

## **Free Early Years Educational Entitlement** **Parent/Guardian Information**

All children become eligible for free entitlement from the term after they turn three through to the term they turn five:

<b>Children born between:</b>	<b>Become eligible for funding:</b>
1 January – 31 March	1 April after their 3 <sup>rd</sup> Birthday
1 April – 31 August	1 September after their 3 <sup>rd</sup> Birthday
1 September – 31 December	1 January after their 3 <sup>rd</sup> Birthday

These children are entitled to one of two options to receive their funding. They can either choose to receive up to 15 hours per week for 38 weeks per year (i.e. during school term time) or 11.5 hours per week for 50 weeks per year. Both options are subject to the following conditions:

- No funded session can be longer than 10 hours.
- No funded session can be shorter than 2.5 hours.
- Free entitlement hours cannot be taken before 7am or after 7pm.
- The maximum funded hours that can be claimed by a child attending one day a week is 10 hours, this increases to 15 hours when attending two days or more per week. The total hours claimed over the year must not exceed 570, if claiming 11.5 hours per week over 50 weeks this would result in 575 hours meaning 5 hours are subtracted from the summer term claim.

**PLEASE NOTE: If free entitlement is being claimed at more than one provider it must be taken over the termly option i.e. up to 15 hours per week over the 3 school terms totalling 38 weeks. It cannot be claimed using the stretched 11.5 hours per week over 50 weeks' option. Only two providers may be used and the combined claimed hours must not exceed 15 hours per week.**

### **Children Phasing into Local Authority Schools during the Autumn Term:**

During the Autumn Term many children are phased into full time education at Local Authority schools. It is good practice to settle children into school gradually and this usually occurs over a four to six week period. During this period all free entitlement hours are taken at the Local Authority School. Any hours required at the nursery will need to be paid for.

### **Additional Costs:**

Any additional sessions taken during the period of free entitlement will be charged at Sunhill Daycare prevailing rates (available upon request). For sessions taken over meal times, parents have the option to provide food from home or pay an additional meal charge:

Breakfast	-	£1
Lunch	-	£2
Tea	-	£1

Meals must be cancelled at least 24 hours in advance for a credit to be issued due to sickness/absence only. Children who attend for ten hours or more over their funded hours will not be charged any meal costs. Additional payments may be required to cover the cost of special visits or additional lessons, however, these activities are voluntary. Once the period of free entitlement has ended all hours and sessions will be charged at Sunhill Daycare prevailing rates.

### **Parent Contract:**

Together with this information a contract has been provided. This needs to be completed and returned along with proof of your child's identity and date of birth (i.e. a birth certificate). It is essential the contract is returned by the date specified; otherwise the opportunity to claim the free early year's educational entitlement may be lost. A new contract is required to be completed each term for the termly option, and annually for the 50 week option.

### **Guidance and Advice:**

A report by the Department for Children, Schools and Families, analysing a pilot scheme of the new flexible early years entitlement, highlighted several considerations for parents and providers. Central to the report's findings is consideration of the child's needs and ensuring the scheme has a positive impact on the child. Outlined below are key findings which parents/guardians may wish to consider.

#### **1. Meal time confusion:**

The report found meal times, particularly lunchtimes, often caused confusion for children. Commonly between 12.00 and 13.00 some children would be collected to go home while others would sit down for lunch. This caused confusion among children over whether they were staying for a full or half day and children would turn to carers for reassurance. Snack and lunchtimes were also identified as children's favourite times of the day. They enjoyed eating with children of their own age.

#### **2. Friendships:**

The added flexibility of the new entitlement means children often attend different sessions to friends. The report highlights the importance of friendships and consistency for children. Children in the pilot often became distressed when they could not find their friends and were better comforted, when tired or upset, if friends were present.

#### **3. Other relationships:**

The importance of the relationship built between child and carer also highlighted need for consistency. Carers who know a child well are better able to distract and comfort that child when they are bored or distressed.

**Free Early Years Educational Entitlement  
Parent/Guardian Application & Contract**

Please read the Parent/Guardian Information letter carefully before completing this contract.

Please complete the form below, sign the declaration and, if this is your first claim, return along with proof of your child’s age and identity (i.e. a birth certificate).

