



Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

FREQUENTLY
ASKED
QUESTIONS

APPENDICES

Foreword / How to use this toolkit



Foreword

Good quality childcare is immensely important for every child's development and life journey.

Here in Haringey, we are lucky to have hugely skilled and passionate early years' providers, committed to delivering high quality services to children and young people. We are proud that 90% of providers in the borough are Ofsted rated as 'Good' or 'Outstanding', and this is a vital part of our drive to ensure that all children and young people have the best start in life.

As Cabinet Member for Children and Young People I recognise the continued effort and challenge providers have faced to maintain high standards while implementing numerous changes. I hope that this early years' providers' toolkit will support all providers through the implementation of the extended free entitlement.

Cllr Elin Weston

[Back to Toolkit Home](#)





How to use this toolkit

This is an interactive toolkit that will help early years professionals plan for the implementation of 30 hours. It aims to be an one-stop shop with useful up to date information that will support providers through all aspects of the 30 hours implementation. From indentifying the demographic of the local area to developing working partnerships with other settings.

- This toolkit includes links to printable usable documents and external web links, and as it will be available online it will be updated regularly as new information becomes available.
- The toolkit can be viewed in its entirety by going through each section in order.
- Alternatively, or at any point in time, you can click on each section heading to go to that area directly, or use the arrows and text prompts to navigate your way around as necessary.
- External links and available documents are underlined - click on these directly for further viewing or use.

Please do not save this to your desktop as it will be regularly updated online.



[Back to Toolkit Home](#)





Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

FREQUENTLY
ASKED
QUESTIONS

APPENDICES

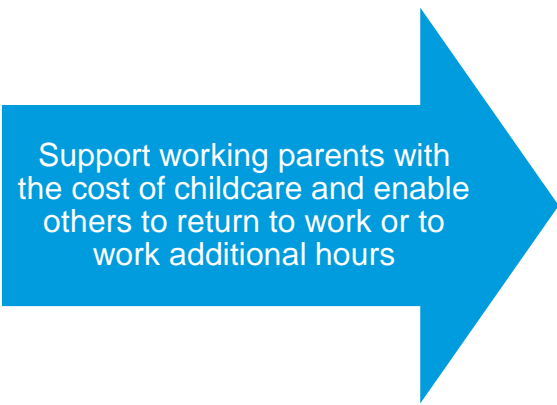




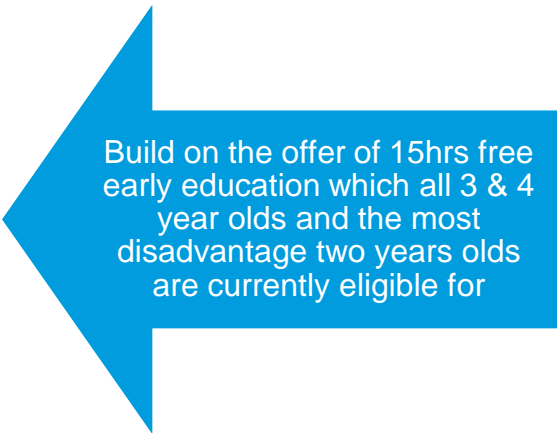
Introduction

What is the 30 hours offer

From September 2017, most working parents of 3 and 4 year olds will be eligible to get an extra 15 hours of free childcare per week. This is in addition to the current 15 hours of free early education per week which all 3 & 4 year olds are entitled to (therefore eligible parents can claim up to a total of 30hours free childcare/early education).



Support working parents with the cost of childcare and enable others to return to work or to work additional hours



Build on the offer of 15hrs free early education which all 3 & 4 year olds and the most disadvantage two years olds are currently eligible for

[Back to Toolkit Home](#)





Introduction

Eligibility criteria

Some working parents of 3 and 4 year olds will be entitled to an additional 15 hours a week free early education from September 2017 (in addition to their 15 hours universal entitlement) if:

- ✓ Both parents are working (or the sole parent is working in a lone parent family)
- ✓ Each parent earns approximately £115.00 per week (16 hours at min/living wage) and less than £100,000 per year



[Back to Toolkit Home](#)





Introduction

Eligibility criteria

A parent will not receive a yes decision where:

- × Either parent has an income of £100,000 or more per year
- × The parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)



[Back to Toolkit Home](#)





Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

FREQUENTLY
ASKED
QUESTIONS

APPENDICES





Preparing for 30 hours

The following workflow is your step-by-step guide to help you with implementing the 30 hour offer within your setting.

