

30 Hours

Workshop 1 – Delivery Models and Compliance

September 2017



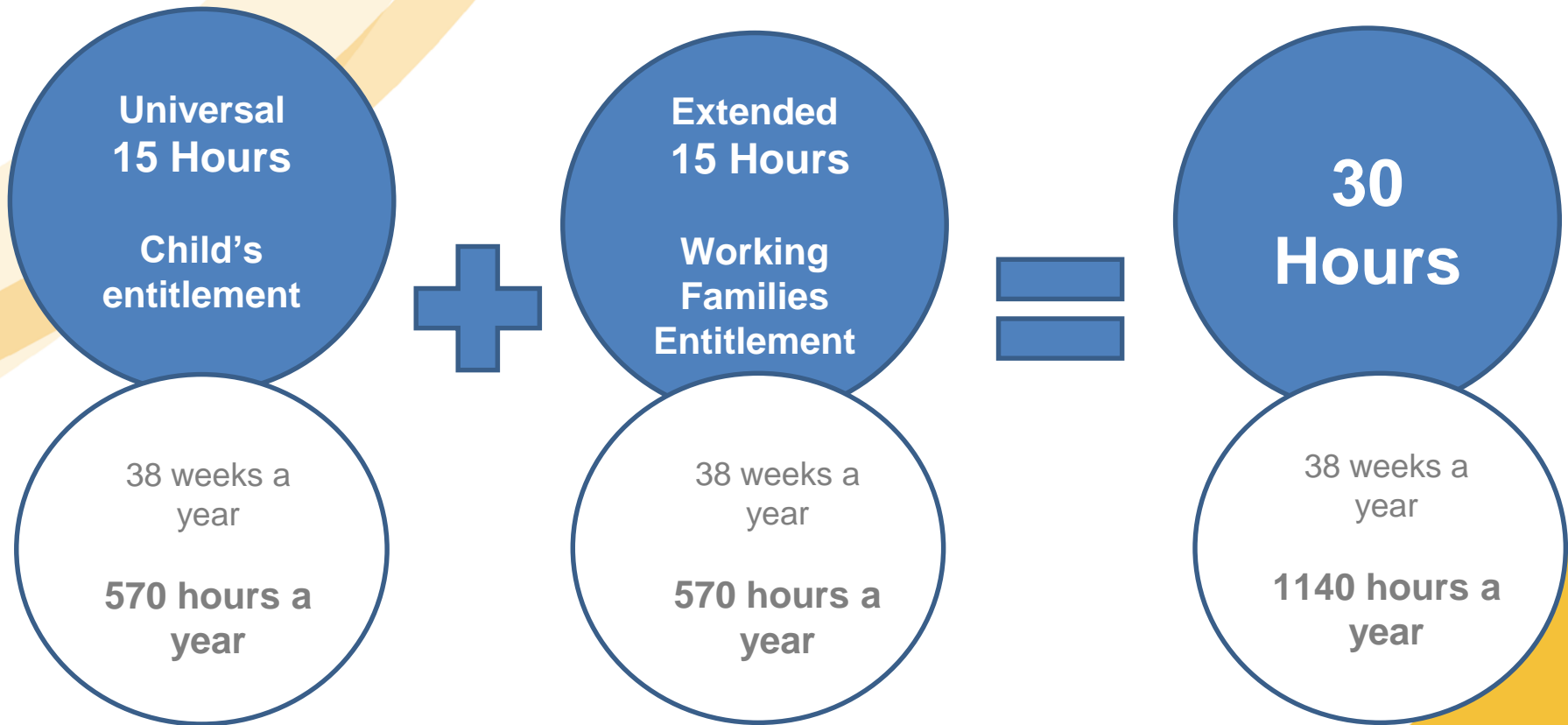
**achieving
for children**

Agenda



- Common questions
- Understanding demand for 30 hours
- Delivery models – how you can deliver 30 hours
- Exemplar delivery models
- EEF Compliance
- Charges
- Invoices
- Terms and Conditions
- Next steps
- Useful tools

30 hours



Hours can be 'stretched' to give a reduced hours per week for more weeks per year

Common Questions

- How do we claim funding?
- How do sessional groups remain sustainable if families are eligible and decide to take up their entitlement elsewhere?
- Can you give us examples of different models and stretched offers?
- Can we fix the time we offer to parents?
- Can we charge for a lunch time? Or is this part of the funding?
- Can you charge parents if they are accessing more than 30 hours?
- How do we show the funding and charges on invoices?
- What should we include in our terms and conditions?

