

Provider Business

Sustainability Survey

Autumn 2020

**Workbook for the survey questions**

We are requesting that **all** providers (childminders and PVI’s) complete the Provider Business Sustainability Survey.

The main purpose of the survey is to gather detailed information about the **impact of Covid- 19 on your business sustainability** and your feedback will provide a useful insight into the current challenges faced by the childcare sector. We will be using the information to assist the LA in identifying risks of childcare sufficiency at a locality level.

**Any information provided will remain confidential**

Please use this workbook to prepare your responses, in readiness for them to be entered on to the online survey form to be completed via [families.leicester.gov.uk/sustainability-survey](https://families.leicester.gov.uk/sustainability-survey)

If you require any advice or support with this survey contact the EED Team on 0116 454 4190 or email eedteam@leicester.gov.uk

Section to be completed

[Opening hours 2](#_Toc57198741)

[Capacity 2](#_Toc57198742)

[Staffing (not applicable to Childminders) 2](#_Toc57198743)

[Attendance 3](#_Toc57198744)

[Financial Information: Business planning and sustainability 4](#_Toc57198745)

[Private fee income 4](#_Toc57198746)

[Government Covid-19 Business Support information 4](#_Toc57198747)

# Opening hours

The standard opening hours for your setting.

| **Standard hours** | **Opening Hours****eg 8.30am to 6pm** | **All Year Round (A) Term-Time (T)** |
| --- | --- | --- |
| Current |  |  |
| Comparative(Pre Covid-19) |  |  |

# Capacity

The number of children that you can have at any one time for each age range.

| **Capacity** | **Under 2-year olds** | **2-year olds** | **3 & 4 year olds** | **5-8-year olds**(e.g. for After School Care) |
| --- | --- | --- | --- | --- |
| Current |  |  |  |  |
| Comparative(Pre Covid-19) |  |  |  |  |

# Staffing (not applicable to Childminders)

Please enter your **current** staffing numbers in the table below

| **Staff role** | **Numbers on Term Time contracts** | **Numbers on All Year contracts** |
| --- | --- | --- |
| Manager |  |  |
| Deputy |  |  |
| Other Childcare Staff |  |  |
| Non-Childcare Staff (Admin, Cook etc) |  |  |

| **Staffing questions** | **Enter figure** |
| --- | --- |
| How many of the current staff team are on furlough now or were on furlough at any time previously? |  |
| How many staff have you had to reduce hours for because of Covid-19? |  |

A non-mandatory additional information section is available on the online form should you wish to make Early Education Development team aware of staffing issues, arrangements etc.

# Attendance

Refer to your registers for the weeks ending:

* 30 October 2020
* 1 November 2019

Enter the number of children on those registers for the following:

* Highest numbers attending on any one day in that week (highest)
* Lowest numbers attending on any one day in that week (lowest)

Note – include:

* all registered children who attended (full day, part of the day, or for a session)
* all children who would normally attend but were away that week either not being well or on holiday.

| **Week ending****30 October 2020** | **Under 2-year olds** | **2-year olds** | **3&4-year olds** | **5-8-year olds****(e.g. for After School Care)** |
| --- | --- | --- | --- | --- |
| Highest |  |  |  |  |
| Lowest  |  |  |  |  |

| **Week ending****1 November 2019** | **Under 2-year olds** | **2-year olds** | **3&4-year olds** | **5-8-year olds****(e.g. for After School Care)** |
| --- | --- | --- | --- | --- |
| Highest |  |  |  |  |
| Lowest  |  |  |  |  |

# Financial Information: Business planning and sustainability

In this section you will be asked the following questions:

* Have you received any guidance on your financial situation from your accountants / business advisors?
* Have you got a Business plan?
If yes, date prepared/updated required
* Have you got a Cash flow forecast; or an Income & expenditure forecast?
If yes, date prepared/updated required
* Do you or your accountants or business advisors have concerns about the short to medium term (0 – 12 months) sustainability of your business?

# Private fee income

In this section you will be asked the following questions.

Based on the income for the following months, give the amount of private fee income received compared to total income.

Private income eg: income from 0-2 year olds, additional hours/services accessed by funded 2, 3 and 4 year olds, out of school care (breakfast, wrap around, after school, holiday care)

Provide this as a value (£) or percentage (%):

* October 2020: £ or %
* October 2019: £ or %

# Government Covid-19 Business Support information

<https://www.gov.uk/business-coronavirus-support-finder>

In this section you will be asked the following questions:

* Were you eligible for support under the Self-Employment Income Support Scheme?
 *This is in reference to Rounds 1 and 2 of the scheme*
	+ If yes, you will be prompted to select the round in which you were successful
	*(could be both or either Round 1 or Round 2)*
* Will you be applying for Round 3?
*Round 3 will be open from Nov 2020 till Jan 2021*
* Did you choose to defer your July 2020 payment on account for tax under Self-Assessment?
	+ If Yes, do you have concerns about having the funds to make the payment when it is due subsequently?
* Have you received funds from the Bounce Back Loan scheme or Business Interruption Loan scheme? **(Not applicable to Childminders)**
	+ If yes, state the amount £