

Our ref: Licc03/004

October 2008

Dear provider

The Early Years and Childcare team at Lincolnshire County Council has the responsibility for securing sufficient provision of free Early Years Education Entitlement places for all parents of 3 and 4 year olds that want it, and then administering the funding of those places. As part of that responsibility, we are now planning for the introduction of greater flexibility of provision and an extension of the entitlement to 15 hours per week, as required by DCSF.

We are therefore seeking information from settings that receive Early Years Education Funding on a number of issues, through this survey and then, later in the year, through a small number of small group discussions. The results of this work may well influence future support to providers from the Early Years and Childcare service. We are using the services of an independent consultant, Neil Stuart, to carry out this work on our behalf.

Please complete this short questionnaire and then **return it in the FREEPOST envelope provided to be received by 31st October 2008 at the latest; no stamp is needed.** Your reply will be treated in the strictest confidence, as your reply will go direct to Neil. If you have any questions in respect of this survey, please initially contact Rachel Berridge or Wing Cheung on 01522 553400, who will try to answer your question direct or, where necessary, pass it onto Neil to resolve.

We would ask you to complete this short survey as fully and as accurately as possible and return it to Neil within the requested timescale. The more responses we have, the greater the accuracy of the overall information will be and thus we shall be able to develop and fund the extended entitlement in the most appropriate way.

Thank you in advance for your cooperation with this survey.

Meredith Teasdale

LINCOLNSHIRE COUNTY COUNCIL
SURVEY OF PVI PROVIDERS OF EARLY YEARS EDUCATION ENTITLEMENT

[Additional guidance notes for some questions are provided on the back page.]

A: About your setting

1. Please first provide contact information for your setting (see guidance notes).

Setting name: Contact name:.....

Address:.....

Postcode: Daytime phone number:

2. Please tick one box in EACH column below to describe the sector and nature of your setting and the main type of childcare you provide:

<p><u>a. Sector</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Private</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Voluntary</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Independent</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Maintained</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Other (please describe)</td><td style="width: 30px; height: 25px;"></td></tr> </table>	Private		Voluntary		Independent		Maintained		Other (please describe)		<p><u>b. Single setting or chain</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Stand-alone, single setting</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">One of a chain of settings in Lincolnshire only</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">One of a regional chain of settings</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">One of a national chain of settings</td><td style="width: 30px; height: 25px;"></td></tr> </table>	Stand-alone, single setting		One of a chain of settings in Lincolnshire only		One of a regional chain of settings		One of a national chain of settings		<p><u>c. Type of childcare provided</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Full Day care</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Sessional childcare</td><td style="width: 30px; height: 25px;"></td></tr> <tr><td style="padding: 2px;">Independent school</td><td style="width: 30px; height: 25px;"></td></tr> </table>	Full Day care		Sessional childcare		Independent school	
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3. Please tick one box to show in which District Council area this setting is based:

East Lindsey <input style="width: 30px; height: 20px;" type="checkbox"/>	Lincoln <input style="width: 30px; height: 20px;" type="checkbox"/>	North Kesteven <input style="width: 30px; height: 20px;" type="checkbox"/>	South Holland <input style="width: 30px; height: 20px;" type="checkbox"/>
West Lindsey <input style="width: 30px; height: 20px;" type="checkbox"/>	Boston <input style="width: 30px; height: 20px;" type="checkbox"/>	South Kesteven <input style="width: 30px; height: 20px;" type="checkbox"/>	

4. Now please tick one box that most closely describes where your setting is physically located:

In premises we own not on a school site <input style="width: 30px; height: 20px;" type="checkbox"/>	In premises we rent not on a school site <input style="width: 30px; height: 20px;" type="checkbox"/>
In premises we own on a school site <input style="width: 30px; height: 20px;" type="checkbox"/>	In premises we rent on a school site <input style="width: 30px; height: 20px;" type="checkbox"/>
Within a Children's Centre <input style="width: 30px; height: 20px;" type="checkbox"/>	Within other local authority premises <input style="width: 30px; height: 20px;" type="checkbox"/>

5. Please use the table below to show the hours you are open each day of the week (see guidance notes):

Please list all opening & closing times (see guidance notes)	Monday		Tuesday		Wednesday		Thursday		Friday	
	Open from	Close at	Open from	Close at	Open from	Close at	Open from	Close at	Open from	Close at

B: Provision of Early Years Education (the Free Entitlement)

6. Please complete the table below with the average number of children of each age that take each number of Early Years Education sessions per week, for each of the three terms (see guidance notes).

Term	Age band	Average number of sessions taken per week					Total children
		1	2	3	4	5	
Autumn	3 to 4						
	4 to 5						
Easter	3 to 4						
	4 to 5						
Summer	3 to 4						
	4 to 5						

7. What is the ending date of your last 12 months trading period that finished between 1st October 2007 and 30th September 2008 (e.g. it may well be 31st March 2008)? (See guidance notes.)

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8. Using the figures from these latest accounts, please fill in the boxes below with the total annual costs for your whole setting for each of the items listed (see guidance notes for more details). When returning this survey, please attach a photocopy of just the income and expenditure account from which these figures are taken.

	Annual cost (£)
The full employment cost of staff who provide childcare and EYE	
The full employment costs of administration and management staff	
Food costs, toys and other consumables used in the childcare rooms	
Costs for occupying the premises of your setting	
Other overheads and costs for delivering services at the setting	
Total costs of the setting for the year	

9. Please now fill in the boxes below with the relevant figures for the same 12 months as in Q8 above (see guidance notes for more information).