**SECTION A**

Information to be completed as it appears on the birth certificate:

Surname.....Forename/names (in full).....

.....Date of Birth.....

Full Address.....

.....Postcode.....

**Ethnicity (please tick the appropriate box)**

White British		White and Asian	
White Irish		Black Caribbean	
Traveller of Irish Heritage		Black African	
Gypsy/Roma		Indian	
White/Black Caribbean		Pakistani	
White/Black African		Bangladeshi	
Any other Background		Chinese	
Refuse to provide		Information not obtained	

**SECTION B**

Please indicate how you wish to receive your free hours (please tick one):

Up to 15 Hours per week maximum over 3 terms totalling 38 weeks  
(requiring 3 termly agreements)

11.5 Hours per week over 50 weeks (requiring one 50 week agreement)

**Part 1**

If you wish to take the free entitlement hours as part of your current nursery sessions, please tick here to confirm your child’s attendance will NOT be changing and go straight to section C.

**Part 2**

Please indicate in the table on page 2 how you wish to use your child’s free hours and any additional hours or sessions you may require. Please note all extra hours and sessions are optional and will be charged at Sunhill Daycare (Europe) Limit’s prevailing rates (available upon request).

	Funded hours		Extra hours		Meals required			Total daily hours
	From	To	From	To	B	L	T	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

**SECTION C**

Please read both statements and complete the one that applies to you and then complete the declaration.

**Statement 1:** complete this statement if your child’s entitlement is being claimed at ONE PROVIDER ONLY (namely Sunhill Daycare).

I confirm that my child will access.....hours per week over.....days and across .....weeks. I confirm that my child does not access a free place with another provider in this local authority or any other local authority.

**Statement 2:** complete this statement if your child’s free entitlement is claimed with MORE THAN ONE PROVIDER. The claim must be with a maximum of two providers, cannot be the 50 week stretched option and cannot exceed the maximum of 15 hours per week over a minimum of 2 days.

I confirm that my child will access.....hours per week over.....days and across .....weeks at Sunhill Daycare. My child is also taking up part of their free entitlement at another provider:

Name of provider.....

Number of hours claimed at this provider.....

Local Authority of this provider.....

**DECLARATION**

Please see ‘Terms and Conditions’ (page 3) before signing the Declaration.

I/we confirm that I/we have read, understood and agree to the Terms and Conditions of the free early years educational entitlement enclosed with this document. I/we confirm that the information provided on this contract is correct and that should this information change I/we will inform Sunhill Daycare immediately.

Signature of parent/s or carer/s.....

Print name/s.....Date.....

**TERMS & CONDITIONS**

1. I/we have received detailed information from Sunhill Daycare, and have been advised of any additional services available which must be paid for.
2. I/we understand the provider of the free entitlement cannot be changed within the period of this claim agreement without express permission of Sunhill Daycare and the Local Authority. This will only be agreed in exceptional circumstances.
3. I/we understand the number of hours claimed for within the claim period of this agreement cannot be altered unless under exceptional circumstances.
4. I/we understand any changes made to the pattern of hours confirmed in this agreement, must follow the formal session change procedure. I/we understand Sunhill Daycare reserves all rights regarding the changing of sessions and is not obliged to allow alterations to session patterns.
5. I/we understand that no more than 15 hours per week across 38 weeks or 11.5 hours per week over 50 weeks can be claimed. I/we also understand that if the free entitlement is being claimed at MORE THAN ONE PROVIDER, only the 38 week termly option is available and NOT the 50 week stretched offer.
6. I/we understand no more than two providers can be used and the combined hours at both must not exceed the figures stated in point 5.
7. I/we understand my/our child is expected to attend Sunhill Daycare for the hours claimed. If your child does not attend regularly, Sunhill Daycare may be required to repay funding and reserves the right to request confirmation and explanation of non-attendance.
8. I/we agree to accept liability for administration and legal cost of recovery of any overpayment made due to a false declaration on this form.
9. I/we understand this declaration and contract is a binding agreement which will remain in place until the end of the claim period, start of a new contract or until such a time as my/our child is no longer eligible for free early years entitlement. Sunhill Daycare reserves all rights and privileges.