

Achieving for Children (AfC) and
Royal Borough of Windsor & Maidenhead (RBWM)

TERMS AND CONDITIONS FOR
THE RECEIPT OF EARLY EDUCATION FUNDING
2024 / 2025

(With effect from the summer term 2024 until the end of the summer term 2025)

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Section 1: Overview

1.1. This provider agreement has been produced by Achieving for Children/Royal Borough of Windsor and Maidenhead (AfC/RBWM) in order to support childcare providers in delivering the Early Education Funding for all eligible children. This agreement applies to: -

- The 2 Year Old Entitlement for children who meet the criteria at - <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>
- The Universal Entitlement for 3 & 4 Year Old children
- The Working Parents Entitlement for eligible children aged 9 Months, 2 Year and 3 & 4 Years

(all the above are maximum 15 hours per week term-time, 570 hours per annum)

1.2. This document does not provide guidance on how providers operate their private businesses, including charges for provision over and above a child's funded hours. AfC/RBWM will not intervene where parents choose to purchase additional hours of provision or additional services providing that this does not affect the parent's ability to take up their child's funded place.

1.3. This model agreement will be kept under review and updated as necessary.

1.4. This agreement is between:-

- Achieving for Children/Royal Borough of Windsor and Maidenhead referred to in the agreement as 'we', 'our' or 'us'
- Early Years providers who are referred to as 'providers' and include Early Years providers and childminders registered on the Ofsted Early Years Register; Childminders registered with a childminder agency that is registered with Ofsted; Independent Schools and Academies taking funded children and who are exempt from registration with Ofsted as an early years provider

1.5. The Parent Declaration Form is for:-

- Early years providers, as set out above
- Parents

A fully and correctly completed Parent Declaration Form must be held for every funded child at each setting where the child accesses any of the funded entitlements. The Parent Declaration Form must be reviewed and signed by the parent each term. If there are any changes to circumstances, the parent must complete and sign a new Parent Declaration Form.

Section 2: Provider Agreement Requirements and Standard Wording

2.1. AfC/RBWM ensures the provider agreement is clear and transparent.

2.2. AfC/RBWM will have due regard to this agreement in the exercise of our duty under s 7(1) of the Childcare Act 2006 and regulation 39 of the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016.

2.3. The headings and wording in this agreement are based on the DfE's model agreement.

Key Local Authority Responsibilities

2.4. AfC/RBWM must secure a funded entitlement place for every eligible child in their area.

2.5. AfC/RBWM will work in partnership with providers to agree how to deliver funded entitlement places.

2.6. AfC/RBWM will be clear about our role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as our expectations of providers.

2.7. AfC/RBWM will contribute to the safeguarding and promote the welfare of children and young people in our area.

Key Provider Responsibilities

2.8. The provider must comply with all insurance requirements and the following relevant legislation that underpins this agreement (references to legislation will be to that legislation as amended from time to time, without express change in the provider agreement):

- Early Education and Childcare Statutory guidance for Local Authorities (last updated January 2024)
- Childcare Act 2006
- Childcare Act 2016
- Equality Act 2010
- School Admissions Code (last updated March 2022)
- Statutory Framework for the Early Years Foundation Stage (last updated January 2024 – one for Childminders and one for group and school-based providers)
- Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- Special educational needs and disability code of practice: 0 to 25 years (last updated April 2020)
- Development Matters in the EYFS (last updated September 2023)
- The EYFS Progress Check at Two 2022
- The Data Protection Act 2018
- Working Together to Safeguard Children (last updated December 2023)
- Berkshire Child Protection Procedures
- The Children and Families Act 2014

2.9. The provider should deliver the Early Education Funding consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they pay for optional services or consumables. This means that the provider should clearly communicate to parents details about the days and times that they offer funded places, along with their services and charges. Those children accessing the funded entitlements should receive the same quality and access to provision.

2.10. The provider must follow the EYFS and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse.

2.11. The provider must have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and

responding to SEND. Providers should utilise the SEN Inclusion Fund and Disability Access Fund to deliver effective support, whilst making information available about their SEND offer to parents.

