

Childcare Providers Information and Communications Toolkit 2022

Childcare

Choices

Help for
Households

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Introduction

Countries around the world are facing rising goods and energy prices, inflation and cost of living pressures. We know people are worried, so the government is offering [help for households](#).

Over a million families in the UK are entitled to some form of government childcare support, but many are missing out because childcare providers in their area haven't signed up to offer the various schemes.

In parallel, many childcare providers are missing out on boosting their businesses by increasing demand as they aren't accessible to families who use government childcare support.

Government Childcare financial support is not limited to just nurseries and childminders, depending on eligibility criteria, this support could help boost business for **breakfast clubs**; **after-schools clubs**; **activity clubs**; **holiday clubs**; **home care workers** and **play schemes** or children up to 11 or 17 if disabled with Tax-Free Childcare and children 0-16 with Universal Credit for Childcare.

With the school holidays approaching, it is more important than ever that parents and carers are able to access the financial aid they qualify for. It can reduce their costs, help them to stay in work, or help them work more hours.

This toolkit contains a step-by-step guide to help you make your services accessible to families who use government childcare support, boosting your business in the process. Check out our [Information for Childcare providers](#) and our Parent Communication Toolkit to help you inform parents of support available.



How you can help

- By making sure you have the correct elements in place for your services to be accessible to families using the different types of government childcare support.
- By advertising the fact that your services are available to parents who are using government childcare support (**resources on pages 9-12**), boosting your potential client base in the process.
- Reminding families using your services to visit the [Childcare Choices](#) website to check what government financial support they could be entitled to.



How to register

As a childcare provider or childminder, we ask that you take the following two steps to make sure families can access government support when using your services:

1 If you haven't already, register with the relevant regulatory service:

This will enable parents and carers to access Universal Credit for childcare and 30 hours (or equivalent if offered) support when using your services.

If you're in England: Signing up to [Ofsted's Voluntary Childcare Register](#) if you're a childcare provider (**guide on page 7**), or if you're a childminder, registering with [Ofsted](#) or with a [Childminder Agency](#).

If you're in Scotland: Signing up to the [The Care Inspectorate's Care Service register](#) if you're a childcare provider, or if you're a childminder, registering with [The Care Inspectorate's Childminder register](#).

If you're in Wales: Signing up to the [Care and Social Services Inspectorate for Wales \(CССИW\) Childcare and Play Service register](#) if you're a childcare provider or childminder.

If you're in Northern Ireland: Childcare providers (looking after children for more than 2 hours per day, for reward) are legally required to be registered with your local Health and Social Care Trust, Early Years Team. Contact your local Early Years Team for guidance or to register your interest: [Find my local Early Years Team](#).

2 Check that you have activated your Tax-Free Childcare account (**guide on page 8**).

This will enable parents and carers to access Tax-Free Childcare support when using your services.



Ofsted registration- Eligibility criteria *England only

In England, most childcare providers who look after children aged under eight will already be registered with Ofsted or a childminder agency.

However, those providing care to children aged eight or over, or who have an exemption from compulsory registration (e.g. activity providers, some home-based carers), will need to join the voluntary part of the [Ofsted General Childcare register](#) so that parents can use Universal Credit or Tax-Free Childcare when paying for their services.

Permitting they **provide care to the same child for two or more hours a day**, a large variety of childcare providers are eligible to register with Ofsted. Such as:

Complementary schools;
those offering support or education in addition to the mainstream, learning, operating after school hours or at the weekend

Private tuition or learning centres

Private language schools
including those for children coming from abroad

Private language schools
including those for children coming from abroad

Open-access youth providers for example, centre-based and detached youth work

Uniformed youth organisations for example:

- Scouts
- Guides

Religious settings offering education in their own faith culture, for example:

- Jewish yeshivas and Chedarim
- Muslim madrassahs
- Christian Sunday schools

Home care workers

Playgroups and Nurseries

Extracurricular clubs or settings for example:

- Ballet classes
- Sports tuition
- Instrumental music tuition
- Martial arts training
- Drama classes

Wraparound care before or after school club

[Find more information on eligibility](#)



Guide to Ofsted Voluntary Childcare registration *England only

As a childcare provider registered with a regulator, you could accept payments from families using or Universal Credit or Tax-Free Childcare. If you are in England, this means joining the voluntary part of the [Ofsted General Childcare register](#).