Within the workflow there will be links to document templates that you can use.



[Back to Toolkit Home](#)





Preparing for 30 hours

Have you completed
a PEST* and SWOT^ analysis?

Yes

No

*Political, Economic, Social and Technological
^ Strength, Weakness, Opportunities and Threats



[Back to Toolkit Home](#)



Preparing for 30 hours

Carry out a PEST and SWOT analysis in preparation for 30-hour entitlement.



Start Again?

Back to Question



Preparing for 30 hours

Do you know the local market in which you work well enough?

Yes

No

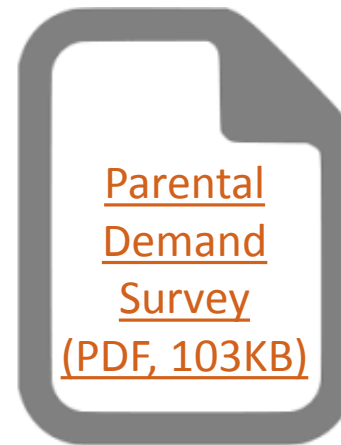
[Start Again?](#)

[Back to Previous Step](#)



Preparing for 30 hours

Conduct surveys to find out what other childcare providers in your area are offering to families and what your current families' childcare needs are.



Use these information to help develop your business plan.



Preparing for 30 hours

Do you have a good understanding of your business finances and do your fees and funding incomes cover all the cost associated with delivering the EYFS?

Yes

No

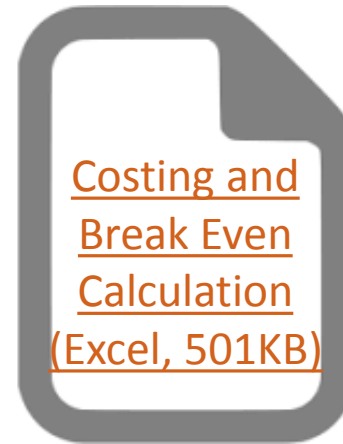
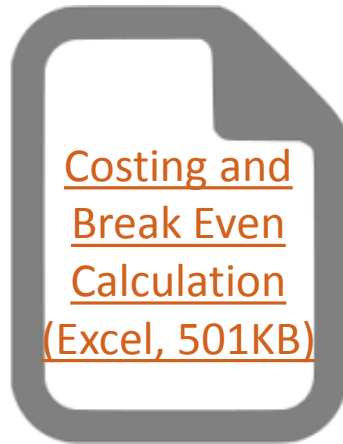
[Start Again?](#)

[Back to Previous Step](#)



Preparing for 30 hours

Complete a financial template to understand your unit cost and budget position.



[Start Again?](#)

[Back to Question](#)



Preparing for 30 hours

Have you prepared a business plan to support your preferred delivery model for the 30 hours entitlement?

Yes

No

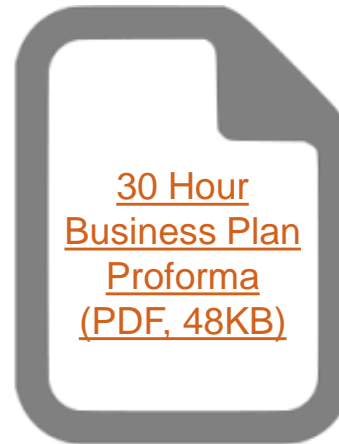
[Start Again?](#)

[Back to Previous Step](#)



Preparing for 30 hours

Complete a business plan.



Start Again?

Back to Question



Preparing for 30 hours

Congratulations!

