

Structure	Prompts	Suggested Guidance	Examples/References
<i>Areas you should cover</i>	<i>Questions you should address</i>	<i>What should or could be included</i>	<i>Links to where you can access or refer to external information</i>
PURPOSE	Who is the agreement between?	Outline that the terms and conditions agreement is between the school and the parent(s)	
	What is the agreement for?	For funded and fee paying provision, specifying the different types which will be delivered: universal, extended, fee paying sessions	
YOUR OFFER	Where will the provision take place?	Outline the different types of locations/provisions within the school site. <i>For example, in the school nursery as part of the class, in an additional extended provision, in breakfast or after school club etc.</i>	
	When will you deliver your offer?	Start and end dates of the contract (academic dates) – the child is entitled to 570 hours (38 weeks x 15 hours) of universal and, if eligible, the same of extended funding.	<ul style="list-style-type: none"> • Early Years Entitlements: Operational Guidance (April 2017) - p.30 “Providers should ensure that they are completely clear and transparent about which hours / sessions can be taken as free provision and this should be consistent for all parents taking up free hours”. • Make reference to the school calendar or you may wish to insert a table setting out where the universal, extended and chargeable hours sit.

		Parents should be aware of exactly what they can access with you. Outline the circumstances in which you will not be able to deliver the full entitlement of 570 hours universal and 570 hours extended entitlement over 38 weeks and the implications of this on the funding for the parent. This can be because of home visits or INSET days. <i>For example, will you continue to claim the funding during the staggered start period?</i>	<ul style="list-style-type: none"> You may want to prioritise the start date of the children eligible to access 30 hours to accommodate the needs of the working families You should consider limiting the length of time taken to carry out home visits to be within a reasonable timeframe in order to support working families Schools should use their professional judgement when defining the length of staggered starts based on the needs of each individual child
	Who will deliver your offer?	Individual names not needed but the parent should be aware if some of the delivery is away from the 'standard' nursery class / early years teacher provision. <i>For example, who will deliver the out-of-school provision?</i>	Statutory Framework for the Early Years Foundation Stage (April 2017) 3.37 For children aged three and over in maintained nursery schools and nursery classes in maintained schools: <ul style="list-style-type: none"> there must be at least one member of staff for every 13 children at least one member of staff must be a school teacher as defined by section 122 of the Education Act 200241 at least one other member of staff must hold a full and relevant level 3 qualification

FUNDING	What are the conditions of funding?	Universal funding: 15 hours a week, over 38 weeks of the year – the place is for the whole academic year and not affected by any access to the extended funding Extended funding: up to an additional 15 hours a week, over 38 weeks of the year - the place is subject to meeting the eligibility criteria and having a valid code, from HRMC. <i>You may want to state how many of these funded hours you are claiming/offering</i>	www.childcarechoices.gov.uk
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		Reconfirming eligibility: setting out the parent's responsibility to reconfirm their eligibility every 3 months, with reminders from HMRC	Early Years Entitlements: Operational Guidance (April 2017) - p.7 “Parents will be prompted every three months to reconfirm the details they entered on their application are still accurate. This is to check that they are still eligible. They will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline if they still haven’t reconfirmed”.
		Signing the Parent Declaration on a termly basis. The document should state what would happen in the event that the declaration is not signed within the set deadlines. <i>For example, funding cannot be claimed and extended hours would be payable or lost.</i>	Model Agreement: Early years provision free of charge and free childcare (March 2017)
What happens if a parent falls out of eligibility?	Identify what the grace period is and what the timeframes are. You may want to insert the table, from the statutory guidance, that illustrates the dates of the grace period.		<ul style="list-style-type: none"> • Early Education and Childcare: Statutory Guidance for Local Authorities (September 2017) A1.16 Local authorities should continue to fund a place for a child whose parents cease to meet the eligibility criteria and ensure that providers are aware of this. This is known as the “grace period”. During the grace period local authorities should continue to fund a child as set out in A1.11 (i.e. they should continue to receive the additional 15 hours a week over 38 weeks of the year, or its equivalent if the entitlement is being stretched). • <i>Table A on page 11. You may wish to include the ‘validity end date’ and ‘grace period end date’ columns.</i>

		Set out what your process is when a family enters the grace period. Your process must be clear so that parents understand the consequence of falling out of eligibility. <i>For example, will the parent lose the extended 15 hour place and you offer it to a family on the waiting list or will you offer it as a charged place?</i>	Refer to your own admissions criteria
		Communicate your actions (as set out in the process you follow above) to parents when they enter the grace period. <i>For example, will you communicate the process to parents through a letter?</i>	
	What happens if a child leaves before headcount day?	Outline that the school will not be able to claim funding if the child is not registered with the nursery on headcount day and you will need to state what your expectations are from parents if they remove their child before headcount day. Your fee structure for sessions should be clear to parents at the point of entry.	
	What happens to the funding during bank holidays, child absence and exceptional circumstances?	Clearly explain that the school will continue to claim the funding during these circumstances and cannot be transferred by the parent to another provider.	Early Years Entitlements: Operational Guidance (April 2017) - p.40 "If a provider would normally be open and delivering free places to children but is closed during census week due to exceptional circumstances, e.g. severe bad weather, the provider can still make a census return for the children who would have been taking up free hours had the provider not been closed".