Maximum number of childcare places you have available for children aged 0-5	<input type="text"/>	Maximum number of childcare/Early Years Education places available for children aged 3-5	<input type="text"/>
Overall average occupancy of these rooms taken as a whole for the year	<input type="text"/>	Overall average occupancy of just the 3-5 year old places for the year	<input type="text"/>
		Average number of hours per day that each 3-5 year old child spends at the setting, over the year.	<input type="text"/>

10. When looking ahead, what do you see as the main challenges to providing Early Years Education Entitlement sessions? Please put the numbers 1 to 4 against the FOUR most important factors, with 1 against the most important factor, 2 the next most important, then 3 etc:

Parents not wanting any childcare in addition to the free sessions	<input type="text"/>	Insufficient level of funding for Early Years Education sessions	<input type="text"/>	Workforce unwilling to work longer/extra hours	<input type="text"/>
Lack of space in current premises/ lack of premises for expansion	<input type="text"/>	Lack of capital resources for expansion	<input type="text"/>	Recruitment and retention of additional staff	<input type="text"/>
Operating costs generally rising faster than income	<input type="text"/>	Increased competition from other providers	<input type="text"/>	Threats to other services we provide might undermine all our business activities	<input type="text"/>
Currently unable to offer sessions longer than 2½ hours per day	<input type="text"/>	Impact of offering sessions more flexibly	<input type="text"/>		<input type="text"/>
Other (please describe):					<input type="text"/>

11. If you had to deliver 15 hours of flexible Early Years Education tomorrow, how many of the following would you be able to deliver from the premises you currently use (tick all that apply):

3 hour sessions, 5 days a week	<input type="checkbox"/>	3¾ hour sessions, 4 days a week	<input type="checkbox"/>	5 hour sessions 3 days a week	<input type="checkbox"/>
Complete flexibility, e.g. 2 days of 6 hours and 1 day of 3 hours; or 1 day of 6, and 3 days of 3 hours etc	<input type="checkbox"/>	Could not offer any increased flexibility	<input type="checkbox"/>		

12. If you ticked 'Could not offer any flexibility' in Q11 above, please tell us why this is (tick all of the following that apply):

Cannot use current premises for more hours, due to other users	<input type="checkbox"/>	Cannot hire additional space for less than a whole day at a time	<input type="checkbox"/>	Cannot afford cost of extending current premises	<input type="checkbox"/>
Other (please describe):					<input type="text"/>

[Note: questions 10 to 12 are likely to be explored further in the discussion groups.]

13. Please use the space below to add any other comments in connection with this survey. If you need to continue on an additional sheet, please ensure it is included when you return the survey.

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Thank you for completing this short questionnaire. Please return your survey to be received by 31st October 2008 at the latest, using the FREEPOST envelope provided; no stamp is required.

GUIDANCE NOTES

This page provides additional explanations for some of the questions in the survey questionnaire and should be read in conjunction with the relevant questions (identified by the numbers in the first column below).

Question	Notes
1	Neil Stuart does not have your contact information already. So whilst this first question is voluntary, if you do not provide this information, he will not be able to get in touch with you to let you know about the subsequent group discussions, or respond to any particular points you make in your responses; these are the ONLY purposes for which this information will be used.
5	By 'open', we mean available to provide childcare and/or early years education for children. Please show all opening and closing times. So if you close in the middle of the day, please use the box to show the opening and closing time for the morning and also those for the afternoon
6	We are seeking here to identify the typical number of children you have each term that take each number of sessions per week. This table splits the children between those aged 3+ and those aged 4+ for each of the three terms. The total children of each age should reflect the typical total of each that you have in each term.
7	This should be the date to which your last set of accounts were made up, or your last year's trading accounts if you are a setting managed by a voluntary management committee.
8	Please include a copy of your income and expenditure account (or profit and loss account) from your latest trading accounts with your return. In completing each of the boxes with the appropriate total costs as per those accounts, please use the following guidance: (a) the full employment cost includes employer contributions for National Insurance and pensions (where relevant). The first line relates to all staff involved in providing the childcare or early education sessions. (b) the second line relates to all other staff, such as office staff, managers, finance staff, cleaners, cooks, security staff etc. (c) the cost of food and snacks for children, plus the cost of toys, learning materials and other consumables used in delivering childcare and early education; (d) costs associated with the occupancy of your premises (i.e. rent and rates, water rates, utility costs [for heat, light, power], security, cleaning, building insurance, building maintenance etc.); (e) all other overheads for delivering your services (e.g. office costs such as phone, stationery, other office costs, depreciation of fixed assets);
9	On the first row, please insert figures for what you consider to be the maximum number of places you have for children (i.e. that you consider to be 100% full); this may be less than the number of places for which you are registered with OFSTED. When working out your average occupancy figures over the year, you may find the following helpful: - for full daycares providers, base this on the number of half day 'slots' per place per week that are full. As each place has 10 half day slots per week, then if you have 50 places, you are looking to fill 500 'slots' per week. On average, what proportion of these are filled per week over the course of the year? - for sessional providers and independent schools, it might be worth basing the calculation on available hours per week. If you are open 6 hours per day for 4 days a week, then each place has 24 hours per week that can be filled, or if you have 20 places, 480 hours in total per week. What proportion of these hours are filled per week, on average over the course of the year?