

## **Childminder Information**

### **Guidance for the deliver of Early Education Grant Funding**

#### **Finance**

##### **How to Apply**

- You can request an application form to be included on the Local Authorities: Directory of Early Years Providers by emailing your request to [elcctraining@wigan.gov.uk](mailto:elcctraining@wigan.gov.uk) or alternatively telephone 01942828849 to speak to a member of the team.
- You are required to hold a separate bank account to that of your household and will be asked for this bank account details within the application form.
- If you would like to then go ahead, complete the Application Form and send to the Finance Team. (Address at bottom of the form)
- If you have not had confirmation of receipt of your form by email, from the Finance Team within a week, please give them a call on 01942 827839 / 827824.

Once your application has been processed you will be set up with access to the Local Authorities on-line funding portal. In which you will receive an email with your log in details. Relevant information regarding how to submit your headcount payment claims, funding agreement and timetables will be provided on-line via the portal.

#### **IMPORTANT: You should:**

- Complete your Local Authority funding agreement – Childminder must complete signed and returned to the Local Authority.
- Implement all funded places in line with the details set out in the “Early education and childcare statutory guidance for Local Authorities” and “Early years entitlements: operational guidance for Local Authorities and Providers”. (most recent publication)

#### **2 Year Old Funding:**

15 hours free childcare available to some 2 year olds who meet eligibility criteria. To check eligibility and download application form go to:

<https://www.wigan.gov.uk/Resident/Education/EarlyYears/Free-childcare-2-year-olds.aspx>

#### **3 and 4 Year old Funding:**

15 hours universal free childcare (available to all 3 and 4 year olds from the term after they turn 3)

30 hours extended free entitlement (available to working parents who meet eligibility criteria (go to: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk))

## **30 Hours: Verification of Codes**

Before a 30 hour place can be confirmed with a parent you must ensure the parent declaration is completed (see below) and verify the parent's 11 digit eligibility code using the funding portal. You will be able to see the date the parent applied, end date (which is when the parent should have re-confirmed their eligibility by) and the grace period date if the parent is no longer eligible or fails to re-confirm.

Childminders are advised to ask parents if they have re-confirmed at least 4 weeks prior to the re-confirmation deadline. (If the parent is going to split the entitlement both providers **MUST** ask the parent to complete a parent declaration and verify the code.

## **Parent Declaration all 3 and 4 year olds:**

You **MUST** ask the parent to complete a parent declaration for all children claiming the universal 15 hours and extended free entitlement. The parent is required to provide details to check their eligibility to 30 hours, EYPP and DAF funding and give their consent to share their personal details with the LA and DFE. (You can download the parent declaration via the funding portal)

Once eligibility has been confirmed the provider/childminder can sign the parent declaration to become the formal funding agreement. Please note any additional childcare arrangements should be made with a separate agreement.

## **Payment Information:**

There are 38 funded weeks each financial year, the Finance Team will inform you each term of the Claim Timetable and how many funded weeks are available each term. You can then administer these weeks during the term as you like. Parents may opt to stretch their entitlement over a longer period or split the entitlement with another provider in which case they will need to identify who is delivering the universal 15 hours and any extended entitlement if applicable.

Estimated, Actual and Additional Headcount forms must be submitted via the funding portal by the deadline identified on the Claim Timetable. Late submission may result in a delay in payment.

Actual Payment Dates are on the Claim Timetable, you will receive 80% of the funding during the 2<sup>nd</sup> week of the term based on an estimated headcount before start of term, and the remaining 20% will be paid half way through the term after the Actual Headcount. The Headcount Date is always the 3<sup>rd</sup> Thursday in each term.

## **Partnership Working:**

Providers and Childminders are encouraged to participate in Start Well Cluster meetings and activities. The clusters provide an opportunity to work with others, share good practice and offer increased flexibility to parents.

## **Early Learning & Childcare Team**

### **Training & Support:**

The Early Learning & Childcare team is committed to supporting the sector to improve children's attainment and development outcomes. A range of training (low cost) is available to develop your skills and knowledge to ensure all children reach their full potential. To see available training courses please visit [www.bookingbug@wigan.gov.uk](mailto:www.bookingbug@wigan.gov.uk)

### **SEND:**

You are required to implement to SEND Code of Practice, provide information to the Family Information Service (Local Offer) detailing any SEND experience, access to your setting, vacancies, and pricing structure to support parents to find appropriate childcare.

You **MUST** ensure the Early Learning & Childcare Team is aware of any children you are supporting with SEND.

The Early Learning and Childcare team will endeavour to support you to implement support strategies and access targeted training for children with SEND and those children with "emerging needs".

### **Data Submission:**

The Early Learning and Childcare team collates data for all funded and non-funded children aged between 2 and 4 years of age on a termly basis. This enables the team to analyse any gaps in children's development and procure appropriate training and support to reduce these gaps.

**You will be asked submit data to the ELCC team prior to termly deadlines via an electronic spreadsheet.**

### **Data submission Process:**

**(Please read in conjunction with the 'Data Guidance' booklet)**

- An electronic excel spread sheet will be issued to you in time to submit your data for the data submission deadline.
- On receipt of the spread sheet you should contact the early learning and childcare team to obtain your unique pass word.
- Request the child's NHS number in order to identify each child. If this is not available please create an alternative numerical reference.
- Update spreadsheet with information relating to children's development for all children aged 2 – 4 years regardless if they are funded or not.
- The spreadsheet provides you an opportunity to monitor children's progress by producing individual graphs, report cards which can be shared with the Ofsted inspector and parents.
- Any problems adding or submitting data you should contact the Early Learning & Childcare team on 01942 828849.

## **Policy & Procedure review:**

You should review your policies in relation to the following:

- data protection, information sharing (draft letter available to share with parents)
- partnership working
- Supporting children with emerging needs, disabilities and SEN – implementing the SEN code of practice (revised July 14)
- Speak to your EL & CC support officer for more information and guidance.

**Thank You**