You are now ready to implement your business plan to provide 30 hours.

Don't forget:

Communicate and promote your offer to families.
Carry out an annual review of your business plan.

[Start Again?](#)

[Back to Previous Step](#)

[Continue to Providing 30 Hours](#)



Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

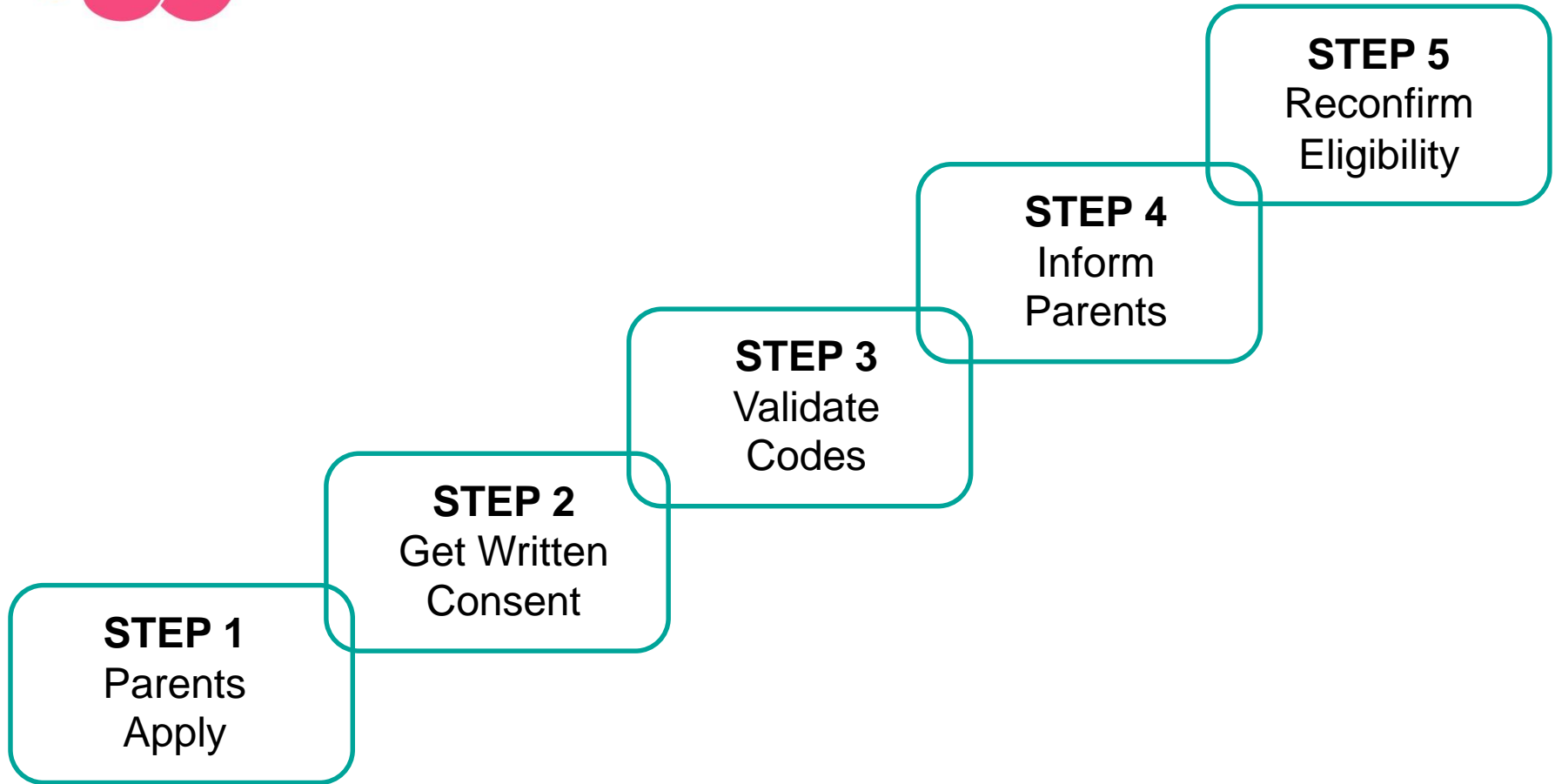
FREQUENTLY
ASKED
QUESTIONS

APPENDICES





Providing 30 hours



[Back to Toolkit Home](#)





