London Borough of Hounslow

Statutory requirements when communicating your early years entitlement offers.

How information must be published

Settings that care for ten or more early years children at any one time – The provider will publish information on all childcare entitlements offered on their own website. Where a provider does not have a website, the information must be provided to the Hounslow Family Information Service for publication on the Hounslow Family Services Directory website.

It is the providers responsibility to keep website published information up to date and accurate at all times and continuously available to families. If a provider does not have their own website and are publishing via the local authority, providers must submit all updated information by email to **The Family Information Service on fis@hounslow.gov.uk**. Parents and carers must be signposted to the web published information at the earliest opportunity to ensure they are fully informed when considering taking up a place for their childcare entitlement.

Providers that care for a maximum of nine early years children at any one time - the required information must be available to parents/careers in a written format that is clear, transparent, and accessible e.g. within a policy or information sheet.

- ☐ It is the provider's responsibility to ensure all written information is current, accurate, consistent, and updated regularly. Parents and carers must be signposted to the written information at the earliest opportunity to ensure they are fully informed when considering taking up a place for their early entitlements

What families must be able to understand from published information

Providers can set out the information for parents in their own format, but the contents published on the website and in written form must, as a minimum, allow parents to clearly see and understand the following - **please use this list as a check list.**

Early entitlements available

- ☐ The types of early entitlements are available at your provision that demonstrates how children access their entitlements as they move through age groups
- ☐ The pattern of hours for the offered entitlements in your provision, such as over 38 weeks term time only or stretched over the number of weeks your provision operates

When pattens of early entitlement hours are available

- ☐ The weeks, days and times that early entitlement hours are available and can be accessed including the patterns of delivery
- ☐ How a fully funded (free to parents) places can be accessed without purchasing any additional fee-paying hours or other paid services

London Borough of Hounslow

If parents choose to access additional fee-paying hours

- ☐ Which hours across the week will be early entitlement, without charge and which hours will be fee paying
- ☐ A breakdown of the cost of the fee-paying hours clearly demonstrating the final cost of the childcare place will be

Details of any food that is an additional voluntary cost

- ☐ A breakdown of the food delivered such as lunch, dinner, and snacks
- ☐ A breakdown of the daily cost each day for all food
- ☐ That take up of the food and associated costs are voluntary if delivered during early entitlement hours
- ☐ What the alternative is if the family decide not to accept the food offer during entitlement hours such as bringing packed lunch

Details of any other consumables that are an additional voluntary cost

- ☐ A breakdown of the consumables delivered such as nappies, suncream, wipes and a breakdown of cost for each consumable
- ☐ That accepting the cost of consumables and associated costs are voluntary
- ☐ What the alternative is if the family decide not to accept the consumable cost during entitlement hours such as supplying own items

Details of any events or activities that are an additional voluntary cost

- ☐ A breakdown of the events or activities delivered such as outings, celebrations, specialist tuitions (that are not related to effective delivery of the Early Years Foundation Stage (EYFS) statutory framework)
- ☐ A breakdown of the cost for each specific event or activity delivered during your entitlement hours
- ☐ That participating in events or activities and associated costs is voluntary
- ☐ What the alternative is if the family decide not to take up the offer during entitlement hours ensuring the child not taking part in the event is still receiving childcare which meets EYFS

Other charges

- ☐ That a registration fee will not be charged in relation to the entitlement hours, a registration fee can be charge for any fee-paying hours the parent chooses to take up
- ☐ That any deposit charged against the entitlement hours will be fully refundable within a reasonable time
- ☐ Deposit that are charged for fee paying hours the parents must be informed when this deposit will be refunded

London Borough of Hounslow

additional information regarding voluntary services

- ☐ Opting out of voluntary cost/consumable/activities cannot be changed without reasonable notice
- ☐ The process of opting out of the voluntary services meet pre agreed timelines and confirmed in writing with a notice period that is set in the parents' contract allowing the parent to opt back in with notice
- ☐ Demonstrate alternatives to families that have opted out of voluntary services such as providing guidance for packed lunches, providing their own consumables and alternatives available for activities