

30 HOURS FREE CHILDCARE



Operational Delivery

Day Nurseries and
Pre School

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Understand your business

SWOT

Strengths – Things that are good about your business that can be improved or built on.

Weaknesses – Things that could let you down if they are not dealt with or resolved.

Opportunities – Are areas that have potential development. Things could improve your sustainability, income etc.

Threats – The risks that could affect the success of your plan. Things that need to be prepared for, controlled or minimised.

Strengths – things that are good about your business

Weakness – what could you improve? What should you avoid?

Opportunities - Areas that have potential development

Threats – A risk that could affect the success of your business

Understand the market

Think about the services you currently offer and the childcare providers around you. Can you meet the needs of your families with the services you and the local childcare providers offer.

What do you offer?

Who are your local providers and what do they offer? Check your local providers
<http://www.lancashire.gov.uk/children-education-families/childcare-and-family-support.aspx>

What do you charge? When are you open? e.g term time, full year, holiday clubs

What do your local providers charge and when are they open?

How flexible is the childcare to meet the needs of working parents?

Find out what your families need to meet their childcare requirements.

1. Decide who to target market research at?

E.g. existing families, local parent toddler groups, local neighbourhood centres

2. Consider using the sample demand survey

Dear Parent/Carer,

New early education entitlement for three and four year olds Demand Survey

From September 2017 some working parents of three and four year olds will be entitled 1,140 hours of free childcare a year. This works out at 30 hours a week over 38 weeks (normal school terms) and so you may have heard it referred to as “30 hours free childcare”. However the entitlement can be spread out over the year if there are childcare provision available. The criteria to qualify for this entitlement is:

- A child must be under compulsory school age and living in England.
- Both parents must be working (or the sole parent is working in a lone parent family) and **each** parent must earn, on average at least a weekly minimum equivalent to 16 hours at national minimum wage or national living wage (approx. £115.20 per week or £5,990.40 per year) and less than £100,000 per year.

Families where one parent does not work (or neither parent works) will not usually be eligible for the extended free entitlement.

In preparation for the introduction of this new entitlement from September 2017, we are asking all our existing parents and those on our waiting list to help us plan for the changes by completing a short survey. The survey asks about your current childcare arrangements, whether or not you are likely to be entitled to the new extended offer, and whether or not you plan to take it up.

We appreciate that your circumstances may have changed by September 2017, and therefore the information you give us will not be used to decide whether or not you will get a place, but will be used to help us plan places, staffing arrangements, changes to fees etc.

Please complete the survey and return it to ***** by *****.

Thank you very much.

Name and job title

1) How many children do you have aged Two years Three years Four years

2) Are you a Two parent family One parent family

Eligibility

3) To be eligible you must be able to answer yes to each statement

I/we have at least one child aged 2 - 5 years
Two parent family - we both work and earn between £5,990.40 and £100,000 per year each
OR
One parent family – I work and earn between £5,990.40 and £100,000 per year

4) Based on the statements above, do you think you are likely to be eligible for the extended free entitlement from September 2017? Yes No Not sure

If you answered no you do not need to complete the rest of the survey.

5) Who currently looks after your children aged 2-5 years? (tick all the boxes that apply)

Nursery School Childminder Voluntary or private nursery Family member

Breakfast club After school club Nanny / au pair Other

6) Do you think you would take up the additional 15 hours from September 2017?

Yes No Not sure

If you answered yes, please say when you think you would need the additional 15 hours.

(please tick for each day of the week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evening						

7) Do you think you are likely to need childcare during school holidays?

Yes No Not sure

8) Do you have a child aged two - five with a special education need or disability?

Yes No

If you would like us to contact you about the entitlement please give your name, postcode and a contact number or email address and the names and dates of birth of your children aged two, three or four years.

Your name		Postcode	
Contact number		Email address	

Name		D.O.B	Name	D.O.B
Name		D.O.B	Name	D.O.B

Data Protection Statement. Please note that we will only use the information you have given us on this survey to help us to plan our childcare provision so that we are better able to meet the needs of mothers, fathers, other carers and children. We will not share this information with a third party. Thank you for completing this survey. Please return it to ***** by *****

Practical considerations

What is the total number of 3 and 4 years olds you can take?

How many 3 and 4 year olds do you take per session?

Do you have sufficient floor space to increase the number of places you offer?

These calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets.

Footnote 51, page 30, EYFS Statutory framework for the early years foundation stage - 3 March 2017.

If running at capacity do you have any other available space to increase numbers?

Impact on admissions

Managing attendance, routines, lunchtimes, transitions

Impact on planning and curriculum

Practical considerations *cont.*

When you have consider all the practical considerations think about the following questions:

Do you have the capacity to expand?

Can you look at your opening hours, extend the number of weeks open?

Could you offer the places differently?

Could you work in partnership with other schools, providers?

Charging models

Operational guidance provides key information helping you plan for the 30 hours. Key things to consider is the charging section.

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare.

