

# LAING & BUISSON

## Children's Daycare Settings

### Data Sets Field List & Notes

Children's Day Care Settings data is available in three different data sets as below (the item numbers refer to the number of the data set on the data price list). The record numbers are approximate due to continuous updating of our records.

**50-Children's Full Time Day Nurseries** \* set consists of all full time day nurseries in the UK, a total of 15,594 records

\* This set also includes day nurseries in Scotland and Northern Ireland where there is currently no differentiation between full time and sessional nurseries

**51-Children's Day Nurseries** consists of all full time and sessional day nurseries in the UK, a total of 25,104 records

**52-Children's Daycare Settings** consists of all children's daycare settings in the UK, a total of 36,992 records, made up of the following types of care:

- 15,594 full time day nurseries
- 12,511 sessional day nurseries
- 12,809 out of school settings
- 4,217 holiday schemes
- 11,165 playgroups
- 3,052 creche

The total for all of the different types of setting considerably exceeds the total number of records because settings can be registered to provide more than one type of care, and each record gives the child care types for which it is registered. Records however are not duplicated.

For details of the format in which the data is provided and the method of supply, see **Data Format & Supply** below.

Selected records from the Children's Day Care Settings database can also be provided according to a customer's requirements.

### Field List

The list of fields for the sets is given below together with other information about the data.

#### All Sets (ie. sets 50 to 52)

Field Name	Field Description & Notes
ID	Unique record number for each setting which is included for identification purposes in dealing with any queries. IDs are never changed or re-used. The records in the data sets are sorted in ID order.
Setting Name	The registered name of the setting. The name of the setting frequently incorporates the name of the owner ie. the registered provider.
Address 1	First line of the address of the setting.
Address 2	Second line of the address of the setting, including placenames.
Town	Town
County	County is a recognisable geographical area of the country made up of existing or former local government metropolitan counties, shire counties, and unitary authorities. Blank for certain major metropolitan

	areas ie. London, Belfast, Bristol, Edinburgh, Glasgow, and Manchester, which are treated as not being in a county. The County is not a required field for postal addresses									
Postcode	Postcodes are not known or are incomplete for 0.3% of settings, almost all of which are non-nursery settings in Wales, Northern Ireland or the Isle of Man where the address is incomplete.									
Tel No	Telephone number for the setting where known. In many cases, these are mobile phone numbers. Other than full time nurseries, settings may only be contactable at certain times of the day. The percentage of records <i>without</i> telephone numbers is 1.7%.									
Contact Name	<p>Full name including title and first name (or initial), where known, of the registered person in charge. Where the name of the person in charge is not available, the name of the owner, if this is a person or persons, is used. This field maximises the number of available contact names whether persons in charge or owners. Contact names are not available in a high proportion of holidays schemes, playgroups, and creche. The percentage of records with contacts names in each set are:</p> <table border="0"> <tr> <td>Set 50</td> <td>Children's Full Time Day Nurseries</td> <td>63%</td> </tr> <tr> <td>Set 51</td> <td>Children's Day Nurseries</td> <td>50%</td> </tr> <tr> <td>Set 52</td> <td>Children's Daycare Settings</td> <td>46%</td> </tr> </table> <p>Where names are not available, a default name and salutation of 'The Nursery Manager' and 'Dear Nursery Manager' is included in the records of all nurseries, and 'The Person in Charge' and 'Dear Person in Charge' is included for all other types of setting.</p>	Set 50	Children's Full Time Day Nurseries	63%	Set 51	Children's Day Nurseries	50%	Set 52	Children's Daycare Settings	46%
Set 50	Children's Full Time Day Nurseries	63%								
Set 51	Children's Day Nurseries	50%								
Set 52	Children's Daycare Settings	46%								
Contact Salutation	Salutation using the name in the Contact Name field eg. 'Dear Mrs Brown'.									
Contact Job Title	Job Title of the person in the Contact Name field where the person is the registered person in charge. Where the person (or persons) in the Contact Name field is the individual owner, there is no job title.									
Person in Charge	Full name including title and first name (or initial), where known, of the registered person in charge. In about 1% of settings there are joint persons in charge, and in these cases both names are given.									
P in C Salutation	Salutation using the name in the Person in Charge field eg. 'Dear Mr White'.									
P in C Job Title	Job Title of the person in the Person in Charge field. 59% of job titles are Person in Charge, about 36% are Manager, with the remainder being Leader (2.5%) or Supervisor (1%).									
Owner	The name of the registered provider, or owner, where known. The owner may be the name of an organisation eg. a private company, a voluntary organisation, a local authority etc, or the name of a person or persons, in which case the full name(s) including initial and first name, is given. Where settings are managed on behalf of an owner, the name of the owner, not the managing organisation, is given. The name of the owner is given in 94% of the settings, and is a person or persons (ie. not an organisation) in 22% of settings. In about 3% of settings the registered provider is two or more people, and in these cases all the names are given.									
Owner Salutation	Salutation using the name in the Owner field where the name is a person or persons eg. 'Dear Ms Patel'. Salutations are therefore not available where the owner is an organisation.									
Sector Code	Code indicates the ownership sector of the setting, where known: <b>L</b> for Local Authority/Government/State Funded <b>N</b> for NHS <b>P</b> for Private <b>V</b> for Voluntary									