Safeguarding

2.12. AfC/RBWM has overarching responsibility for safeguarding and promoting the welfare of all children and young people in our area. We have a number of statutory functions under the Children Acts which make this clear, and the 'Working Together to Safeguard Children' guidance¹ sets these out in detail.

2.13. The provider must follow the EYFS and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. A lead practitioner must take responsibility for safeguarding and all staff must have training to identify signs of abuse and neglect. The provider must have regard to 'Working Together to Safeguard Children' guidance - <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

2.14. The provider must take necessary actions to safeguard children's information when a member of staff no longer works at their setting. Providers must request to have any Provider Portal user accounts for staff members no longer working at the setting to be deleted at the last day of employment for that person. If it is thought that the member of staff leaving has knowledge of other Provider Portal user account details, a request to have those passwords changed must be emailed to: - rbwm.earlyyears-childcare@achievingforchildren.org.uk

Eligibility Criteria

2.15. The provider must check original copies of documentation to confirm a child has reached the eligible age on initial registration for all funded entitlements. The provider can retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where a provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data. Please refer to the Data Privacy guidance: -

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Achieving for Children, The Royal Borough of Windsor & Maidenhead. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

- 2.16. For eligible two-year-olds under the criteria <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> providers should offer places on the understanding that the child remains eligible until they become eligible for the Universal Entitlement for three- and four-year-olds. All eligible two year olds who meet the criteria at the aforementioned link must have had funding confirmed by AfC/RBWM, and parents will be given a letter of confirmation for the funding. Providers must see this letter before approving and claiming the funding. AfC/RBWM does not issue codes or reference numbers for 2 Year Old Funded children who are eligible under the criteria at the aforementioned link.
- 2.17. AfC/RBWM must ensure that a child has a funded entitlement place no later than the beginning of the term following the child and the parent meeting the eligibility criteria for the funded entitlements.
- 2.18. Alongside the eligibility code for the Working Parents Entitlement, which is the child’s unique 11-digit number, and original copies of documentation (see 2.15), a provider must acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the local authority of the validity of the parent’s eligibility code. The provider should use the parental declaration form which asks the parent for the necessary information and consents.
- 2.19. Once a provider has received written consent from the parent, the provider should verify the eligibility code on the funding portal to check if the code is valid for a specific term. A provider can also verify the code with the LA.
- 2.20. Providers are requested/should confirm to offer Working Parents Entitlement places for eligible children. AfC/RBWM provides a validity checking service to providers to enable them to verify the eligibility code swiftly and efficiently via the Synergy Funding Portal.
- 2.21. Thereafter, AfC/RBWM will complete audit checks to review the validity of eligibility codes for children who qualify for the working parents entitlements at 6 fixed points in the year, both at half-term and at the end of term across the year (in line with the dates as listed at table A below).

Table A:

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

- 2.22. AfC/RBWM encourages and expects providers to check the Provider Portal after the 6 LA audit dates in the year (listed in table A above) to check on the status of codes e.g. to check any codes that have entered the grace period.

Grace Period

- 2.23. A child will enter the grace period when the child’s parents cease to meet the eligibility criteria set out in the Childcare (Free of Charge for Working Parents) (England) Regulations 2022 as determined by HMRC (or where the child is in foster care, the responsible local authority) or a First Tier Tribunal in the case of an appeal.

2.24. AfC/RBWM will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking System. The grace period end date will automatically be applied to eligibility codes.

2.25. AfC/RBWM will continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory Guidance for Local Authorities 2023. However, if a code has passed its validity date, children should not start accessing Extended hours at a new provision within the Grace Period.

2.26. AfC/RBWM will carry out an audit of the eligibility codes at six fixed points in the year (outlined in Table A) to check which codes are still eligible and those that are no longer eligible.

Flexibility

2.27 Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory Guidance for Local Authorities.

