

June 2015

How do I claim the funding?

You are not able to claim the funding directly. Childcare providers will claim on your behalf. During the first two weeks of each term you will be asked to sign a Parent Declaration Form which will be submitted to the council to claim the funding. You cannot be asked to pay up front for the funded element of your child's day.

Each term, providers have a deadline to claim the funding. We cannot fund a child who has not started by this date.

If you are offered and accept a place at a maintained school nursery, you do not need to complete a Parent Declaration Form. If your child attends a maintained nursery as well as a private provider (for example a private nursery or childminder), or starts at a maintained school during the first half of a term, you will not be able to claim the grant for the private provider, as your child will be receiving free education at the maintained nursery.

Will I have to pay any extra fees?

Please note that many of the childcare providers offer chargeable services on top of the free hours (for example additional hours or meals). Please speak to your provider for more information. Your provider should let you know in advance if you will be required to pay any additional costs, and they must be made clear on your invoice.



For more information visit

www.richmond.gov.uk/early_education_funding

or contact **Richmond Family Information Service** on
fis@achievingforchildren.org.uk or **020 8831 6298**

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please phone 020 8891 1411 or ask someone to call on your behalf.

Free

early education and childcare

for 3 and 4 year olds



Providing children's services for
the **Royal Borough of Kingston** and
the **London Borough of Richmond**

What is my child entitled to?

All 3 and 4 year olds in England are entitled to 570 hours of free early education or childcare a year. This is often taken as 15 hours each week for 38 weeks of the year. Children can attend fewer than 15 hours a week, or you can use the free hours as part of the childcare you need and pay for any extra.

You can start claiming free childcare the term after your child turns 3.

The date you can claim will depend on their birthday:

Third birthday between	Eligible from
1 April - 31 August	Autumn term starting in September
1 September - 31 December	Spring term starting in January
1 January - 31 March	Summer term starting in April

Where can I claim the funding?

Your child must go to an eligible provider within the borough, but you don't need to be a resident of Richmond Borough.

An eligible provider is:

- A maintained nursery school or class

Or, one of the following who is eligible to offer the funding:

- A private nursery registered with Ofsted
- A private or voluntary playgroup registered with Ofsted
- An independent school registered with the Department for Education
- A childminder registered with Ofsted

How do I find a place for my child?

To find out more about places at maintained nursery schools visit our website at www.richmond.gov.uk/nursery_schools or ask your local maintained nursery.

To contact a private provider or childminder who offers the funding, use our childcare search at www.richmond.gov.uk/fis_search and check the 'Eligible for Early Education Funding for 3 and 4 year olds' box. You must let the provider know that you would like to claim the 15 hours funding when you book your child's place.



How can I take the 15 hours?

Basic entitlement of 15 hours a week only

If you require the basic entitlement of 15 hours a week only, you are advised to apply for a place at your local maintained nursery school or discuss your request with your nursery manager or childminder. If your provider is unable to offer you 15 hours, please contact the Family Information Service for further advice.

Splitting the 15 hours a week

The 15 hours can be split between a maximum of two private providers each week. Each provider will claim your child's eligible hours each week. Funding cannot be split with a maintained nursery.

Flexible hours

Some childcare providers are able to offer the 15 hours flexibly, for example not in fixed three hour sessions a day. You can ask your preferred provider whether they offer flexible places or not.

Childcare provider not offering 38 weeks

If your child's nursery offers fewer than 38 weeks a year, you cannot send them to another provider at the end of term to make up the difference.

Can the funding be transferred if my child moves to a new provider?

Funding cannot be transferred mid-term, so you should not consider a move to a different provider until the start of a new term. Please speak to your provider for advice.

Can I use a provider in another borough?

Each local authority pays the funding for children who attend registered providers within their borough. If your child goes to a provider in another area, your application will be processed by their local authority. You can find a list of all local authority Family Information Service numbers on the Family and Childcare Trust website at finder.familyandchildcaretrust.org

