

## **Free entitlement**

As a child care Provider in York who currently offers the free 15 Hours to eligible two year olds, and 15 or 30 hours to three and four year olds I must follow the conditions set out in the North Yorkshire Provider Agreement, which has just been reviewed ready from September 2017. It has been reviewed ready for the new 30 hours coming into force from September 2017 for eligible three and four year olds.

To check if your child may be eligible for the additional hours please use this link where you will find lots of useful information and advice:

<https://www.childcarechoices.gov.uk>

As a Provider I must comply with the following:

I must be registered with York Council in order to offer funding.

I must sign the Nursery Education Funding Declaration Form.

I must have read and understood the Provider Agreement plus supporting documents.

I must comply with all relevant legislation and insurance requirements.

I must follow the Statutory Guidance.

I will deliver free entitlements consistently to all parents whether in receipt of the 15 or 30 hours, regardless of whether they opt for optional services or consumables.

I will be clear about the days and times I can offer funded sessions.

Funded children will receive the same quality and access to provision as all other children.

I will follow the EYFS and have clear safeguarding and child protection policies and procedures in place.

I will support children with SEND (special educational needs and disabilities).

I will undergo regular lead practitioner training regarding safeguarding, and will also adhere to the document 'Safeguarding and Child Protection'.

I will check all documents before a child starts to confirm their eligibility for funding, and I will also take copies of such documentation. This will be stored securely, and will be destroyed when no longer required.

I will identify disadvantaged children in my setting as part of the process for checking EYPP eligibility.

I can charge for meals and extras in my setting but parents must also have the option to supply their own food, and any charges they agree to must be considered and treated as a voluntary contribution.

I can charge a deposit for a future funded space, but this must be returned within a reasonable time scale, no later than the end of the child's first term with me.

I understand that I cannot charge top ups, or charge a registration fee for a free space.

I will provide clear invoices which clearly show the child's free hours.

Parents to understand that funding cannot be moved midterm. If a child moves settings after the 3rd week of term they will lose any remaining free hours for that term. Parents can appeal this under certain conditions, please speak to me regarding this.

I will keep copies of all attendance records in case of a NEF Audit.

I will also keep all copies of Parent Declaration forms and supporting documents.

I will keep copies of all invoices, fee structure, and contracts.

Parents are aware of my Complaints procedure and can all notify the Family Information Service if unhappy with the way I handle any complaints.

A contract will be signed by myself and the funded family and all terms of this contract must be adhered to even if taking a free place. This includes keeping your child away when ill, notifying me if they won't be attending, giving the required notice when leaving, keeping me up to date with any family changes and all other conditions set out in the contract.

Last reviewed 12/02/23