2.28. The provider should work with AfC/RBWM and share information about the times and periods at which they are able to offer the funded entitlements to support us to secure sufficient stretched and flexible places to meet parental demand in the local authority.

The provider should also make information about their offer and admissions criteria available to parents before the child first accesses provision at their setting.

2.29. For a parent whose child is receiving the funded entitlement at multiple providers, providers must ensure that the parent completes a parent declaration form with each provider, clearly identifying on the form the other providers that the child is attending. Providers should clearly communicate to parents that they must inform them of any other provider(s) that their child is attending.

Partnership Working

2.30. Partnerships will be supported by AfC/RBWM on four levels between:-

- i. AfC/RBWM and providers
- ii. Providers working with other providers, including childminders, schools and organisations
- iii. Providers and parents
- iv. AfC/RBWM and parents

2.31. AfC/RBWM will promote partnership working between different types of providers, including childminders, across all sectors and encourage more providers to offer flexible provision, alongside other providers.

2.32. The provider should work in partnership with parents, carers and other providers to improve provision and outcomes for children in their setting. An [interactive toolkit](#) has been developed to help providers set up or join partnership, maximise the benefits of working together and tackle the challenges working can bring.

2.33. The provider should discuss and work closely with parents to agree how a child's overall care will work in practice when their funded entitlement is split across different providers, such as at a maintained setting and childminder, to ensure a smooth transition for the child.

Special Educational Needs and Disabilities

2.34. AfC/RBWM's Inclusion Strategy outlines a clear plan to support children with special educational needs and/or disabilities (SEND) to meet the needs of all children in the local area as per the Special Educational Needs and Disability Code of Practice: 0 to 25 years (January 2015).

2.35. The provider must ensure owners and all staff members are aware of their duties in relation to the SEND Code of Practice and the Equality Act 2010.

2.36. AfC/RBWM will be clear and transparent about the support on offer in our area, through the Local Offer, so parents and providers can access that support.

2.37. The provider should be clear and transparent about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND.

Supporting Disadvantaged Children

2.38. AfC/RBWM promotes equality and inclusion, particularly for disadvantaged families, looked after children and children in need by removing barriers of access to free places and working with parents to give each child support to fulfil their potential.

2.39. The provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking Early Years Pupil Premium (EYPP) eligibility. They will also use EYPP and any locally available funding streams or support to improve outcomes for this group.

2.40. From April 2024, there may be some circumstances where households meet the eligibility criteria for both the disadvantaged two-year-old entitlement and the working parent entitlement. In these circumstances, the childcare should be provided under the disadvantaged 2-year-old entitlement. The child will remain on the disadvantaged entitlement until they become eligible for the universal entitlement for 3- and 4-year-olds or 30 hours funded childcare for 3- and 4-year-olds if they meet the eligibility criteria. Therefore, households will not lose eligibility for their 15 hours funded early education, as is currently the case for the disadvantaged entitlement.

2.41. From September 2025, when the working parent entitlement increases to 30 hours, where households meet the eligibility criteria for both 2-year-old entitlements, they should be recorded as taking up 15 hours of the disadvantaged entitlement and 15 hours of the working parent entitlement. They will need to reconfirm eligibility every 3 months for the working parent entitlement and from September 2025, they will not be defaulted automatically onto the disadvantaged entitlement should they lose eligibility for the working parent entitlement.

Quality

2.42. The [Early Years Foundation Stage \(EYFS\) statutory framework](#) is mandatory for all schools that provide early years provision and early years providers registered with Ofsted or with an Ofsted-registered Childminder Agency in England. The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

2.43. Ofsted are the sole arbiter of quality for all childcare entitlements and Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision. Childminder agencies (CMAs) are organisations that can register and quality assure childminders as an alternative to registering with Ofsted.

2.44.1 New providers and providers deemed as 'Inadequate' by Ofsted must comply with the Good Practice Guide set out by the local authority (Appendix A) alongside the safeguarding requirements set out in this document. This is to ensure providers qualify for funding or continue to receive their funding. The guide will be referred to when the Early Years team quality assure new and inadequate settings. If the team feel that settings do not meet the standards of the good practice guide, then providers will be given written details of this and a plan of next steps for that provider. For the Process of Support for new settings to gain eligibility for funding, please see Appendix B.