Code L also includes government department or agencies, and publicly funded educational establishments such as adult, further, and higher education colleges, and universities.

Settings managed on behalf of an owner, are coded according to the owner, not the managing organisation. The table below gives the breakdown of ownership.

Full Time Day Nurseries		All Daycare Settings	
Ownership	%	Ownership	%
Local Authority	15.3%	Local Authority	13.5%
NHS	0.7%	NHS	0.4%
Private	11.7%	Private	37.5%
Voluntary	53.9%	Voluntary	27.4%
Not Known	19.4%	Not Known	21.0%

Where a code is not given because it has not been possible to verify the ownership sector, it can be assumed that most of these settings are voluntary owned.

Group ID	The record ID number of the nursery group or out of school care group that operates the setting.
Group Name	The name of the nursery group or out of school care group that operates the setting. Health authorities and local authorities are not included as operators. 9.4% of nurseries are operated by nursery groups, and 10.7% of out of school settings are operated by out of school groups. Many nursery groups are also out of school groups.
Local Education	The name of the local education authority in which the setting is located. In Northern Ireland, the authorities are the local health and social services trusts which are responsible for the registration and inspection of child care settings.
Region Code	Code used to identify the region in which the unit is located using 13 standard regions of the UK. The regions and the codes are: <i>East Anglia (6), East Midlands (5), Greater London (8), North (1), North West (3), Northern Home Counties (7), Northern Ireland &amp; Isle of Man (13), Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire &amp; Humberside (2)</i>
Places	Total number of registered places for the setting where known. In the case of activities clubs, playschemes, summer camps etc the number of places may be many hundreds. The number of places is not known for about 5.4% of settings.
Full Day Care	Code FD indicates that the setting is registered as a full time day nursery.
FD Places	Number of registered places as a full time day nursery.
Day Nursery	Code DN indicates that the setting is registered as a day nursery. This is only used as a primary classification where a setting has not been classified as a full time nursery or a sessional nursery.
DN Places	Number of registered places as a day nursery.
Day Nursery Fees	Code DN indicates that the setting is a day nursery and that there is fee data for the setting.
DN Min Hourly Fee	Minimum fee per hour for the day nursery
DN Max Hourly Fee	Maximum fee per hour for the day nursery
DN Min Session Fee	Minimum fee per session for the day nursery
DN Max Session Fee	Maximum fee per session for the day nursery
DN Min Daily Fee	Minimum fee per day for the day nursery
DN Max Daily Fee	Maximum fee per day for the day nursery

DN Min Weekly Fee	Minimum fee per week for the day nursery
DN Max Weekly Fee	Maximum fee per week for the day nursery
DN Min Term Fee	Minimum fee per term for the day nursery
DN Max Term Fee	Maximum fee per term for the day nursery

In many cases, where minimum fees are given, no maximum fee is available, and vice versa.