Providing 30 hours

STEP 1: Parents Apply

Parents will apply for 30 hours free childcare through the digital childcare service at www.childcarechoices.gov.uk ([external link](#))

Parents will **not** need to apply through the digital childcare service if they **only** want to claim the universal 15 hours entitlement for three and four years olds.

What you should do

Back to Toolkit Home





Providing 30 hours

STEP 1: What you should do

Direct parents to Childcare Choices and the Childcare Calculator to learn more about which offers might be best for them, whether they're likely to be eligible, and how to apply.

Use the [DfE 30 Hours Eligibility Guide \(external link\)](#) to help parents understand if they're eligible.

Direct parents to the Childcare Choices website if they're not sure where to apply for 30 hours.

Encourage parents not to leave it too late to apply – if the parent has a child who will be three before the next term but forgets to apply, they will have to wait until the following term to claim their place



[Back to Toolkit Home](#)





Providing 30 hours

STEP 2: Get Written Consent

Parent requests a place and provides you with their 30 hour eligibility code. You will need to validate the code with us using the DfE Eligibility Checking system (ECS). To do this, you need to obtain the following information from the parent/s alongside a written consent to process the ECS check:

- 30 hours code (5000xxxxxxx)
- Parent's National Insurance Number
- Child's date of birth

What you should do

[Back to Toolkit Home](#)





Providing 30 hours

STEP 2: What you should do

Remind parents to provide their eligibility code, along with their National Insurance number and child's date of birth, otherwise you won't be able to verify their code and offer a place.

Give parents the [parent agreement form](#) to complete and sign, as written consent, to complete the ECS check.

Ask parents if their child is already, or will be, in reception or starting school as they will not be able to claim 30 hours at the same time.

Remind parents that they need to reconfirm their 30 hours eligibility code when prompted by HMRC (every 3months).



[Back to Toolkit Home](#)





Providing 30 hours

STEP 3: Validate Codes

INTERIM until August 2017

Add the relevant details for any parent presenting an eligibility code to the spreadsheet we will issue to all providers of the 30 hours offer.

Submit to us by 12pm on Tuesdays and Thursday of each week via 30hrsvalidation@haringey.gov.uk

What you should do

ECS Web Service from September 2017

Access the provider portal to complete validation yourself – more details to follow when online system goes live.

What you should do

 [Back to Toolkit Home](#) 



Providing 30 hours

STEP 3: What you should do until August 2017

You will need to add the relevant details for any parent presenting an eligibility code to the [excel spreadsheet for 30 hours validation](#).

The spreadsheet must be submitted to us via the following email address 30hrsvalidation@haringey.gov.uk by 12pm on Tuesdays and Thursdays each week.

We will be carrying out the validation of codes in batches and will inform you of the outcome of the validation by the end of the day on Wednesday and Friday each week.



[Back to Toolkit Home](#)





Providing 30 hours

STEP 3: What you should do from September 2017

The ECS web services interface allows our IT system to connect to the DfE ECS. Our IT system will provide a portal to allow providers to check codes without needing to contact the local authority.

Providers will need to log into the portal, enter the eligibility code and then will receive the earliest start date for the child. Providers can then add the child to their headcount. Providers should then log in again to update their headcount and enter the number of hours each child has claimed and the payments that are due to them.



[Back to Toolkit Home](#)





Providing 30 hours

STEP 4: Inform Parents

Inform parents their code is valid, and issue them with a contract to secure their 30 hours place and agree a start date.

You can use the [30 hours fee contract template](#).

If a parent's 30 hour code is not valid, inform them to go back to Childcare Works to check their eligibility at www.childcarechoices.gov.uk or call 0300 123 4097.