2.44.2 If a provider is taken over by another provider of the same nature, then the Good Practice Guide may still apply; funding will continue as normal unless the Good Practice Guide is not adhered to.

2.45. AfC/RBWM have a legal duty to provide information, advice and training on meeting the requirements of the EYFS, meeting the needs of children with SEND and on effective safeguarding and child protection for providers who are rated less than 'Good' by Ofsted or newly registered providers.

2.46. Provision must be offered in accordance with the national parameters on quality as set out in Section A3 of Early Education and Childcare Statutory Guidance for Local Authorities and the EYFS Statutory Framework 2024.

Business Planning

2.47. AfC/RBWM set out the documentation that they need to receive from providers to support payment and delivery of the free entitlements and the timetable which providers should follow when submitting their documentation, this includes setting out the importance of timely and accurate census returns.

2.48. AfC/RBWM will not charge providers for late or incomplete information in regard to the administration of the processing of funded entitlements. However, late or incomplete information may result in inaccurate, delayed or suspended funding. Any charges should be reasonable and proportionate to the inconvenience or costs incurred to the local authority as a result of the lateness and local authorities will ensure charges are clearly communicated to providers.

2.49. AfC/RBWM will not carry out audit regimes which are disproportionate or are unnecessarily burdensome to providers. All providers can be audited by AfC/RBWM to ensure that the Early Education Funding is being administered accurately, that the appropriate records are being kept and that there is no breach of this agreement.

2.50. The provider should ensure they submit timely and accurate information, including, but not limited to, headcount data, census data, parental declarations and invoices, as per the financial guidelines of AfC/RBWM. Failure to do so may result in inaccurate, delayed or suspended funding. Parent declarations and invoices should be retained with the provider for 7 years.

2.51. The provider should maintain accurate financial and non-financial records relating to funded entitlement places and should give AfC/RBWM access on reasonable notice to all financial and non-financial records relating to funded entitlement places funded under the provider agreement, subject to confidentiality restrictions.

Charging

2.52. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

2.53. The provider can charge for meals and snacks as part of a funded entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Providers should be mindful of the impact of additional charges, especially on the most disadvantaged parents. Where parents are unable to pay for meals and consumables, providers who choose to offer the funded entitlements are responsible for setting their own policy on providing parents with options for alternatives to additional charges, including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals. Providers should be particularly mindful of the impact of additional charges for the most disadvantaged parents.

2.54. The provider should deliver the funded entitlements consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

2.55. AfC/RBWM will not intervene where parents choose to purchase additional hours of provision or additional services, providing that this does not affect the parent's ability to take up their child's funded place. **The provider should be completely transparent about any additional charges.**

2.56. The provider should publish their admissions criteria and ensure parents understand which hours/sessions can be taken as funded provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of hours are convenient for parents' working hours.

2.57. The provider can charge parents a deposit to secure their child's funded place but should refund the deposit in full to parents within a reasonable time scale. As per this guidance, please consider the impact of charges and/or fees on disadvantaged families.

2.58. The provider cannot charge parents "top-up" fees (any difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver free places) or require parents to pay a registration fee as a condition of taking up their child's free place.

2.59. The provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours/ services. The provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.

Funding

2.60. Providers will receive an interim payment of 70% of the amount due, based on the initial claim for the term submitted in accordance with the dates notified by AfC/RBWM. Any changes in hours claimed, and children leaving/ joining each term, will be advised to AfC/RBWM in the actual (final) claim, and corrected in the balancing payment made to providers.

From the autumn term 2024, the option of a monthly payments system is being introduced for those providers who choose this. Providers choosing the monthly payments option will submit an initial claim and then receive 75% of the total initial claim as 3 monthly payments of 25%. Providers will then

receive the remaining 25% (with any adjustments) in the fourth (final) month of the term after the submission of the actual (final) claims.