Before you start, you will need:

- 1** A specific type of criminal record (Disclosure and Barring Service- DBS) check. [Please read this guidance on what DBS check you need](#) - having the wrong type will delay your registration. Ofsted also recommends joining the [DBS Update Service](#) to keep your details up to date.
- 2** To ensure that at least one person caring for the children on the premises has a paediatric first-aid certificate and training in the [common core skills](#) or at least a [level 2 childcare qualification](#). These do not have to be held by the same person, but there must always be staff qualified with these on the premises when children are being cared for.

Other people connected to the registration:

You will also need to read our [dedicated guidance](#) to know who else connected to your daycare will need to apply to Ofsted.

Lived abroad:

If you have lived abroad in the last 5 years, you may need a [certificate of good conduct or other evidence](#) from the relevant embassy.

How much it costs:

It usually costs £114 to apply to register with Ofsted. The registration fee is not refundable. You will need to pay your registration fee each year. Find out about [other costs and renewal fees](#).

[Start the registration process now](#)



Once you are Ofsted registered, you are automatically able to accept payments from parents who are using Universal Credit childcare support. Please see **Annex 1** for more information on how parents become eligible for Universal Credit childcare support.



Guide to activating your Tax-Free Childcare account

Once registered with a regulator in the UK, you can boost your business and help reduce cost for working families by activating your Tax-Free Childcare (TFC) account. **Setting it up is free and only takes around ten minutes.**

After the registration process with the regulator has been completed, you should receive an invitation letter containing your unique 11 digit user ID, along with instructions on how to sign-up online to TFC. If you are already registered and haven't received your invitation letter, you should contact the [Childcare Service helpline](#).

Activating your TFC account:

You'll find everything you need on the [GOV.UK Tax-Free Childcare if you're a childcare provider page](#).

To sign up you'll need your:

- unique 11-digit user ID
- business bank account details, so you can receive payments
- business postcode (the one registered with your regulator)

Once you've signed up, you can:

- Accept Tax-Free Childcare payments and get a childcare provider account which you can use to keep your details up to date
- Manage payments online 24/7 (using your provider account)
- Promote the financial benefits to your customers
- Still accept payments from parents using childcare vouchers and other methods

[Visit the Childcare Choices information for providers page](#) to learn more about Tax-Free Childcare and how it can help your business, and see **Annex 1** to find out which parents are eligible.



Sample social media posts (General):

Do you have other childcare providers in your network? They don't have to be nurseries or childminders, they could also be an activity or play group, a club, or a wraparound care provider. Please share these graphics and see the suggested accompanying messages that you can edit and use on your own channels to let them know about the support they can offer. You can tag us using #ChildcareChoices and #HelpforHouseholds:

1

Social media graphic:



Did you know you can unlock support with childcare costs for thousands of parents by registering with your childcare regulator?

Find out more about how to register at www.childcarechoices.gov.uk/providers/

2

Social media graphic:



Thousands of families are missing out on government funded childcare support.

You can reach them and boost your business at the same time by registering with your childcare regulator.

To find out more visit www.childcarechoices.gov.uk/providers/

3

Social media graphic:



Boost your business today by ensuring you have everything in place for families to access the different types government childcare support when using your services.

To find out how you can sign up, visit: www.childcarechoices.gov.uk/providers/

4

Social media graphic:



You don't have to be a nursery or childminder, you can also sign up and boost your business if you run:
☑ breakfast and after-school clubs;
☑ holiday clubs
☑ or play schemes.

To find out more visit www.childcarechoices.gov.uk/providers/

[Download graphics for Twitter, Facebook, Instagram and LinkedIn here](#)

Sample social media posts (Universal Credit):

Do you have other childcare providers in your network? They don't have to be nurseries or childminders, they could also be an activity or play group, a club, or a wraparound care provider. Please share these graphics and see the suggested accompanying messages that you can edit and use on your own channels to let them know about the support they can offer. You can tag us using #ChildcareChoices and #HelpforHouseholds:

1

Social media graphic:



Parents and carers receiving Universal Credit can only claim back childcare costs if you are registered with your childcare regulator.