[Back to Toolkit Home](#)





Providing 30 hours

STEP 5: Reconfirm Eligibility

We will perform regular audits and will contact you to let you know when a parent is no longer eligible for 30 hours and tell you when their grace period ends.

Parent will need to reconfirm their 30hrs eligibility code every three months, as advised by DfE and may also inform you if they are no longer eligible.

You only need to take action once you are informed by us which parents are no longer eligible.



[Back to Toolkit Home](#)





Providing 30 hours

A **grace period** enables parents to retain their childcare place for a short period if they become ineligible for 30 hours. The updated statutory guidance (which comes into force from September 2017) outlines the specific grace period cut-off dates.

Parents will need to reconfirm their eligibility every three months.

The '**validity start date**' is the date on which the parent has applied and been issued a code. The 'validity end date' is the parent's 'deadline' for reconfirming. Their 'grace period' date is the last date on which they should receive their 30 hours place.

The ECS will automatically assign grace period end dates to every eligibility code. When local authorities undertake their audits, they will inform providers which children are in their grace period (and for how long).



[Back to Toolkit Home](#)





Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

FREQUENTLY
ASKED
QUESTIONS

APPENDICES





Appendices

[30 Hour - Marketing Plan \(PDF, 287KB\)](#)

[30 Hour Business Plan Proforma \(PDF, 48KB\)](#)

[Costing and Break Even Calculation \(Excel, 501KB\)](#)

[Developing a Business Plan for Childcare Services \(PDF, 421KB\)](#)



[Back to Toolkit Home](#)





Appendices

[Excel spreadsheet for 30 hours validation \(Excel, 18.2KB\)](#)

[Expression of Interest form \(PDF, 273KB\)](#)

[FAQs \(PDF, 30KB\)](#)

[Local Market Survey \(PDF, 39KB\)](#)

[Models for delivering the 30 hours entitlement \(PDF, 208KB\)](#)

[Parental Agreement Form \(Word, 53KB\)](#)



[Back to Toolkit Home](#)





Appendices

[Parental Demand Survey \(PDF, 103KB\)](#)

[Partnership Working \(PDF 200KB\)](#)

[PEST and SWOT Analysis Template \(PDF, 260KB\)](#)



[Back to Toolkit Home](#)





Providers Toolkit v1.0

INTRODUCTION

PREPARING
FOR 30 HOURS

PROVIDING
30 HOURS

FREQUENTLY
ASKED
QUESTIONS

APPENDICES





Frequently Asked Questions

When will the 30 hours free entitlement go live?

Who can offer 30 hours?

Is it childcare or early education?

Do parents have to take up the full 30 hours?

How will providers know if a child is eligible for 30hours free entitlement?

As a provider what should I do when a parent comes in with their 30hrs eligibility code?

How long will it take Haringey Council to validate a 30hrs eligibility code?

What should providers do when a parent is not eligible for 30hrs?

What should providers do if a parent needs assistance to apply for 30hrs (no access to internet)?

What should providers do when they do not have any vacancies?



[Back to Toolkit Home](#)





Frequently Asked Questions

What is Tax-Free Childcare?

How can providers receive Tax-Free Childcare Payments?

What should providers do if parents do not want to use Tax-Free Childcare?

How many weeks of the year is 30 hours available for?

Will the other free entitlement offers (Free for 2's and 15 hours) continue?

Do I have to offer 30 hours?

I am a sessional provider, how can I deliver 30 hours?

Can providers charge for meals?

How much funding will providers be paid?

Will providers be paid more to meet the needs of children with SEND?

A printable version of all questions and answers can be found in the Appendix.



[Back to Toolkit Home](#)





Providers Toolkit

For any comments or queries about this toolkit and its contents, please contact earlyyearsprovider@haringey.gov.uk

[Back to Toolkit Home](#)



Frequently Asked Questions

When will the 30 hours free entitlement go live?

30 hours offer will be available in Haringey and across the country September 2017.

The eligibility checker, where parents/carers can check their eligibility and receive their child's 30 hours eligibility code, went live on 28 April 2017.

