

**Childminding costs incurred during COVID-19**

In order to demonstrate the additional costs in delivering your service during COVID-19, with a view to providing evidence of the financial impact and longer-term business viability, we have provided a template below to illustrate your additional outgoings, in relation to COVID-19.

The information you supply is greatly appreciated. There is no obligation to complete this form, but it will help us to paint a realistic picture of how individual childminding settings are being financially impacted by COVID-19.

Your information will be treated sensitively and anything we publish or use within our research will be anonymised.

We have given examples of what you may have incurred by way of additional outlay under the two headings as follows and have also separated into one-off and recurring costs:

**Direct costs** – e.g. purchasing of resources such as PPE, toiletries, cleaning materials, storage, equipment (thermometers, water bottles for children) children’s resources (toys, outdoor clothing), business administration (stationery etc.), increased heating indoors due to ventilation requirements, deep cleaning due to children/adults who are symptomatic.

***(Please remember to include any others as this is not an exhaustive list)***

**Indirect costs** – e.g. these may be ‘hidden’ in the form of staffing hours spent on activities such as – additional time spent cleaning, additional time spent on added paperwork requirements (reporting to CI, reporting to LA, communicating with parents, communicating with referrals in cases of placements with vulnerable children), virtual settling-in visits, advertising availability of spaces due to reduced capacity.

***(Please remember to include any others as this is not an exhaustive list)***

We are aiming to combine this data, with the evidence from the accompanying survey to provide an up to date and accurate account of the impact of COVID-19 on the delivery of childminding services in both the short and longer term.

Please complete the tables below **by 5pm on Monday 21 September** and return it to information@childminding.org.

***Please Note: The information you submit will be treated anonymously and used by SCMA to highlight to the Scottish Government as part of our efforts for representing childminding in Scotland.***

***In addition, it may also be used within SCMA publications, for online and social media purposes and may also be shared with the media where relevant.***

**Your Local Authority Area**

**Number of children in setting pre-COVID-19**

**Current number of children in setting**

Please insert additional expenditure that was incurred only as a result of COVID-19 into this table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **£** **(one-off purchase)**  | **£** **(recurring per month)** | **£** **(total over three months)** |
| **PPE** – aprons, gloves, masks |  |  |  |
| **Toiletries** – hand soap/sanitiser, tissues etc. |  |  |  |
| **Cleaning materials** – anti-viral spray, disinfectants, bleach, disposable mop heads, cloths |  |  |  |
| **Storage** – shoe and bag boxes, hanging pegs for outdoor clothing |  |  |  |
| **Equipment** – sanitiser dispensers, thermometer, water bottles for children, towels/paper towels |  |  |  |
| **Children’s resources** – wipeable toys, outdoor clothing, outdoor toys |  |  |  |
| **Business administration** – e.g. COVID-19 specific consumables/stationery  |  |  |  |
| **Deep clean** – car, house |  |  |  |
| **Increased heating - i**ndoors due to added ventilation |  |  |  |
| **Other** – please describe |  |  |  |
| **Additional staffing hours.** *(Please estimate time spent, hourly rate and total cost per month)* |  |  |  |
| **Additional cleaning** – start/end of day and in between new sessions/children attending |  |  |  |
| **Additional paperwork** (reporting to CI, LA) |  |  |  |
| **Liaison with parents** (virtual settling in visits, updating on requirements) |  |  |  |
| **Liaison with referrers** (where placements are provided to vulnerable children) |  |  |  |
| **Advertising spaces** (due to reduced demand) |  |  |  |
| **Other** – please describe |  |  |  |
|  |  |  | **Total: £** |