Register now
www.childcarechoices.gov.uk/providers/

2

Social media graphic:



Register with your childcare regulator so that families receiving Universal Credit can access your services.

Register now
www.childcarechoices.gov.uk/providers/

[Download graphics for Twitter, Facebook, Instagram and LinkedIn here](#)

Sample social media posts (Tax-Free Childcare):

Do you have other childcare providers in your network? They don't have to be nurseries or childminders, they could also be an activity or play group, a club, or a wraparound care provider. Please share these graphics and see the suggested accompanying messages that you can edit and use on your own channels to let them know about the support they can offer. You can tag us using #ChildcareChoices and #HelpforHouseholds:

1

Social media graphic:



Are you registered to offer Tax-Free Childcare?

You could be missing out on business without realising!

Find out how you can boost your business today, visit www.childcarechoices.gov.uk/providers/

2

Social media graphic:



Did you know you can unlock support with childcare costs for thousands of parents by signing up to Tax-Free Childcare?

Find out more at www.childcarechoices.gov.uk/providers/

3

Social media graphic:



📣 You don't have to be a nursery or childminder, you can also sign up and boost your business if you run:

- 📅 breakfast and after-school clubs
- 😊 holiday clubs
- 🎪 or play schemes.

Sign up to Tax-Free Childcare today. Visit www.childcarechoices.gov.uk/providers/

4

Social media graphic:



Are you registered to offer Tax-Free Childcare?

You could be missing out on business from families using government childcare support.

Register today to boost your business, visit www.childcarechoices.gov.uk/providers

[Download graphics for Twitter, Facebook, Instagram and LinkedIn here](#)

Sample social media posts (Schools focused):

Do you have links with your local schools? They can also provide wraparound care and activity clubs. Please share these graphics and see the suggested accompanying messages that you can edit and use on your own channels to let them know about the support they can offer. You can tag us using #ChildcareChoices and #HelpforHouseholds:

1

School focused graphic:



Thousands of families are missing out on government funded childcare support.

If you offer wraparound care or activity clubs, you can unlock support for your families.

To find out more, visit www.childcarechoices.gov.uk/providers/

2

School focused graphic:



Offering wraparound care at your school?

Did you know you can sign up to Tax-Free Childcare and unlock support for your families?

Find out more www.childcarechoices.gov.uk/providers/

[Download graphics for Twitter, Facebook, Instagram and LinkedIn here](#)

Annex 1: Childcare support packages 1/2

The eligibility criteria of the different forms of government childcare support packages that parents can access are as follows:

Tax – Free Childcare

- For **working families**, including the self-employed, **in the UK**
- Earning **under £100k** and **at least £152** per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who **aren't** receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-17 if disabled)
- For every £8 they pay into an online account, the government will add an extra £2, **up to £2,000 per child per year (or up to £4,000 per child if disabled)**

Can be accessed through your registered providers and childminders who have activated their Tax-Free Childcare accounts.

Universal Credit support

- For working families claiming Universal Credit, **in England, Scotland, Northern Ireland and Wales**
- With **children under 17***
- Up to 85% of eligible childcare costs
- Who **aren't** receiving Tax-Free Childcare

Can be accessed through registered providers or childminders.

Annex 1: Childcare support packages 2/2

15 hours free childcare- Age 2

- For families **in England**, receiving some forms of support
- With **2-year-old children**
- **15 hours of free childcare** or early education for **38 weeks**
- A total of **570 hours per year**, that they can use flexibly with one or more childcare provider
- **By already being registered, all early years settings are set-up to offer 15 hours free childcare**

15 hours free childcare- Ages 3 & 4

- **For all families in England** with **3 and 4-year-old children**
- **15 hours of free childcare** or early education for **38 weeks**
- A total of **570 hours per year**, that they can use flexibly with one or more childcare provider
- **By already being registered, all early years settings are set-up to offer 15 hours free childcare**

30 hours free childcare

- For **working families in England** with **3 and 4-year-old children**
- **30 hours of free childcare** or early education for **38 weeks**
- A total of **1,140 hours per year**, that they can use flexibly with one or more childcare provider
- **By already being registered, all early years settings are set-up to offer 30 hours free childcare**