[Back to Questions](#)



Frequently Asked Questions

Who can offer 30 hours?

Day-nurseries, childminders and playgroups that are registered on the Early Years Register, and childminders registered with an Ofsted-registered Childminder Agency can deliver the 30 hours entitlement in full, or work in partnership with other providers to deliver part of it.

Schools can also offer 30 hours.

Parents will be able to split their entitlement across more than one provider.

[Back to Questions](#)



Frequently Asked Questions

Is it childcare or early education?

All funded provision must deliver the Early Years Foundation Stage framework.

There is no difference in the education and care standards which must be met for both the universal 15 hour and extended 30 hour entitlements.

[Back to Questions](#)



Frequently Asked Questions

Do parents have to take up the full 30 hours?

No, parents eligible for the 30 hours can take up any amount of childcare up to a maximum of 30 hours.

[Back to Questions](#)



Frequently Asked Questions

How will providers know if a child is eligible for 30hours free entitlement?

Parents can check their eligibility via [Childcare Choice \(external link\)](#) or the [Childcare Calculator \(external link\)](#)

If found to be eligible, they can apply online and will be given a 30hours eligibility code. They must give this code to their provider, along with their national insurance number and child's date of birth and written consent, so that the provider can validate the 30hours eligibility code.

[Back to Questions](#)



Frequently Asked Questions

As a provider what should I do when a parent comes in with their 30hrs eligibility code?

In Haringey, during the interim period of April to August 2017, providers must complete the 30 hours validation excel sheet and email it to 30hrsvalidation@haringey.gov.uk to get the code validated. Once a code has been successfully verified, the provider can then confirm the place with the parent.

From September 2017, Haringey's Provider Portal will enable providers to validate the code themselves. Training and guidance for providers will be made available closer to the time.

[Back to Questions](#)



Frequently Asked Questions

How long will it take Haringey Council to validate a 30hrs eligibility code?

During the interim period, codes will be validated twice a week, every Tuesday and Thursday.

Providers must submit requests for validation by midday and should receive confirmation latest by close of play on Wednesday or Friday.

[Back to Questions](#)



Frequently Asked Questions

What should providers do when a parent is not eligible for 30hrs?

Providers should:

- Direct parents to Childcare Choices and the Childcare Calculator to learn more about which offers might be best for them
- Use the [DfE 30hours Eligibility Guide \(external link\)](#) to help parents understand if they're eligible
- Inform parents that their child would still be eligible for the free 15 hours per week

The DfE's 30 hours Eligibility Guide can help parents understand if they are eligible.

Please encourage parents not to leave it too late to apply. If the parent has a child who will be three before the next term but forgets to apply, they will have to wait until the following term to claim their place.

[Back to Questions](#)



Frequently Asked Questions

What should providers do if a parent needs assistance to apply for 30hrs (no access to internet)?

Providers must advise parents to call the Childcare Service Customer Interaction Centre on **0300 123 4097** and apply over the phone.

Providers must also inform parents who complete their original application over the phone will also need to phone the Customer Interaction Centre to reconfirm their eligibility after three months.

[Back to Questions](#)



Frequently Asked Questions

What should providers do when they do not have any vacancies?

Providers should signpost parents to another setting. A list of all settings offering 30 hours will be sent to all providers and is available on the Haringey Council website:

<http://www.haringey.gov.uk/children-and-families/childcare-and-early-years/working-childcare/preparing-30-hours-free-childcare>

[Back to Questions](#)



Frequently Asked Questions

What is Tax-Free Childcare?

Working parents of children aged under 12 can use Tax-Free Childcare, through the childcare service account, to pay for registered childcare.

The government will top-up the money that parents pay into the account. For every £8 parents pay in, the government will add an extra £2, to a maximum of £2,000 per child per year, or £4,000 if disabled.

To create an account to be able to receive Tax Free Childcare go to [Childcare Support Tax Service website \(external link\)](#)

[Back to Questions](#)



Frequently Asked Questions

How can providers receive Tax-Free Childcare Payments?

