to purchase a piece of equipment will show everyone that they can make a positive contribution within their own community.</b></p>	
<p><b>ECM Outcome 5</b> Achieve Economic Well-being</p>	<p><b>Being valued as an individual will boost confidence. Skills can be gained within the pre-school through volunteering, or participating in courses. This may provide the skills and confidence to enter/re-enter employment or the confidence to take further training outside the setting. Having affordable childcare may allow parents to work during sessin times. Again this is a valuable role model for the children who are learning the basics of education through play. A good basis with a good role model will enhance their future economic well-being.</b></p>	
<p><b>Quality Assurance</b></p>		
<p><b>Is the setting accredited through a Quality Assurance Scheme</b>  <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No   <input type="checkbox"/> Working towards</p> <p><b>Details:</b> Looking to start the scheme next year. A director of the company has attended a course on quality assurance. we are just looking about finding the money</p>		<p><i>Please give details of any scheme you currently, or intend to, participate in.</i></p>
<p><b>Description of Premises / Environment</b></p>		
<p>We are in a purpose built modular building on the school site. We have a secure</p>		<p><i>Give an overview of the environment in which you care</i></p>

seperate access so that the preschool is safe and secure and that the school is safe and secure. We have a ramp so that there is a wheelchair, disabled access, leading into the preschool. Within the preschool we have the main preschool room. This has a designated wet/messy play area with a sink, so that the children can wash their hands and clean art and craft. The main part of the room has low level storage units so that the children can choose their own toys, we also have doors straight out into the garden, so they can have free flow play all session. In the garden we have areas for sand and water, a place for digging, riding bikes, climbing, and various other activities. From the main preschool room we have toilets and sinks, with temperature controlled hot running water, soap dispenser and paper towel dispenser. Off the main hall we have a kitchen with cooker, fridge, freezer and cupboards, all with child locks, where a healthy snack can be prepared. We also have seperate hand washing facilities. The main s room will be used for lunch club, an area for quiet time , breakfast and afterschool club. We also use this room for our stay and play sessions and fundraising. We have an office and staff room, so that when new parents arrive they are greeted by someone form the office, the staff room will provide space for the staff who are staying all day to have their lunch. We also have storage cupboards for art and crafts and other pieces of equipment. We have an accessable toilet which will also have a changing facility within. We are thinking of having a preschool pet, which will help the children take responsibility and care for a living thing, as in the new building we can keep inside the hall. As we will be next to the school it will make it easier for school pick up times for the parents and we can change the session times to fit in with this.

*for children.  
Remember to include things which add extra value to your provision e.g. outdoor play area, pets, pick- ups from school.*

**Policies**

**Give details of the policies which your setting has in place and say how each is**

*e.g. Risk Assessment,*

**communicated (including to whom and when e.g. through induction):**

*inclusion, monitoring & evaluation , HR procedures, etc.*

<b>Your Business Proposal</b>	
<b>SWOT Analysis</b>	
<p><b>Strengths</b>We have experienced, qualified and dedicated staff and directors. We have some experience of applying for funding. We have the support of the local school, parish council, village hall committee andWe have the space and oportunity to extend our opening hours. The local businesses and parents. We have the support of our Preschool Development officer, early years and Area Senco.</p> <p>Access more people as we are on the school site, can give more to the community by providing courses and groups for the families.</p> <p>Providing a service with a proved need.</p>	<p><i>Think about the things which make your business strong e.g. an outstanding Ofsted rating; highly qualified staff; activities or provision which adds value.</i></p>
<p><b>Weaknesses</b>Only prepared a few business plan and cash flow. There is limited local public transport for parents beyond the village limits.</p>	<p><i>What are the things which make your business vulnerable or less appealing e.g. poor outdoor facilities; location; high staff turnover.</i></p>
<p><b>Opportunities</b>There are no other preschools within the village, or anything that provides courses for the parents to attend while their children are in preschool, where they can attend in the same building. So that childcare will not be an issue.</p> <p>There is no current breakfast and afterschool club provision for Bishop William Ward school, who are very keen for the facility.</p> <p>We could offer hot meals cooked by the school cook at lunch time.</p> <p>We can offer courses for the parents and also link up with the childrens centres so they can offer drop in sessions.</p> <p>We can provide employment and volunteer oportunities for the residents of the village and further a field.</p>	<p><i>Are there opportunities which you could take advantage of e.g. a gap in local provision allowing you to expand; new ways to promote your business; possible collaborative working?</i></p>