Fee data is only available currently for settings in England and Scotland, and then not for all settings

## Additional Fields

### 51-Children's Day Nurseries and 52-Children's Daycare Settings only

#### Field Name                      Field Description & Notes

Child Care Type                      Code indicates the type of child care for which the setting is registered, and in the case of settings which are registered to provide more than one type of care, the child care type which comes first in the order below, is given:

Full Day Care	Code FD
Day Nursery	Code DN
Sessional Day Care	Code SD
Out of School	Code OS
Holiday Scheme	Code HY
Playgroup	Code PS
Creche	Code CR

There are a very small number of settings where the type of child care cannot be established. With the exception of full time day nurseries ie. full daycare, which are always identified by this field, the specific fields below for each child care type should be used to select all the settings of that type.

Sessional Day Care                      Code SD indicates that the setting is registered as a sessional day nursery.

SD Places                                  Number of registered places as a sessional day nursery.

### 52-Children's Daycare Settings only

Out of School                              Code OS indicates that the setting is registered as an out of school setting.

OS Places                                      Number of registered places as an out of school setting.

Holiday Scheme                              Code HY indicates that the setting is registered as a holiday scheme.

HY Places                                      Number of registered places as a holiday scheme.

Playgroup                                      Code PS indicates that the setting is registered as a playgroup.

PS Places                                      Number of registered places as a playgroup.

Creche    Code CR indicates that the setting is registered as a creche.

CR Places                                      Number of registered places as a creche.

Out of School Fees                              Code OS indicates that the setting provides out of school care and that there is fee data for the setting.

OS Min Hourly Fee                              Minimum fee per hour for the setting

OS Max Hourly Fee                              Maximum fee per hour for the setting

OS Min Session Fee                              Minimum fee per session for the setting

OS Max Session Fee                              Maximum fee per session for the setting

OS Min Daily Fee	Minimum fee per day for the setting
OS Max Daily Fee	Maximum fee per day for the setting
OS Min Weekly Fee	Minimum fee per week for the setting
OS Max Weekly Fee	Maximum fee per week for the setting
OS Min Term Fee	Minimum fee per term for the setting
OS Max Term Fee	Maximum fee per term for the setting

In many cases, where minimum fees are given, no maximum fee is available, and vice versa.

Fee data is only available currently for settings in England and Scotland, and then not for all settings. Fee data is also available for the other types of setting ie. creche, holiday schemes, and playgroups, but again only for settings in England and Scotland.

### **Owner Names**

It is not a good idea to include the owner name itself in the mailing address (though the salutation can be used) for two reasons. One because the names of the owners of settings very often take the name of the setting itself eg. the registered provider, or owner, of Elm Tree Out of School Club is Elm Tree Out of School Club. If the name of the owner was included in the address as well as the setting name, then the first two lines of the address would be the same. Secondly, even where the owner name and setting name are not the same, the majority of settings are registered as being owned by organisations rather than people, so the mailing address might then be in an inappropriate form eg. Priority Area Playgroups Ltd [OWNER], Little Eddies Playgroup [SETTING NAME], 10 The High Street [ADDRESS 1] etc.

### **Data Format & Supply**

Data is usually supplied by email as csv files, which once saved, will open automatically in Excel when you click on the file. Data can be supplied in other formats on request. Large files may be compressed (zipped) using WinZip. Field names are included as the first row of each file for data identification purposes. Sample data is available by email on request.

Note that the data in some fields is dependent on information provided by organisations and as such cannot be guaranteed as accurate.

### **Importing Data**

If you have any difficulties in downloading the text file into your database or in using the data as a mail merge data source, our notes *Importing Data* are available on request.

### **Further Help**

In order to make full use of our data, customers will need to be familiar with mail merge and database software. Although we may be able to suggest possible solutions to many of the difficulties that can arise in using data, customers are asked to consult their software manual before seeking help over installing and using our data.

### **Copyright and Use of Data**

In order to protect the copyright on our data, it is a requirement of supply that a data licence agreement, which sets out the conditions of use of the data, is signed by customers. Any data supplied is for the use of the licensee only and not for resale to or for use by a third party or for use on a subscriber on-line system. Data is supplied on a 12 months lease from the date of the licence agreement and cannot be used after that period.

November 2008