



## **Early Education Entitlement Policy**

### **Introduction / purpose of the policy**

Windsor Kindergarten is registered with the London Borough of Richmond upon Thames to receive the Early Education Entitlement on behalf of the parents or carers. This is based on statutory and local authority guidelines, which may from time to time be updated. The funding entitlement is provided to the parents and paid direct to the Kindergarten in order to better support children's access to our service.

### **Admissions**

Windsor Kindergarten is an inclusive setting. We aim to make our setting accessible to children and families from all sections of the local community. We do not discriminate against any child or their family or prevent entry to our setting on the basis of colour, ethnicity, religion, social background or disability. Our admissions criteria is based on first come, first served basis.

### **Delivery and charges**

The Kindergarten is open 51 weeks per year and we accept children either on a full year or termly basis (38 weeks). The funding entitlement is 570 hours a year if claiming 15 hours a week or 1,140 hours if claiming 30 hours a week. Children who attend term time only receive their entitlement during the term and those attend all year receive their entitlement monthly. The entitlement is provided for all three- and four-year-olds and this is effective from the term following the child's third birthday. The entitlement is claimed by parents and paid directly to the Kindergarten by Richmond Council.

Two-year-old entitlement is based on eligibility and is effective from the term following the child's second birthday. Applications for this entitlement are made to Richmond Council and places are allocated once eligibility has been confirmed. No deposit or registration fee is required for a fully funded place. A limited number of fully funded three- and four-year-old places are available for these children where they are not required to pay additional fees for extra services such as higher staff ratios, specialist teachers and consumables. These places are allocated on a first come first serve basis, although priority will be given to the fully funded two-year olds.

The invoice will show your funded entitlement hours and fees for additional hours and services. These fees are required to be paid each month by direct debit. However, if payments are made via childcare vouchers or tax-free childcare, any shortfall will be collected by direct debit at the end of each month.

## **Parent Declaration**

A child who attends more than one setting is permitted a maximum of 15 or 30 hours a week of entitlement . Parents are reminded to take care when applying for funded hours across several settings ensuring that the total claimed does not exceed their allowed weekly hours. No less than four calendar weeks' notice must be given if a child is moving their entitled hours to a different setting and can only be increased or decreased once a term. This is different from the one term's notice required if a child leaves the Kindergarten early.

Parents are required to complete the Early Education entitlement form including the amount of hours they wish to claim. If moving setting mid term, you cannot access the entitlement until the week following.

## **Useful Links**

Information on how parents can apply for 2-year-old entitlements can be found on the following website:

### **Where-to-apply-2-year-olds-free-childcare-and-early-education.**

Parents can find information about early education and childcare provision on the AFC Family Information Service website:

### **Early Education Funding and 30 hours Childcare offer**

Parents can find information about help with childcare including how to apply for 30 hours on the Government's Childcare Choices website:

<https://www.childcarechoices.gov.uk/>

## **Queries and Concerns**

If parents or carers have any queries or concerns regarding the delivery of hours, entitlement please speak to either Otylia Pawlak (Manager) or Sangeeta Gardiner (Director). If you still have issues about the funding, please contact the council's Achieving for Children early years team at [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

**Policy reviewed May 2023**