

### **Who is asking for my information?**

This survey is being carried out by Diffley Partnership, an independent research company, on behalf of Scottish Government and COSLA. It is intended to be completed by all private, third sector and childminding childcare providers who deliver funded early learning and childcare (ELC). Where possible the survey should be completed by the owner of the setting.

Individual responses will be completely confidential and will not be seen by anybody outside of Diffley Partnership. Your financial information will not be shared with the local authority where you are based, only aggregate results – e.g. anonymised and non-disclosive averages at local authority level – will be provided. All your data will be securely stored by Diffley Partnership in accordance with the Data Protection Act and destroyed 6 months after the project is completed.

This survey will ensure that your local authority has a reliable and up to date understanding of the current costs to local private and third sector providers of delivering ELC and a clear idea of the possible future factors that may impact on costs.

### **Why should I take part?**

This survey is your chance to ensure that your local authority takes local sustainable rate setting decisions based on as accurate and up to date information as possible. The information from the survey will inform the future sustainable rates set by your local authority, support the development of new guidance, and will help to inform the Scottish Government's future financial planning. We hope as many providers as possible will take part, to ensure that our long-term investment to support the setting of sustainable rates is informed by a robust and reliable evidence base.

### **What information are you asking me for?**

The questionnaire includes questions about your current costs (the money you spend on things like staff, rent, bills etc.), your income, your capacity and occupancy, and the fees you charge parents.

This survey also collects information on your views regarding any anticipated future cost pressures for your setting. The actual costs collected will be used as the baseline and indications of anticipated cost changes will allow us to consider and model a number of scenarios.

It is important that the answers are as accurate and up to date as you are able to provide – the more accurate the data is, the more useful it will be in informing the approach by your local authority to setting sustainable rates for the delivery of funded ELC.

You may find it helpful to have relevant information to hand when you complete the survey. This may be your accounts, or other records if these are more up to date.

### **How to complete the survey**

If you need another person to complete parts of the survey or you need to come back into the questionnaire at a later time, this is fine – just exit and the survey will resume at the place you left it when you're ready (you may need to leave it 10 minutes before going back in). You can also move forwards and backwards through the survey using the 'Next' and '+Back' buttons.

## Section 1: Provider Information

1. Which of the following do you operate?

- ☐ Childminding service
- ☐ Day care of children service

2. What is the name of the service that you operate?

3. Please provide the Care Inspectorate Registration number(s) of your setting?

4. Which of the following best describes your setting?

- ☐ Private
- ☐ Third sector

5. Would you describe your setting as a specialist outdoor service and where children spend the majority of time outdoors?

- ☐ Yes
- ☐ No

6. What is the postcode of your setting?

## Section 2: Capacity and Operation

7. Please provide the following information:

The number of weeks of the year your service is open

The number of hours per week that your service is open

8. What is the maximum number of places for children that your service is registered to provide?

9. Please provide an estimate of the percentage of children who attend your service who have additional support needs

(note - please cover all cases where additional support is required, and your response should not be limited to just cases where there is a formal diagnosis)

10. Has the number of funded ELC hours you have been commissioned to provide increased, decreased or stayed the same over the last year?

- ☐ Increased
- ☐ Stayed the same
- ☐ Decreased

11. Which of these best describes your premises?

- ☐ Rented from a private owner
- ☐ Rented / provided for a fee from a charity / church
- ☐ Rented from council / other public sector organisation
- ☐ Provided rent free
- ☐ Owned with a mortgage
- ☐ Owned outright

### Section 3: Sessions and Fees

12. Please enter the typical number of hours provided for each of the following type of sessions.

Hours per half day session:

Hours per full day session:

Please enter your standard fee structure.

If a particular fee does not apply please enter '£0' in the box.

#### 13. Under 3s

Fee per half-day session:

Fee per full day:

Fee per week:

Fee per additional hour of childcare (eg, wraparound hours, etc):

#### 14. Over 3s

Fee per half-day session:

Fee per full day:

Fee per week:

Fee per additional hour of childcare (eg, wraparound hours, etc):

15. Is there any further information you would like to provide on your fee structure?

## Section 4: Income and Expenditure

In this section, we will be asking you for the number of hours of childcare you deliver, income and expenditure. We will also require your expenditure to be broken down into a small number of cost elements.

You can provide these costs either by month (April 2025) or by year.

