

# SETTING UP AN IN-HOME CRECHE

A Childcare Professional Development Course

For

Childcare Providers, Daycare Operators, Crèche  
Managers, Nursery Owners and anyone interested  
in working with children.

Powered by:

KL Childcare Academy



## COURSE CONTENT

Lesson 1: Why set up an In-home Creche.

Lesson 2: Personal/Environment Assessment

Lesson 3: Designing you care space

Lesson 4: Determining Age grade and services

Lesson 5: Determining your operation hours

Lesson 6: Setting your rates

Lesson 7: Determining what to teach the children

Lesson 8: Setting policies for your home creche

Lesson 9: Registrations and Approvals

Lesson 10: Record keeping

## LESSON 1:

### Reasons why people set up an In-home Creche:

- 1 Care and Home school your own children
2. Meet a need in the community.
3. Bored of staying idle at home.
4. To give a special need child full attention.

KIDDIES LOUNGE































## LESSON 2:

### PERSONAL/ENVIRONMENT ASSESSMENT

Do I have what it takes to run an In-Home Creche? Am I prepared for what it takes? Let's find out.

NAME:

DATE:

	Tick as Appropriate	1	2	3
1.	How is my health doing?			
2	Can I cope with caring for kids all day?			
3	Which of the spaces in my home can I use?			
4	Has my husband approved?			
5	Have I discussed with my children or other family members living with me?			
6	Do I have the resources needed to start this business?			
7	Have I gotten the approval of the landlord?			
8	Have I conducted a feasibility study of those who will need my service?			
9	Will the creche inconvenience my neighbours?			
10	Do I know the basic things needed to care for other people's children?			



## LESSON 3:

### DESIGNING YOUR CARE SPACE

The basic care areas that must be made available are:

1. Rest and Nap Areas
2. Feeding and Food Preparation Areas
3. Learning and Skill Development Areas
4. Play Areas
5. Storage Areas

KIDDIES LOUNGE

## LESSON 4:

### DETERMINING AGE GRADE AND SERVICES

Determining factors to consider in this order:

1. Size of your space
2. Number of children to care for
3. Type of services

KIDDIES LOUNGE

## LESSON 5:

### DETERMINING YOUR OPERATION HOURS

To determine your operating hours, you need to consider:

1. The safety of the environment.
2. Family life balance
3. Neighbours convenience.
4. Demand of your clients.

KIDDIES LOUNGE



## LESSON 6:

### SETTING YOUR RATES

To set the rates that works, you need to do the following:

1. Know the type of services your target clients will need
2. Know how much they can afford due to their economic situation.
3. What will it cost you to run the services?

KIDDIES LOUNGE

## LESSON 7:

### DETERMINING WHAT TO TEACH THE CHILDREN

1. Pre reading skills
2. Pre writing skills
3. Practical life skills
4. Sorting
5. Counting
6. Letter and number works
7. Their culture
8. Their environment
9. Sounds
10. Shapes
11. Colours
12. whatever the parent wants you to teach their child.
13. Buy and use a structured curriculum and lesson plan.

## LESSON 8:

### SETTING POLICIES FOR YOUR HOME CRECHE

1. Payment due dates
2. Drop off policy
3. Authorized pick up person
4. Food handling
5. Record keeping/communication policy

KIDDIES LOUNGE

## LESSON 9:

### REGISTRATIONS AND APPROVALS

The ministry of women affairs and social development is in charge of creche approvals and licensing of creche.

Though in some state, the ministry differs.

Find out the ministry in charge of your creche and find out the minimum requirements for registering your home creche.

KIDDIES LOUNGE

## LESSON 10:

### RECORD KEEPING

1. Daily communication book
2. Payment records
3. Sign in/sign out record
4. Child's particulars
5. Parents particulars
6. Any other record you may want to maintain.

KIDDIES LOUNGE