

# Early Years News

Issue January 2011

02

## EARLY YEARS BUSINESS SUPPORT TEAM



Jayne  
Rule

Jayne is the Business Support Officer and is the project leader.

Jayne can be contacted on {01752} 856724 or via e-mail at [jrule@routeways.org.uk](mailto:jrule@routeways.org.uk).

Alison  
Roberts



Alison is a Business Support Advisor working with early years providers.

Alison can be contacted on {01752} 856725 or via e-mail at [aroberts@routeways.org.uk](mailto:aroberts@routeways.org.uk).

Val  
Howard



Val is a Business Support Advisor working very closely with early years providers across the city.

Val can be contacted on {01752} 856726 or via e-mail at [vhoward@routeways.org.uk](mailto:vhoward@routeways.org.uk)

## This issue

Welcome to Early Years Business Support Team P.1

The Business Support News P.1

Your news —Celebrations! P.2

Training information P.3

Funding and payroll information P.3

Business Support Service and updates P. 4

Who can use the service P. 4

## Happy New Year!

The Early Years Business Support Team at Routeways would like to wish you all a Happy and sustainable New Year.

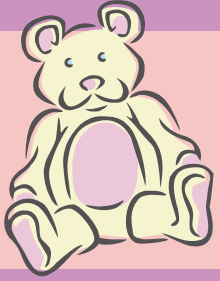
Christmas probably seems a lifetime ago and you are all now very busy again with planning, activities and caring for the children. Despite this we hope that you will find a little time to send us some information for our newsletter as it is a fantastic opportunity to promote your achievements, your celebrations and to share information with other childcare providers.

## A New Year, a new Business Health Check Form!

The old Business Health Check has had a revamp and is now looking better than ever.

Business health checks are carried out by the business support team annually or when requested. The health check gives an overview of the business, helps to identify any sustainability issues and provides an opportunity to discuss any concerns you may have.

If you would like further details or have not had a health check recently and would like a visit from a business support advisor then please contact the business support team on {01752} 856726.



# Your news

Issue  
02

## Celebrations!

Twenty five years at Hartley House Childcare Unit –  
Annette Millman's story.

I first became involved in Hartley House when it was a 'playgroup' twenty six years ago when my elder son attended. I looked forward to spending the morning with the children when it was my turn on the mum's rota.

When a position became available I applied and received my first training on the Pre-school Learning Alliance Foundation course, this was the start of many courses and training opportunities.

During my twenty five years I have seen many changes within childcare and here at Hartley House we have expanded with the needs of our families and the local community.

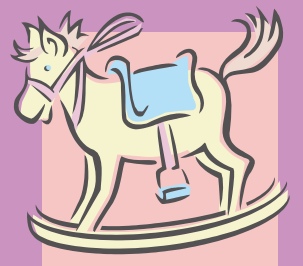
We now have children attending whose parents came here as children and we also have a member of staff who was a pre-schooler with us.

We also have a very famous ex-pre-schooler, Tom Daley, who regularly returns to take part in our celebrations and recently brought in his Commonwealth Gold Medals for the children to see.

Although I am now the Manager here and seem to spend most of my day in the office, I always make time to speak to each child every day as the children are the reason I came into childcare and I still love spending time with them.

The Business Support Team would like to congratulate Annette on dedicating 25 years to Hartley House Childcare Unit.

If you have a story to tell please get in touch we would love to hear from you.



# Information and Events

Issue  
02

## Inclusion training opportunities

### Extending inclusion 'Out of School'

This exciting and **free inclusive training** is offered to **two** members of your staff.

**Date:** Wednesday 9 February 2011

**Time:** 9.30am to 3.30pm

**Length:** 6 hours (one day).  
Please bring lunch.

**Venue:** Plymouth City Council,  
Windsor House, Tavistock  
Road, Plymouth PL6 5UF

Please complete a booking form for each person and return them to us by the 14 January 2011

**Inclusion training for extended schools providers, community and leisure staff.**

**Dates:**  
Thursday 27th January 2011

**Location:** Windsor House  
6 sessions of 2.5 hours  
(6 – 8.30pm).

If you would like further details on either of the training opportunities please contact **Jude Odell**, Inclusion Works Officer on {01752} 307559

## Training



As part of the support and advice that the Early Years Business Support team provide there are also business training workshops provided which are funded through Plymouth City Council.

### Writing a Business plan training

This workshop will take you through the essential parts of writing a business plan. It will help you know what it should include, how much information is required, who needs to be involved and what the reader will be looking for. It will show you how to monitor and adapt your plan as circumstances change.

### Writing a funding bid training

This workshop will take you through the essential parts of writing a funding bid. Gathering information, developing a fundable project, writing a fundraising strategy and locating and contacting funders – can you afford to miss it?

### More training opportunities

The Pre-School Learning Alliance are running Roles and Responsibilities training for committee members on Saturday 29th January 2011 from 9.30 am to 1.00 pm at Green Ark Children's Centre, Devonport, Plymouth.

For further information please contact the PLA on {01392} 435464 or e-mail [devon@pre-school.org.uk](mailto:devon@pre-school.org.uk)

A FREE Committee publication will be issued to each setting attending.

### Training dates

Writing a Business Plan Training

Friday 18th February 2011

9:30am—12:30pm

Writing a Funding Bid Training

Friday 4th March 2011

9.30am-12.30pm

To book your place or for further details please contact the early years training team on {01752} 307442 or log on to the website

[www.plymouth.gov.uk/homepage/education/earlyyearsand-childcare/earlyyear-scourses.htm](http://www.plymouth.gov.uk/homepage/education/earlyyearsand-childcare/earlyyear-scourses.htm)

# Business Support Service

Issue  
02

## Job vacancies

Routeways offers a job vacancy section on our website advertising childcare vacancies.

If you are looking to advertise a job please either e-mail the details to:

[vhoward@routeways.org.uk](mailto:vhoward@routeways.org.uk)

or telephone

Val Howard on:  
{01752} 856726.

If you are looking for a job please visit us at:

[www.routeways.org.uk/index.php?page=fis-jobs](http://www.routeways.org.uk/index.php?page=fis-jobs)

## Business Toolkit

The Business Support Team are currently developing a business toolkit that will be available on a CD.

It will contain a wide range of useful templates for use in your childcare business including policies, procedures, business plan and cashflow templates and much, much more!

Please contact us for further details.

## Early Years Business Support Service

The Routeways Business Support Team offers a wide range of services to Early Years Providers across Plymouth as follows:

### Business Health Checks

- An overview of the provision, which highlights areas for development

### Support & advice on

- Funding applications
- Writing a business plan
- Market research
- Developing a marketing strategy
- Developing funding / fundraising plans

### Sustainability

- Cashflow
- Budgets
- Sustainability

### Training

- Writing a Business Plan
- Writing a Funding Bid

## Who can use the service?

All Plymouth early years childcare providers based in non-domestic premises can use our services.

## How much does it cost to use the service?

Routeways holds a contract funded by Plymouth City Council to provide the service free of charge to Plymouth childcare providers.

## About you

We would love to hear from you with any stories you may have whether that is an achievement, a celebration or just information about a service you provide that you would like to share with other childcare providers.

Please contact Alison on {01752} 856725 or via e-mail to [aroberts@routeways.org.uk](mailto:aroberts@routeways.org.uk)