2.61. The provider should accurately complete and submit the headcount and other necessary data returns by the agreed date to support the local authority to make payment. The provider must ensure that the data submitted is accurate. AfC/ RBWM cannot be held responsible for any inaccuracies, omissions or delays in the submission of headcount data by a provider.

2.62. Details of AfC/RBWM's funding timetable are forwarded regularly with deadlines for submitting claims, and important funding information is regularly forwarded to providers.

2.63. If a provider receives an Ofsted judgement of inadequate, the local authority can terminate this agreement and remove funding as soon as practicable. Once the report detailing the inadequate judgement has been published, a letter detailing the timeframe for the withdrawal of funding will be sent to the provider. When deciding the timeframe, the local authority will take into account the continuity of care for children already receiving funded hours with the provider, as well as Ofsted monitoring information regarding the provider.

2.64. Where a Provider is rated as 'Inadequate' during the period 1st April - 31st July, the funding period **may** be extended for children transferring to a school reception class in the coming September, however, existing children who are not transferring to school reception classes or new children starting will **not** be funded.

2.65. Funding will continue for the summer term for children transferring to school unless there is evidence that it is not appropriate to do so. For example, if a provider is issued with a Welfare Requirements Notice and subsequent monitoring visits by Ofsted find that insufficient progress has been made with regard to the area of concern, then it is unlikely that the funding period would be extended. AfC/RBWM will retain the right to make these decisions on a case by case basis.

2.66. There is also an expectation that the childcare provider will inform AfC/ RBWM of any children with Special Educational Needs & Disabilities (SEND) or Looked after Children (LAC) who are in their setting.

Compliance

2.67. AfC/RBWM will carry out checks and/or audits on providers to ensure compliance with the requirements of delivering Early Education Funding.

2.68. When considering funding new providers, the local authority will consult any information published by Ofsted about a provider, including recent history of any childcare provider at a particular address. The local authority will not fund a provider who it deems has re-registered with Ofsted following an inadequate inspection, in order to avoid making the quality improvements identified by Ofsted.

2.69. To receive funding the provider must be registered with Ofsted, ICI or a CMA and comply with AfC/RBWM's Local Offer, and providers must be registered on the AfC/RBWM Synergy Portal to submit funding claims.

Termination and withdrawal of funding

2.70. Suspension of registration by Ofsted, CMA or a breach of statutory requirements or safeguarding issues may result in the termination of the arrangement and withdrawal of funding.

2.71. Where a provider receives an Ofsted rating of 'inadequate', providers must notify the Early Years Funding Officers of the outcome as soon as possible and within five working days from the date of publication on the Ofsted website.

2.72. If a provider is found to be in breach of the conditions set out in this agreement, their inclusion on the Synergy Portal may be withdrawn or suspended and access denied, and no further Early Education Funding claims will be accepted by AfC/RBWM.

Appeals process

2.73. A provider may be denied approval to offer Early Education Funding or have their funding withdrawn as set out above. The provider can appeal against that decision.

2.74. The provider will be advised of the process of appeal at the time of notification of removal from AfC/RBWM's directory.

Complaints process

Achieving for Children (AfC) are committed to providing the best possible service and we want to work with you to resolve any issues. Where possible, we would like to resolve any disagreements locally and swiftly with families to avoid unnecessary worry and reduce anxiety.

2.75. The provider should ensure they have a complaints procedure in place that is published and accessible for parents who are not satisfied their child has received their funded entitlement in the correct way, as set out in this agreement and in the Early Education and Childcare Statutory Guidance for Local Authorities.

2.76. If a parent or provider wishes to complain about AfC/RBWM's management of the Early Education Funding, they may do so by contacting the AfC/RBWM Early Years Team at:-
rbwm.earlyyears-childcare@achievingforchildren.org.uk

2.77. If a parent or provider is still not happy with our response then they have the opportunity to refer their concerns about services provided by AfC to the Royal Borough of Windsor and Maidenhead (RBWM)

2.78. If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the local authority or believes the local authority has acted unreasonably, they can make a complaint to the local authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted.

