

Parents will need to provide proof of their child's D.O.B and sign a contract for the duration of their entitlement and to complete a parent authorisation form.

GREENACRES

Childcare at its best

EEE (Early education entitlement) 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 EEE 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 EEE, 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, they will be granted a grace period and 30 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. A child will not be granted their 30 hours entitlement if they start within their grace period.

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

Greenacres is committed to children'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 EEE 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.

How Greenacres delivers EEE funding:

Day nursery/sessional: Chargeable hours, (inclusive of catering & provision) after 15/30hr entitlement, are annualised and spread evenly over 12 months to ensure a flat monthly charge. The 38 weeks entitlement is stretched over 52 weeks, it is claimed as Jan-April/April-July/Sept-Dec, we deliver the entitlement as Jan-Apr/May-Aug/Set-Dec to ensure your monthly payment stays the same and you receive entitlement throughout the year.

3-4 year old 15hrs entitlement: is universal, meaning every child is entitled the term after their third birthday. Extended entitlement is a further 15hrs (30hrs) for eligible families. Greenacres is committed to your child's Early Years education and as such we pride ourselves on keeping abreast with current thinking in education & the care of children in their early years.

2 year old entitlement: is for eligible children with a 2 year code. The 38 weeks entitlement is stretched over 52 weeks, it is claimed as Jan-April/April-July/Sept-Dec, we deliver the entitlement as Jan-Apr/May-Aug/Set-Dec

Greenacres offers a limited number of free entitlement 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 entitlement space are guaranteed a space to use their 3/4yr entitlement with us. We ensure this transition is as smooth as possible, as occasionally this may involve movement to our other settings.

Term time only children 15 hrs: 2, 3 & 4 year olds, may use our discoverers at Thameside, without the need for additional payment. Additional hours can be booked if available and charged by the hour.

Term time only 30 hrs: There will be a termly payment to cover catering and provision costs (this will only apply to term time only children) The onus is on the parent to apply for eligibility. Any entitlement not use cannot be carried over to other sessions, this will be lost i.e., holiday or sickness.

Starters and leavers

For children starting midterm where entitlement has been claimed at another setting, a leavers form must be obtained from the setting and passed onto Greenacres. When a child leaves us during a term, we will provide you with leavers form for your new provider. Only a proportion of the current term can be claimed.

Parent authorisation

Each term parents are required to complete an authorisation form provided by Greenacres which is required to be completed and sent by a deadline date. The entitlement 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 D.O.B & national insurance number and proof of their child's D.O.B.

EYPP is an additional entitlement that we can claim for & the nursery can use to directly benefit the individual child, such as outings, resources and staff training etc. This must be ticked on the box on the authorisation form.

Parents claiming their entitlement with any other providers must state so on the authorisation form. The universal and extended entitlement must be shown separately on the form.

Parents of 2-year-olds are required to provide their eligibility reference number.

Confidentiality

Greenacres abides by the data protection act 2018, 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.