Understanding Demand for 30 Hours

Assess the demand for childcare and the impact this will have on your business.

- What are your current and future vacancy levels?
- Knowing your patch
- Parent demand – what are parents asking for?
- Other childcare in your area – what are they doing?
- Any changes in employment in your area – large employers moving in or out?

What are the reasons you would take part in the delivery of the 30 hour offer?

Demand

The table below shows the DfE estimate on the number of eligible 3 and 4 year olds and it also shows the current number of codes have been issued to eligible parents.

LA	DfE estimate	Codes issued to date
Kingston	1470	651
Richmond	1560	613

The DfE estimate was based on take up in **January 2018**.
Therefore, we expect to see the demand rise.

Delivery Models – how you can deliver 30 hours

1. Deliver the 30 hours yourself
2. Work in partnership with other local childcare providers to deliver it jointly
3. Do nothing, continue as you are and review at a later date to assess the impact on your provision

Please note, even if you choose not to deliver the 30 hours, you may find yourself offering part of the 30 hour offer.

Flexible funding models

The Government has made some changes to how funding can be offered

- No more than two funded sites accessed in any day
- No limit on number of funded providers
- Up to 10 funded hours a day
- No minimum session length
- Sessions delivered between 6am and 8pm (weekdays and weekends)

Models of Delivery should...

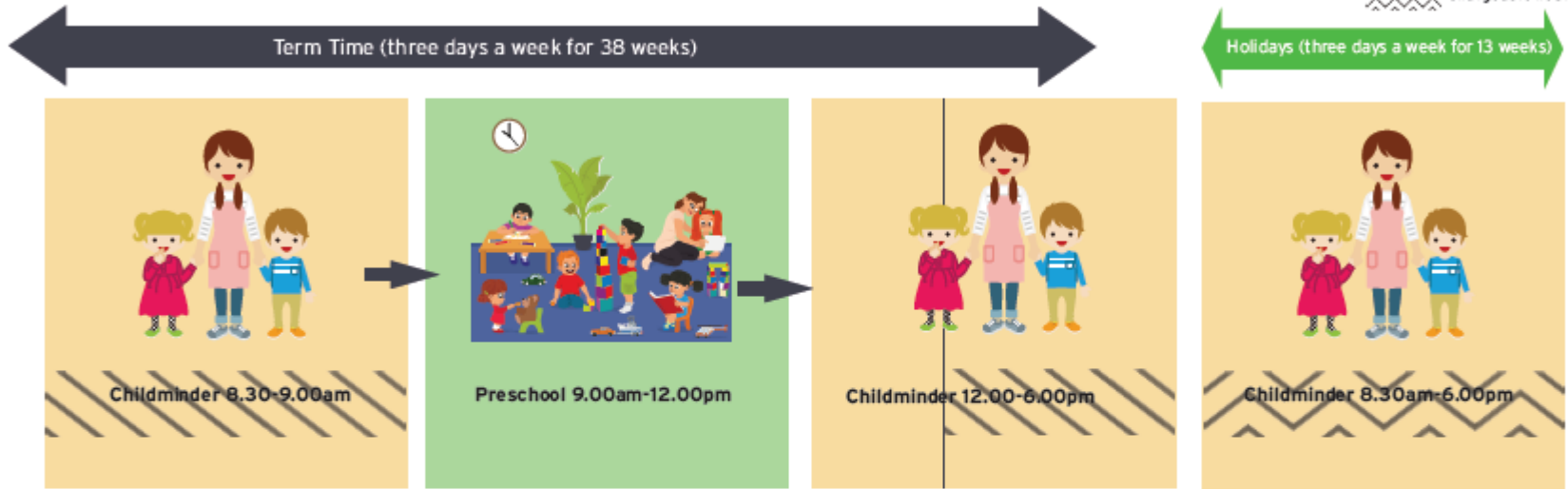
1. Be compliant
2. Be sustainable, allowing for additional income opportunities if needed
3. Meet demand
4. Be realistic
5. Have flexibility
6. Be competitive within the local market

