

A Parents' Guide to Free Early Years Provision for 3 and 4 year olds 15Hour Free Entitlement

What is Free Early Years Provision (FEYP)?

Free Early Years Provision (FEYP) provides free nursery education for **15hours** per week for 38 weeks a year. Children become eligible for their free place the term after their third birthday. Parents/carers can choose where to take up their free nursery education from a range of providers including school nursery classes, voluntary, independent or private day nurseries and playgroups or independent schools .

Who is entitled to the funding?

Children become eligible for FEYP the term after their third birthday and funding is then provided until they reach compulsory school age. Parents/carers can access as much or as little of the free entitlement as they choose and may take up their free entitlement with more than one private, voluntary or independent provider. However, if a school nursery class is chosen then all the entitlement must be used in that nursery.

- **Doncaster Council will fund a maximum of 15 hours per week**
- **No more than six hours can be taken in any one day**
- **The 38 week entitlement will be divided into 3 terms and will usually mirror school terms**

Children born between the following dates:	Eligibility for a free place for 3 terms from:
1 st April to 31 st August	Start of Autumn term following 3 rd birthday
1 st September to 31 st December	Start of Spring term following 3 rd birthday
1 st January to 31 st March	Start of Summer term following 3 rd birthday

To receive their free place, the eligible child needs to be registered with a provider on or before 'headcount' day. This is a 'day' each term when providers count all eligible children and then complete a headcount form to receive funding.

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please ask a member of our staff for more information, or if you need any other help or advice. They can arrange to speak to you in your own language if you need them to.

- **· Your child will be included if:**
- **· They are actually attending the setting on the headcount day, or during the week of headcount day**
- **· They are ill or absent during this week but are genuinely expected to take-up their place.**

If you are already using childcare registered to receive FEYP, your provider will inform you of the headcount date. If you are looking for a free nursery education place with a new provider you can contact the Council's Families Information Service (FIS) on 0800 138 4568 for details about the providers in the Directory of Funded Nursery Education Places.

What you need to do

You must enrol your child at a nursery or pre-school – please contact the Families Information Service on 0800 138 4568 for a list of providers.

Your childcare provider will require you to complete a Parental Declaration Form, which must be completed and signed by a parent/carer to confirm that the child is attending that particular setting.

If your child attends more than one setting, a Parental Declaration Form must be completed at both. (This does not apply to children using their free places at school nurseries.)

How does the funding work?

Doncaster Council pays the funding direct to the provider. The provider then reduces your fees accordingly. If you are only accessing your free entitlement and aren't using any additional hours, you will not pay any fees. Parents should not be required to pay any fees for their child's free early years place and they should not be required to make any up front payments in respect of their free place. However where parents require additional childcare they will be charged for this.

If your child attends two free early years sessions in one day and this includes lunch, you may be required to pay extra for lunch (no more than the cost of a school lunch), as it is an additional service that isn't covered by the free early years place.

You may also be able to receive help with childcare costs through Working Tax Credits. However you cannot claim this tax credit during the time your child is in receipt of a free early years place.

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please ask a member of our staff for more information, or if you need any other help or advice. They can arrange to speak to you in your own language if you need them to.

School Nursery Classes

If a child attends a school nursery class, their free entitlement to five sessions per week will be allocated completely to the school. It is not possible to receive a free early years place with another provider when a child is in a school nursery class.

If your child is attending a school nursery as well as claiming a free early years place with another provider, the funding will be reclaimed and parents will be responsible for covering any outstanding fees.

What happens if I change providers?

If you wish to move your child during the term to a different provider, you will need to ensure that the new provider has a place available for your child and that the original provider is informed of your intention to transfer your child. You may also be required to give notice to your original provider and this will be stated in your contract. In this case Doncaster Council's Early Years Service must be consulted so that funding is re-allocated if necessary.

Parents Responsibilities

- **Enrol your child at a provider before 'headcount' day**
- **Read this information leaflet thoroughly and contact your provider with any questions in relation to FEYP**
- **Ensure your child attends the number of sessions you have claimed for and inform your provider in the case of any absence**
- **Complete and sign a Parental Declaration Form**
- **Inform your provider if your child attends a school nursery class**
- **Inform your provider if your child will be leaving during the term**
- **Pay for any additional childcare outside of the free entitlement**

Contact:
Doncaster Council's Families Information Service

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request.
Please ask a member of our staff for more information, or if you need any other help or advice.
They can arrange to speak to you in your own language if you need them to.

Telephone: 0800 138 4568
Email: fis@doncaster.gov.uk
Website: www.doncasterchildrenandfamilies.info

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please ask a member of our staff for more information, or if you need any other help or advice. They can arrange to speak to you in your own language if you need them to.