AfC/RBWM Agreement Form for Early Education Funding for 2024 - 2025

Please indicate which type(s) of funding you will offer:

9-months+ 15 hours funding entitlement for eligible working parents (from autumn 2024)		3- and 4-year-old universal 15 hours funding entitlement	
2-year-old 15 hours funding entitlement for families in receipt of additional government support		3- and 4-year-old 15 hours funding entitlement for eligible working parents	
2-year-old 15 hours funding entitlement for eligible working parents			

Full Name of provider (as registered with Ofsted or the ISI):			
Provider Address:			
Provider Telephone number:			
Provider Email address:			
Ofsted/ ISI Unique Reference Number:			
Name(s) of owner:			
Name(s) of manager:			
Name of person responsible for dealing with funding:			
Email address of person responsible for dealing with funding:			
Phone number of person responsible for dealing with funding:			
Total number of registered places for your setting:			
Usually, how many places do you reserve for: (If you do not reserve places for specific age groups, please state this)		Under 2s? 2 year olds? 3 & 4 year olds? Over 4 year olds?	

<p>Do you have any vacancies for the coming Autumn term for: If so, how many for each age group?</p>	<p>Pre-School age range (age 0-4): Yes/No</p> <p>School age range (age 5+): Yes/No</p>
<p>Please tell us about your opening times:</p>	<p>Days of the week:-</p> <p>Monday – Yes/No Tuesday – Yes/No Wednesday – Yes/No Thursday – Yes/No Friday – Yes/ No</p> <p>Before 8am? Yes/No</p> <p>After 6pm? Yes/No</p> <p>At weekends? Yes/No</p> <p>School Holidays? Yes/No</p>
<p>If offering completely free funded places for funded two year olds, do these places continue to be completely free once they turn 3 years old?</p>	<p>Yes/No</p>
<p>Type of setting? <i>privately owned/ voluntary/ independent Nursery or Pre-School or registered Childminder?</i></p>	
<p>Outside of any funding received, what is your average hourly rate for:</p> <p><i>(If you charge per session/ day, please divide the session/ day rate by the number of hours to give the hourly rate)</i></p>	<p>Under 2s?</p> <p>2-Year-olds?</p> <p>3- & 4-year-olds?</p> <p>School age (5+)?</p>
<p>Do you charge for any extras e.g., meals, consumables? If so, what amount(s) do you charge?</p>	
<p>How many weeks is your childcare provision open each year?</p>	
<p>Does your childcare provision offer the EEF as a stretched offer i.e., more than the maximum 38 weeks term-time funding? If yes, over how many weeks each year?</p>	

Declaration

By signing this document, I/We confirm that I/We have read, fully understand and agree to be bound by these Terms and Conditions of Registration to be included on the RBWM Achieving for Children Directory of Providers

And I/We understand that failure to comply with these Terms and Conditions of Registration may lead to removal from the RBWM Achieving for Children Directory of Providers

Signature(s) (PLEASE SIGN BY HAND OR ELECTRONICALLY – DO NOT PRINT/ TYPE NAME)

Print name(s):

Print job title(s) – *the declaration must be signed by a person with overall responsibility at the setting e.g., Manager, Owner, Chairperson*

Date:

Please detach this form and keep a copy for your records. Please email the completed and signed form to rbwm.earlyyears-childcare@achievingforchildren.org.uk

Achieving for Children Privacy Notice

Achieving for Children Privacy Notice Data Protection Act (1998); General Data Protection Regulation (2018).

As a provider of services for Kingston, Richmond and Windsor and Maidenhead local authorities, Achieving for Children (along with other agencies such as schools and early years settings) process information about children and young people in order to help administer education and service provision. In doing so we must comply with the Data Protection Act (1998), Human Rights Act 1998 and the UK General Data Protection Regulation (2018). This means (amongst other things) that the data held about children must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

<https://www.achievingforchildren.org.uk/privacy-notice/>