Exemplar model of delivery 1

Pre-school and childminder partnership

Examples of how 30 hours can be shared between different childcare providers 4
(please note: provision can only be shared between two sites over one day)

This model is not based on any specific provider



	7-8am	8-9am	9-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm
Term time												
Holidays												

Universal funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	5	15	570
Holidays (13 weeks)	0	0	0
Total			570

Extended funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	4.5	13.5	513
Holidays (13 weeks)	0	0	0
Total			513

Chargeable hours			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	0	0	0
Holidays (13 weeks)	9.5	28.5	370.5
Total			370.5

Total funded hours per year (universal + extended funding) = 1,083

Exemplar model of delivery 2

Out-of-school provider, maintained school and childminder partnership

Examples of how 30 hours can be shared between different childcare providers 1

(please note: provision can only be shared between two sites over one day)

This model is not based on any specific provider



	7-8am	8-9am	9-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm
Term time												
Holidays												

Universal funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Extended funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Chargeable hours			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Total funded hours per year (universal + extended funding) = 1,140



EEF Compliance



(incorporates any type of funding including 2 year old, universal 15 hours and extended 15 hours funding)

Charges

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services”.
Statutory Guidance, 2017.

This means that you **CAN** charge for meals, services and consumables.

Charges - The Guidelines

Can 	Can't 
Charge for meals	Charge for meals as a condition of offering a place
Offer additional hours and services (at own fee)	Charge “top-up” fees
Charge deposits (refundable)	Require a parent to pay a registration fee as a condition of offering a free place
Offer a set number of funded hours	

Providers must be completely transparent about any additional charges (e.g. additional hours or services)

Invoices

- Invoices must be: “***clear, transparent and itemised, allowing parents to see that they have received their child’s free entitlement completely free of charge and understand fee paid for additional hours or services***”. Statutory Guidance, 2017.
- Provider should ensure their invoices and receipts contain their **full details** so that they can be identified as coming from a specific provider

Invoices

Invoices should include the following information:

The word “invoice”

An invoice number

Date of the invoice

Business name, address
and contact details

Clearly itemised what you
are charging for

Number of funded hours
(showing £0.00)

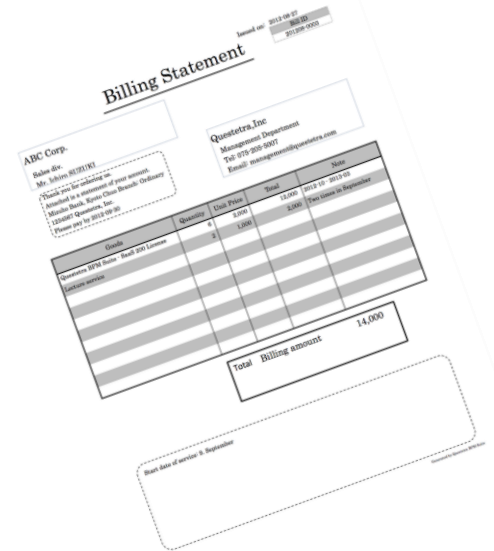
Name of parent being
invoiced and child

Period of time that invoice
relates to

Additional charges (meals,
services)

Total amount to be paid

Number of chargeable
hours (with the cost)





How **not** to be compliant

Invoice for February	ABC Nursery
Child care for Harry Duck	824.00
Less Funding	-564.00
Other	136.00
Total	396.00
Pay asap please	

- How much childcare has Harry received?
- Were his 15 hours a week free to the parent?
 - What else are they paying for?
- How do they know the invoice is correct?