16. How would you prefer to provide this information?

- ☐ April 2025
- ☐ Financial Year

17. For which financial year are you providing figures?

18. And what financial year do you use?

- ☐ April-March
- ☐ January-December
- ☐ Other (please specify)

For each of the following age groups please provide either:  
(1) the total number of hours; or  
(2) the number of half-day and full-day sessions you delivered on average per week during the time period for which you are providing financial information

19. Total number of hours (regardless of whether they are funded or not)

Under 2s (0-1 year olds)	<input type="text"/>
2 year-olds	<input type="text"/>
3-5 year olds	<input type="text"/>
Over 5s (if you deliver services for school age children)	<input type="text"/>

20. Number of half-day sessions per week

Under 2s (0-1 year olds)	<input type="text"/>
2 year-olds	<input type="text"/>
3-5 year olds	<input type="text"/>
Over 5s (if you deliver services for school age children)	<input type="text"/>

21. Number of full-day sessions per week

Under 2s (0-1 year olds)	<input type="text"/>
2 year-olds	<input type="text"/>
3-5 year olds	<input type="text"/>
Over 5s (if you deliver services for school age children)	<input type="text"/>



22. Please provide the following information for the time period you are entering financial information for:

Total income

Total expenditure

23. Can you please break these costs down by the following (£)?

Staff Salaries	<input type="text"/>
National Insurance Contributions	<input type="text"/>
Taxes other than NI contributions	<input type="text"/>
Pension Contributions (including personal pension contributions)	<input type="text"/>
Mortgage/rent	<input type="text"/>
Other non-staff running costs (excluding mortgage/rent)	<input type="text"/>

24. What is the average level (percentage) of net surplus/profit/return on investment that your setting needs to return to remain sustainable?

- ☐ 0-5%
- ☐ 6-10%
- ☐ 11-15%
- ☐ 16-20%
- ☐ 21-25%
- ☐ 26-30%
- ☐ 30+%

25. Would you be willing to provide a more detailed breakdown of your income. Note, this is optional and will be used to better understand the income and expenditure of settings providing funded ELC. This information is optional.

- ☐ Yes
- ☐ No

26. Thinking about this income, what percentage of your total income came from the following? If a particular income source does not apply please enter '0' in the box.

Funded ELC Payments:	<input type="text"/>
Private Fees from Parents:	<input type="text"/>
Other Government Funding:	<input type="text"/>
Non-Government Grants:	<input type="text"/>
Donations and Fundraising:	<input type="text"/>
Other (please specify):	<input type="text"/>

# Section 5: Cost of Delivering ELC

27. What is the average estimated cost to your organisation per hour of delivery regardless of whether funded or not?

Cost per hour of delivery:

2 year olds

3-5 year olds

28. What accounts for any differences in costs across 2 year olds and 3-5 year olds?

## Section 6: Meals

All children attending a funded ELC session are entitled to a free meal. This is funded through the sustainable rates process.

29. Do you provide meals in your setting?

- ☐ Yes
- ☐ No

30. How are meals provided by your setting?

- ☐ Prepared by own setting
- ☐ Provided by local authority
- ☐ Provided by contracting an external caterer

31. What is the estimated full cost of providing the free meal commitment per meal for each child (£)?

## Section 7: Staff Costs

32. What is the average percentage contribution that you make towards a pension scheme for employees?

33. Do you currently claim the Employment Allowance for reducing employer National Insurance Contribution costs?

☐ Yes

☐ No

34. Do you currently pay at least the Real Living Wage to staff in your service?

[note - in line with the requirements for Living Wage accreditation, and as set out in Section 2 of the Funding Follows the Child Operating Guidance, apprentices do not have to receive the real Living Wage. If apprentices in your setting are paid below the real Living Wage, but all other staff, or all other staff delivering funded ELC, are paid at least the real Living Wage then please select Yes for one of the options below] (Select one):

☐ Yes - all staff

☐ Yes - only staff delivering funded Early Learning and Children

☐ No



35. Do volunteers currently carry out any roles to support the running of your setting (e.g. administrative tasks or giving up time to be on your committee)?

36. Would you be willing to provide the hourly pay of staff in your setting across a range of roles? This information is optional.

☐ Yes

☐ No

For each of these (where relevant to your setting):

Please give the average gross hourly pay (before tax, national insurance and other deductions) of each of the following jobs within your business?

37. Average hourly pay:

Manager	<input type="text"/>
Senior Practitioner	<input type="text"/>
Practitioner	<input type="text"/>
Staff working towards qualification (for example, modern apprentice)	<input type="text"/>
Support worker (working towards registerable qualification)	<input type="text"/>

38. Please use the box below to set out average gross hourly pay for any other staff you employ in your setting.

This could include specialist staff who provide dedicated support for children with profound and multiple learning disabilities; and/or sectorial, maintenance, catering, or domestic staff.

## Section 8: Anticipated Future Costs

39. Please use the box below to set out your current expectations with regards to cost pressures for your setting over the coming year. For example, you may wish to highlight specific costs that you anticipate will rise by substantial amounts or above inflation?

# Section 9: Additional Comments

40. Are there any comments you would like to make on delivering funded ELC sustainably?