

Parents will need to provide proof of their child's D.O.B and sign a contract for the duration of funding and a declaration form termly.

GREENACRES

Childcare at its best

EEF POLICY

Information for parents of children in the Early Years Foundation Stage (EYFS) regarding the code of practice.

In line with the government code of practice (COP) Greenacres delivers the EEF universal 15hrs as free at the point of delivery. Our agreement with Richmond Borough to be on their directory of providers (DOP) is to provide this free childcare to eligible children. Some 3 & 4 year olds may also now be eligible for the extended 15 hours if parents meet the criteria and can access a total of 30 hours.

To claim the extended EEF, Parents will need to apply for an eligibility code and are responsible for keeping this valid, by reapplying every three months. If a code becomes invalid, you will be granted a grace period and your hrs will be honoured for the grace period, the code must be revalidated to continue further. If the extended entitlement isn't granted, then only the 15 hrs can be offered.

If for any reason EEF is not granted, then the nursery cannot deliver this and the parents will be liable for any costs. Any funding not used i.e. sickness/holidays, cannot be carried over and will be lost.

Greenacres is committed to your child's Early Years education and as such we pride ourselves on keeping abreast with current thinking in education and the care of young children in their early years.

It is our duty to explain to parents how the EEF will be delivered and how this will be reflected in our billing arrangements. This will be delivered as free unless additional hours are booked, which will be chargeable. Provision and catering fees will be applicable or inclusive in the various packages available at each site.

There are three ways in which Greenacres delivers EEF funding:

Option .1. - DAY NURSERY

When a child in full day care (8-6pm) is eligible for funding, they are guaranteed to use their funding with us. Their fees are recalculated and any excess hours after their free funding is used will be charged alongside a subsidy for provision and catering.

This means the funding covers 38 weeks per year, which is spread out delivery wise over 52 weeks to cover the whole year inclusive of the holidays.

This enables a child's monthly top up fee to be the same amount every month.

Funding is claimed per year as Spring Term, Summer Term and Autumn Term. However as our setting operates an all year round service we deliver over 4 monthly periods of January to April, May to August and September to December and apply to fees.

Option .2. - SESSIONAL ALL YEAR CARE

This involves sessions stretched all year round 8:00am to 1:30pm or 12:30pm to 6:00 pm. Both options ensuring full use of the 15 hours funding / or 30 hours if applicable.

Please be aware that only Oldfield Rd. offers this option.

Option .3. - TERM TIME ONLY SESSIONS

Please note that holiday dates are part of the contract, and provision and catering fees are set regardless of usage each term. This fee is non-refundable.

For children wanting to use their 15 hours funding only, without topping up with additional hours, the space is entirely free. This will be delivered as 3 sessions 9.15am to 2.15pm term time only. In some of our settings, or for those eligible for 30 hours provision it can be delivered as 5 sessions of 9am – 2:30pm with 10 bonus holiday days included. (This attracts a provision and catering fee of £180 per term)

	15 Hours (for 2, 3 & 4 year olds)	30 Hours (for 3 & 4 year olds)
FORMAT	9:15am – 2:15pm (3 days per week)	9:00am – 2:30pm { 5 days a week + 10 holiday days in half terms } (OCT - Tues-Fri X 4 FEB - Tues-Thu X 3 MAY - Tues-Thu X 3)
PROVISION & CATERING	INCLUSIVE	£180.00 per term – payable in advance
EXTRAS	extra sessions = £31 per day wraparound Hr- 9am-3pm = £ 8 per day	wraparound hours or breakfast club / holiday dates can be purchased to add on to the package.

Greenacres offers a limited amount of funded spaces for 2, 3 and 4 year olds. These spaces are allocated on a waiting list basis, offering spaces to the next in line. Children given a 2yr funded spaces are guaranteed a space to use their 3/4yr funding with us. We ensure this transition is as smooth as possible, as occasionally this may involve movement to our other settings.

Starters and leavers

If a child joins Greenacres after the designated headcount date, the funding will not be available until the following term. When a child leaves Greenacres after the current headcount day the funding available for that child will remain with Greenacres and may be used to accommodate another child for whom funding is unavailable. Half terms notice is required to cancel a child's fully funded space and a full months' notice for day nursery children.

Parent declaration

Each term parents are required to complete a declaration form provided by Greenacres which is required to be completed and sent by a deadline date. Funding is dependent on this being completed, if not then the parent may be liable for the cost of the childcare or the space may not be available and offered to the next person on the waiting list.

Parents are required to provide their national insurance number, to enable Greenacres to apply for Early Years pupil premium (EYPP) if they are eligible. EYPP is an additional funding that we can claim for & the nursery can use to directly benefit the individual child, such as outings, resources and staff training etc.

If you claim funding with any other providers then you must state so on the declaration form. The universal and extended funding must be split on the form. The attendance part on the form can be a little confusing to complete, especially if the funding is stretched, please ask for help if required.

Parents of 2 year olds are required to provide their URN (Unique reference number).

Confidentiality

Greenacres abides by the data protection act 1998, all information is stored securely and is only shared with an intended recipient at Achieving for children Early years team- London borough of Richmond. Greenacres displays the privacy notice for parent's information.

Queries and complaints

If a parent has a query or complaint, they should firstly speak to the settings manager and can also contact Achieving for children early years team at early.years@achievingforchildren.org.uk Further information on early years funding can be accessed via your local authority website.