To receive Tax-Free Childcare payments, childcare providers need to sign-up online. Providers will require their Unique Taxpayer Reference (UTR) to complete registration.

Local authority schools and maintained settings, including children's centres who provide childcare such as wrap around childcare, after school clubs and holiday schemes, are unlikely to have their own UTR, therefore can use their local authority's UTR and postcode to sign up.

All providers registered with a regulator (e.g. Ofsted) will have received an invitation to apply, and reminder letters.

To create an account please go to the [Childcare Support Tax Service website](#). Providers who need assistance with the sign-up process should contact the Childcare Service Customer Interaction Centre on **0300 123 4097**.

[Back to Questions](#)



Frequently Asked Questions

What should providers do if parents do not want to use Tax-Free Childcare?

Reassure parents who don't want to use Tax-Free Childcare that they should still apply for 30 hours via the digital childcare service.

If they are receiving financial support through tax credits and only want to take up 30 hours, they can choose not to apply for Tax-Free Childcare (and keep their tax credits) as part of the application.

[Back to Questions](#)



Frequently Asked Questions

How many weeks of the year is 30 hours available for?

Working families are entitled to 30 hours in each of the 38 weeks of the academic year. Parents can choose to stretch this offer over up to 52 weeks of the year where this meets their childcare needs, for instance 22 hours a week for 52 weeks, or just under 24 hours for 48 weeks.

[Back to Questions](#)



Frequently Asked Questions

Will the other free entitlement offers (Free for 2's and 15 hours) continue?

All three and four year olds, and the most disadvantaged two-year olds, continue to be entitled to 15 hours early education a week.

[Back to Questions](#)



Frequently Asked Questions

Do I have to offer 30 hours?

No, it is a provider's choice whether they deliver the 30 hours entitlement or not. They can choose to offer some or all of the hours.

Parents are free to shop around to find appropriate funded provision.

[Back to Questions](#)



Frequently Asked Questions

I am a sessional provider, how can I deliver 30 hours?

We encourage providers to work in partnership to offer 30 hours.

For example, sessional providers who cannot offer 30 hours a week can work with childminders to offer wraparound care which meets the needs of working parents eligible for 30 hours.

[Back to Questions](#)



Frequently Asked Questions

Can providers charge for meals?

Providers are able to charge parents for meals, nappies and discretionary items such as trips and additional teaching such as learning a musical instrument. However, these charges are optional and at the discretion of the parent and therefore cannot be a condition of accessing any free entitlement place.

Invoices issued to parents must show the breakdown of the free entitlement and any additional charges clearly.

Providers should deliver the free entitlements consistently to all children accessing any of the free entitlements, regardless of whether they opt to pay for optional hours, services, meals or consumables.

[Back to Questions](#)



Frequently Asked Questions

How much funding will providers be paid?

The EYSFF now includes a new universal base rate introduced from April 2017 and applies to the 15 hour and 30 hour early education offer.

The universal base rate will be applicable to all providers of the free early education offer for three and four year olds at an hourly rate of **£4.88 per hour** per child.

In addition to this base rate, providers may attract a deprivation supplement, which will be reflected in the total hourly rate received and is dependent on the individual circumstances of children attending their settings.

[Back to Questions](#)



Frequently Asked Questions

Will providers be paid more to meet the needs of children with SEND?

Additional financial support is available for providers to support access for children with special educational needs. Haringey's SEN Inclusion Fund is available to support 3 & 4 year old children with SEN to access their free entitlement. In addition, the new Disability Access Fund (DAF) will pay a fixed amount of £615 per child directly to providers to support access into early years for eligible children.

Eligible children are those that attract Disability Living Allowance (DLA). Providers will need to submit confirmation evidence of DLA receipt in order to receive DAF funding.

Providers will be able to use the parent declaration form template, due to be published alongside the Model Agreement to identify eligible children. We will then check that the DAF eligibility requirements have been met before releasing any funds. Children with an Education Health Care Plan (EHCP) will receive funding separately.

[Back to Questions](#)