



Free Entitlement Policy

As a Childcare Provider I must follow the conditions set out within the local authority Provider Agreement.

As a Provider I must comply with the following:

- . I must be registered with the Local Authority in order to offer funding
- . I must have read and understood the Provider Agreement plus any supporting documents.
- . I must comply with all relevant legislation and insurance requirements.
- . I must follow the Statutory Guidance.
- . I will deliver free entitlements consistently to all parents whether in receipt of the 15 or 30 hours regardless of whether they opt for optional services or consumables.
- . I will be clear about the days and times I can offer funded sessions.
- . Funded children will receive the same quality and access to provision as all other children.
- . I will follow the EYFS and have clear safeguarding and child protection policies and procedures in place.
- . I will support children with SEND (special educational needs and disabilities).
- . I will undergo regular safeguarding training and will also adhere to the document "Safeguarding and Child Protection".
- . I will check all documents before a child starts to confirm their eligibility for funding including their birth certificate
- . I will identify disadvantaged children in my setting as part of the process for checking EYPP eligibility.
- . I can charge for meals and extras in my setting but parents must also have the option to supply their own food and any charges they agree to must be considered and treated as a voluntary contribution.
- . I can charge a deposit for a future funded space but this must be returned within a reasonable timescale, no later than the first calendar month of a child taking their place with me.
- . I understand that I cannot charge top ups or charge a registration fee for a free space.
- . I will provide clear invoices which clearly show the child's free hours.
- . I will keep full attendance records
- . I will also keep all copies of Parent Declaration forms and supporting documents.
- . I will keep copies of all invoices, fee structure, and contracts.





Starseed Childcare Services



Rutland Early Years

. Parents are aware of my Complaints procedure and can all notify the Family Information Service or the Agency if unhappy with the way I handle any complaints.

A contract will be signed by myself and the funded family and all terms of this contract must be adhered to even if taking a free place. This includes keeping your child away when ill, notifying me if they won't be attending, giving the required notice when leaving, keeping me up to date with any family changes and all other conditions set out in the contract.