How to be compliant!

ABC Nursery 10 High Street, Toy Town AA1 AA1

Registered Company xxxxx, Registered office 123 Down Lane, Toy Town AC1 AC1

Daisy Duck
36 Main Road
Toy Town
Ab1 Ab1

Customer Ref: DUCKAB1
Invoice Date: 15.01.17
Invoice Period: 01.02.17 to 28.02.17
Invoice number: 00023

Childcare services for Harry Duck -

Detail	Hours/Units	Hour/Unit Rate	Total
Universal Funding	60	£0.00	£0.00
Extended Funding - eligibility code 1234567	60	£0.00	£0.00
Additional childcare	40	£6.50	£260.00
Agreed services - Meals	28	£4.00	£112.00
Agreed services - Monday Dancing Club	4	£6.00	£24.00
		Total	£396.00

Payment due: 31.01.17

Payment method: Bank Transfer, Childcare vouchers, Tax Free Childcare

Payment to: Toy Town Bank, sort code: 000000 Account: 00000000

Please contact the Nursery Manager by return if you have any questions about this invoice

Terms and Conditions

The purpose of terms and conditions:

- Manage the **expectations of your customer** and **minimise risk to your business** by clearly setting out the details of the services you are offering.
- Set out the agreed terms between parties and **what happens if things go wrong** or one party **wishes to terminate the contract**.

One size doesn't fit all - your terms and conditions must match your business!

Terms and conditions guidance is available on the AfC Info Site.

Terms & Conditions

Issues to consider

Deposits and
returning deposits

Fees (for charges
above 30 hours)

Terminating 30
hours offer as a
provider – your
notice period

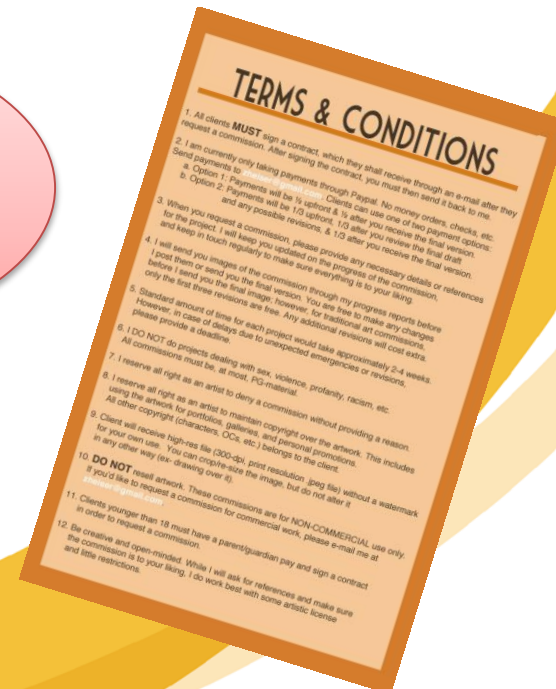
Delivery model

Notice period
(change of hours,
schedule)

Additional
charges (meals,
consumables)

Grace period
(hold or lose
place?)

Child absence
(when not
“reasonable”) –
what are the
charges?



Next steps

- Begin planning by utilising tools and resources on our website
- Carry out survey and market research
- Look at best model for you, identify and talk to possible partners
- Book onto next workshop – Wednesday 29 November, 2-4pm or 7-9pm at King Charles Centre. Focus: partnerships and information sharing.

30 Hours Tools

AfC Info Site – 30 hours resources

<https://www.afcinfo.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-working-in-kingston-and-richmond/resources/30-hours-of-funded-childcare-for-working-parents-of-3-and-4-year-olds>



DfE business sustainability toolkit

<http://www.foundationyears.org.uk/business-sustainability/>

DfE partnership toolkit

<https://www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit>