CHARGES	What are your charges for and how much is the charge?	Charges for childcare hours that sit outside of the funded hours and/or charges for consumables or trips. Clearly set out what the charge is for and for what period. <i>For example, £2.50 a day for lunch meals.</i>	Early Education and Childcare: Statutory Guidance for Local Authorities (September 2017) A1.23 Ensure that providers are completely transparent about any additional charges, for example, for those parents opting to purchase additional hours or additional
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How will you invoice parents?	You need to set out how frequently you will invoice parents and what the terms and methods of payments will be. <i>For example, will you invoice parents weekly, monthly, termly?</i>		Early Education and Childcare: Statutory Guidance for Local Authorities (September 2017) A1.27 Work with providers to ensure their invoices and receipts are clear, transparent and itemised allowing parents to see that they have received their child’s free entitlement completely free of charge and understand fees paid for additional hours or services. Invoices and receipts should include the provider’s full details so that they can be identified as coming from a specific provider.
What happens if payments are not made?	Set out the consequence of late or non-payment and what process will take place and how parents will be informed of this. <i>For example, will you have a late payment deadline, will you incur an additional charge and will parents be informed in writing?</i>		
What is the length of commitment parents will make when they opt for chargeable services/hours?	Set out if parents need to sign up and commit to a specified timeframe when they opt for chargeable services or hours and what the length of the notice period for parents wishing to withdraw their child from any services. <i>For example, if parents opt to pay for the breakfast club, do they need to sign up to this for the term or the whole year?</i>		

	What is the notice period for you as a school if you wish to withdraw offering chargeable hours/services?	Set out the length of the notice period you must give if you wish to withdraw offering chargeable hours/services. Outline how you would communicate the notice period to parents, for example in writing.	
	Will charges apply during bank holiday, child absence and exceptional circumstance?	Your school needs to decide if charges are still applicable during these circumstances and to outline this expectation clearly to parents.	

DEPOSITS	Are you charging a deposit and why are you doing so?	It is optional to charge a deposit. Explain why you are charging a deposit, e.g. to secure a place.	Early Years Entitlements: Operational Guidance (April 2017) - p.32 “Providers can charge a refundable deposit to parents accessing the free entitlements for two-, three- and four-year olds, for both the universal entitlement and the extended entitlement. The purpose of the deposit is to give providers certainty that a parent will take up the place”.
	Why are you charging a deposit and when is the deposit payable?	If you are charging a deposit you need to clearly explain how much it is. Set out the deadline for paying a deposit and what happens if there is non-payment. <i>For example, withdrawal of offer of place if parent does not pay the deposit.</i>	

When will the deposit be refunded?	Deposits must be refunded to parents within a reasonable timeframe of their child taking up the funded place. You need to communicate clearly when deposits will be refunded. Deposits should be refunded after headcount day.	Early Education and Childcare: Statutory Guidance for Local Authorities (September 2017) - p.13 A1.25 Work with providers to ensure that, if providers charge parents a deposit to secure their child's free place, the deposit is refunded in full to parents within a reasonable time scale.
Under what circumstances will you retain the deposit?	State whether or not you will have the right to retain the deposit and under what circumstances this can be done. <i>For example, when a parent does not take up a place, or for chargeable hours.</i>	Early Years Entitlements: Operational Guidance (April 2017) - p.32 "Local authorities and providers should make clear to parents that if a parent fails to take up their place, the provider is not obliged to refund the deposit".
Are there any circumstances in which a deposit may be refunded to a parent if their child does not take up a place?	Outline the circumstances in which you may choose to return the deposit to a parent if their child does not take up the place. <i>For example, if another child takes up the place after their withdrawal.</i>	

References

[Early Education and Childcare: Statutory Guidance for Local Authorities \(September 2017\)](#)

[Early Years Entitlements: Operational Guidance \(April 2017\)](#)

[Model Agreement: Early years provision free of charge and free childcare \(March 2017\)](#)

[Statutory Framework for the Early Years Foundation Stage \(April 2017\)](#)