

# Starting a childminding group

Registering your group with NCMA



**National Childminding Association**

[www.ncma.org.uk](http://www.ncma.org.uk)

# Starting a childminding group

Starting a childminding group is an excellent way to meet other childminders in your area. By having regular meetings you can help each other, share ideas, swap resources and even save some money.

Groups are a great way to promote childminding within a local community and group members organise social activities and events for themselves and the children they care for.



Becoming a group member helps you to keep in touch with developments in your profession and provides a valuable network of support which can help to ensure that children and families receive the best possible care.

There may already be a childminding group in your area — if you're an NCMA member you can call 0845 880 0044 or email [info@ncma.org.uk](mailto:info@ncma.org.uk) to find out — but if there isn't one already, why not consider starting one?

## NCMA-affiliated groups

There are more than 900 local childminding groups affiliated to NCMA, representing around 15,000 registered childminders.

Members of these NCMA-affiliated groups are given a special reduced NCMA membership subscription rate to encourage as many childminders as possible to set up or join their local group. Group members also receive extra news and information from NCMA.

### **“Everyone benefits!”**

A friend and I started the Townley Bears childminding group about two years ago. A few of us would meet regularly anyway, and we decided that by becoming a formal childminding group we would get more recognition.

We meet regularly several times a week for all sorts of activities and events. We also enjoy spending time together socially.

Being in a group makes life more interesting and easier as a childminder. The group members are my colleagues and the children benefit from having regular contact with other childminders and the children they care for, too. The fact that we're saving money on membership is a bonus!

Catherine Taylor, Lancashire

## Getting started

If there isn't a childminding group in your area, your nearest NCMA office will be delighted to help you start one.

### Find out if people are interested

Invite people to an informal meeting to give everyone a chance to get to know one another and decide whether they want to go ahead and form a group. You may only start off with a few people but many of NCMA's strongest groups started off with only five or six keen childminders!

### Decide on your constitution

Once you've decided to form a group it is advisable to agree a constitution. This is a set of rules for operating an organisation and can prevent misunderstandings. NCMA can provide you with an example of a constitution which has been accepted by the Charity Commission and which lays out a simple set of rules for a childminding group. Call 0845 880 0044 or email [info@ncma.org.uk](mailto:info@ncma.org.uk) for a copy. Using this sample can save you a lot of work and means that childminding groups work in a similar way all over England and Wales.

### Apply for NCMA affiliation

Childminding groups can choose to become affiliated to NCMA (you may know of others that aren't linked to NCMA). Affiliated groups benefit from a number of services and extra information. It doesn't cost anything for your group to be affiliated to NCMA — in fact, it can save your group members money!

Starting a new NCMA group couldn't be simpler. You'll need five or more members and everyone in the group must belong to NCMA. All NCMA needs to recognise that your group is affiliated is some basic information.



## Remember

You can find out if there is already an NCMA-affiliated childminding group in your area by calling 0845 880 0044 or by emailing [info@ncma.org.uk](mailto:info@ncma.org.uk) and including your address.

## Please note

If a member joins NCMA as an individual member and then joins an NCMA-affiliated childminding group during the time that their individual membership is still valid, they cannot get a refund on the difference in price between the individual membership fee and group membership. However, they will pay the reduced group fee when their membership is up for renewal.

# Becoming affiliated to NCMA is easy!

Follow these simple steps and complete and return the attached form.



## 1. Nominate a group contact

Nominate a member who will act as group contact. Their role is to be the main liaison between the group and NCMA and they will receive regular reports from NCMA concerning the group's membership. The group contact also informs NCMA of changes to the group membership and must be an NCMA member.

Group contacts receive regular news and information from NCMA. The group contact is responsible for keeping all of the group members up-to-date.

## 2. Let us know what your group will be called

Think of an appropriate name for your group and we'll confirm that it's not being used by another group. If it is, we'll ask you for an alternative.

## 3. Decide if you'd like NCMA to collect group subscriptions on your behalf

Many groups collect a local fee from their members to pay for costs such as hiring meeting rooms and producing newsletters. NCMA can collect this money on behalf of your group. As members renew their NCMA membership their group subscription is collected at the same time and passed on to the group. This can make life much simpler for your group's treasurer. Simply tick the box and tell us how much your annual group subscription is on the form.

## 4. Pass on details of existing NCMA members

If any group members already belong to NCMA, let us know their names and membership numbers on the attached form and they'll be transferred onto our groups database free-of-charge. We'll need each member's signature to do this. You may also have group members who don't yet belong to NCMA. They will need to join NCMA and, once we have received your group affiliation form, we'll send your group contact a number of special NCMA membership forms for group members which new group members can use to join NCMA at the lower group rates.

The National Childminding Association  
Royal Court, 81 Tweedy Road, Bromley, Kent BR1 1TG

Tel: 0845 880 0044

Fax: 0845 880 0043

Email: [info@ncma.org.uk](mailto:info@ncma.org.uk)



[www.ncma.org.uk](http://www.ncma.org.uk)  
MSL2 08/08



**Title** (Miss/Mrs/Ms/Mr)

**Current NCMA membership number**

**Registration number**

**First name**

**Last name**

**Address**

**City/county**

**Postcode**

**Email address**

**Telephone**

**Signature of transferred member**

**Title** (Miss/Mrs/Ms/Mr)

**Current NCMA membership number**

**Registration number**

**First name**

**Last name**

**Address**

**City/county**

**Postcode**

**Email address**

**Telephone**

**Signature of transferred member**

**Title** (Miss/Mrs/Ms/Mr)

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**Postcode**

**Email address**

**Telephone**

**Signature of transferred member**