<p><b>Threats Only families in the village can walk to it. In surrounding areas you would need a car or bus to get to the preschool.</b></p>	<p><i>What are the things which threaten the success of your business - e.g. a new provider opening nearby; poor reputation; local unemployment.</i></p>
<p><b>Cash Flow:</b></p>	
<p>Cashflow template completed <input checked="" type="checkbox"/></p> <p>What are the main issues:</p>	<p><i>Please use the Cash Flow Forecast template enclosed on the CD in this pack to provide a detailed projection of the income and expenditure of your business.</i></p>
<p><b>Financial Management</b></p>	
<p><b>Please give an overview of your financial management systems: We have a Cooperative Business Bank account with 2 signitures. We ask parents to read a sign a preschool-parent contract which states that they agree to pay fee's on time. We have a flexible payment system where families can pay sessionally, weekly, monthly, half termly. We accept childcare vouchers as well. If there is a non-payment of fee's we send out reminder letters. If the fee's are still not paid then i quietly talk to the parents and arrange a suitable repayment plan. If it came to it we would send a final demand and then would take steps to reclaim money throught the small claims court. Parents pay their deposit when they send in the child's registration form and is then refunded once the child has started. We keep an accurate record of income using fee cards and invoices, cash book and receipts, we also have a petty cash system. We have accurate monthly accounts whihc are reconciled to the bank statement and checked against the cash flow forecast. We will secure personal information in a locked filing cabinet inside a locked office, where only the manager and deputy will haev keys and allowed access.</b></p>	<p><i>State if you have set up a separate bank account and if you will have a contract for parents. How do you handle non payment of fees, deposits by parents? How you will keep an accurate record of income and expenditure. How you will secure personal information of the children and families in your care.</i></p>
<p>Reserve Account    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>Contingency Funds    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>These would need to be sufficient to cover at least two months' trade and statutory redundancy costs.</i></p>	

<b>Insurance</b>	
Name of supplier: Preschool learning alliance Cost: £ 850.00 Type of cover: Public and professional liability, employers liability and contents cover	<i>These might include Public Liability/Professional Indemnity/Trustee Insurance</i>
Name of supplier: Cost: £ Type of cover:	
Name of supplier: Cost: £ Type of cover:	
Name of supplier: Cost: £ Type of cover:	
Name of supplier: Cost: £ Type of cover:	

Endorsement by Development Officer:		
<b>Name of Officer:</b> Jenna Casey		<i>If you do not know the name of your local Development Officers please contact Early Years and Childcare on 01245 438500.</i>
<b>Organisation:</b> <i>(Please tick as appropriate)</i> <input type="checkbox"/> 4Children <input type="checkbox"/> National Day Nurseries Association <input checked="" type="checkbox"/> Pre-school Learning Alliance	<b>Does your setting have membership of following organisations:</b> <i>(Please tick as appropriate)</i> <input type="checkbox"/> 4Children <input type="checkbox"/> National Day Nurseries Association <input checked="" type="checkbox"/> Pre-school Learning Alliance	
<b>Name of your Children's Community Development Officer (CCDO):</b>		
<b>Commentary:</b>		<i>Please give an overview of your setting's relationship and level of contact with Development Officers. This might include number of visits in previous year; details of outstanding actions; health checks etc.</i>
<b>Signed:</b>  <b>Full name:</b>  <b>Position:</b>  <b>Date:</b>		