

Developing a Business Plan

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Type of Childcare Service

1. Sessional Preschool (3 hours per day 38 weeks per year)
Is it exclusively ECCE or a mixture of children from ages 2 years 6 months to school going age?
2. Full Day Care (more than 5 hours per day)
3. Part Time Day Care (between 3.5 and 5 hours per day)
Usually either morning or afternoon
4. School Aged Childcare i.e. Afterschool and / or full day care for School Aged Children during out of term time i.e. Mid-term breaks, Easter, and Christmas.

Location of Childcare Service

You will need to consider the existing early years services in the area that you wish to open your premises. A full listing of early years services is available on the Mayo County Childcare Committee website. You can access the full listing for each area from the link below:

<https://www.mayo.ie/childcare/find>

You should also consider the Primary School(s) in your area and their enrolment figures for the last complete school year. These can be accessed on the Department of Education and Skills website. Please note that the overall enrolment figures for the whole school may not give accurate figures if enrolments are increasing or decreasing therefore it is also important to get figures for the enrolments in Junior Infants in particular.

Premises

Do you have planning permission for an early years' service at your proposed premises?

How long will it take to get planning permission?

If you will be renting the premises how much will it cost per week / month?

Staff Ratios

Consult the Early Years Regulations 2016 for the staff ratios that apply under the childcare regulations for different age children and / or length of stay per day.

<https://www.tusla.ie/services/preschool-services/early-years-pre-school-inspection-services/child-care-regulations/>

Staff qualifications

Consult the Early Years Regulations 2016 for details of qualifications necessary. Link to regulations is shown above.

In addition, if you propose that your childcare service will be part of the Early Childhood Care and Education Scheme (the free preschool place) you will need to fulfil the eligibility criteria for the Department of Children and Youth Affairs.

To access information on the Department's website use the link below:

<https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/>

The following information is available on the website:

1. ECCE Programme Guide to the Programme and the Administrative Procedures - for Service Providers and Parents
2. Terms and Conditions for ECCE Scheme

Type of Childcare Approach

If you propose to use a quality approach in your early years setting, then this should be stated in your business plan as it is a statement of the quality of your service.

You will need to briefly describe the approach and how you are going to inform parents of it. This will form an important element of your Marketing Plan.

You will also need to link your approach to Aistear the Childcare Curriculum quality Framework for 0 – 6-year olds.

Links to local Primary School(s)

Your business plan should include a detailed action plan how you propose to nurture a relationship between the local Primary School(s) and your early years' service. Aistear covers children from birth to Infant Classes in Primary School therefore creates a direct link in the learning outcomes for children going from preschool to national school. You will need to consider how the children's transition to school will be facilitated by your service.

Finances / Cashflow Projections

Your business plan should contain between 3 – 5 years projected financial projections of income and expenditure.

This should take the form of a cashflow statement with monthly projections. A sample template to help you do this has been included in Appendix 1.

Details of initial investment in equipment, renovations of building etc should also be estimated.

Appendix

- Projected Cashflow Statement Year 1
- Projected Cashflow Statement Year 2
- Projected Cashflow Statement Year 3