- It is not intended to cover the costs of meals other consumables, additional hours or optional activities
- Providers can charge for meals, snacks, consumables as long as parents are not required to pay as a condition of taking up their child's Free Entitlement place.
- Where parents choose to purchase additional hours of provision or optional activities, this is a private matter between the provider and the parent

Access to free places

- Admissions information is clear and accessible for parents by publishing the number of standalone 15 and 30 hour places
- All parents should have the same rights to access a free entitlement place, regardless of whether they choose to pay for additional hours of provision, optional activities or meals
- Providers should ensure that they are completely clear and transparent about which hours/sessions can be taken as free provision
- Providers should have a clear invoicing structure in place for parents

What do I need to do to meet the requirement for parents to access free places?

Lunchtime questions

- Children should be able to take up their hours as part of continuous childcare provision and providers should avoid artificial breaks in the day wherever possible
- For example: the lunch time session should form part of the free provision where the child is attending a morning and afternoon session
- Providers can charge for meals and snacks as part of their delivery of the free entitlement as long as parents are not required to pay as a condition of taking up their child's Free Entitlement place.

How do you currently provide lunch?

Consider how you could offer lunch to meet the guidance requirements

Models

Model 1 - over 3 days per week, 38 weeks per year

Model One Over 3 days										
Sessions	Example time	Number of hours	Mon	Tues	Wed	Thurs	FRI	TOTAL	Income received	Cost to parent
AM session	7:45-8:45	1	E	E	E			3	£12.09	£0
	8:45-11:45	3	U	U	U			9	£36.27	£0
Lunch	11:45-12:15	0.5	E	E	E			1.5	£6	£0
PM session	12:15-15:15	3	U	U	U			9	£36.27	£0
	15:15-17:45	2.5	E	E	E			7.5	£30	£0
TOTAL COST PER WEEK								30	£120.90	FREE TO PARENTS
TOTAL HOURS		10	Additional cost to parent: lunch, snack etc							

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Model 2 - four days per week, 38 weeks per year

Model Two Free over 4 days										
Sessions	Example time	Number of hours	Mon	Tues	Wed	Thurs	FRI	TOTAL	cost per week	Cost to parent
Breakfast	7:45-8:45	1	E	E	E	E		4	£16.12	£0
AM session	8:45-11:45	3	U	U	U	U		12	£48.36	£0
Lunch	11:45-12:15	0.5	E	E	E	E		2	£8	£0
PM session	12:15-15:15	3	U	U	U	U		12	£48.36	£0
After School Club	15:15-17:45	2.5						0	£0	£0
TOTAL COST PER WEEK								30	£120.90	FREE TO PARENTS
TOTAL HOURS		10	Additional cost to parent: lunch, snack etc							

Or free over 4 days: hours 8:45-15:15 = 26 hours used. Leaves 4 hours per week, over 38 weeks 152 hours left

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Model 3 - over 5 days a week, 38 weeks a year

Model Three Free over 5 days optional 2.5 hours paid for session										
Sessions	Example time	Number of hours	Mon	Tues	Wed	Thurs	FRI	TOTAL	cost per week	Cost to parent
Breakfast	7:45-8:45	1						0	£0.00	£0
AM session	8:45-11:45	3	U	U	U	E		15	£60.45	£0
Lunch	11:45-12:15	0.5	E	E	E	E		2.5	£10	£0
PM session	12:15-15:15	3	U	U	E	E	E/P	15	£56.37	£10.00
After School Club	15:15-17:45	2.5						0	£0	£0
TOTAL COST PER WEEK								32.5	£126.89	£10.00
TOTAL HOURS		10	Additional cost to parent: lunch, snack etc							

Or free over 5 days and collect at lunch or 12:45.

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Model 4 - Five days, 38 weeks per year

Model Four Free over 5 days										
Sessions	Example time	Number of hours	Mon	Tues	Wed	Thurs	FRI	TOTAL	cost per week	Cost to parent
Breakfast	8:00-9:00	1						0	£0.00	£0
AM session	9:00-12:00	3	U	U	U	E		15	£60.45	£0
PM session	12:00-3:00	3	U	U	E	E		15	£60	£0
PM session	3:00-6:00	3						0	£0.00	£0.00
TOTAL COST PER WEEK								30	£120.90	FREE TO PARENTS
TOTAL HOURS		10	Additional cost to parent: lunch, snack etc							

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Model 5 - stretched over 47.5 weeks

Model Five - 47.5 weeks, 4 days per week.										
Sessions	Example time of hours	Number	Mon	Tues	Wed	Thurs	FRI	TOTAL	Funded Income	Cost to parent
Breakfast	7:30-9:00	1.5	P	P	P	P		6	£4.5	£24
AM session	9:00-12:00	3	U	U	U	U		12	£48.36	£0
PM session	12:00-3:00	3	E	E	E	E		12	£48	£0
PM session	3:00-6:00	3	P	P	P	P		12	£0.00	£48.00
TOTAL COST PER WEEK		10.5							£96.36	£72.00
TOTAL HOURS		max 10hrs per day	Additional cost to parent: lunch, snack							

24 hours per week, 6 hrs per day, 4 days

Model Five - 47.5 weeks, 3 days, 8 hours										
Sessions	Example time of hours	Number	Mon	Tues	Wed	Thurs	FRI	TOTAL	Funded Income	Cost to parent
Breakfast	8:00-9:00	1	E	E	E			3	£12.09	£0
AM session	9:00-12:00	3	U	U	U			9	£36.70	£0
PM session	12:00-13:00	1	E	E	E			3	£12	£0
PM session	13:00-16:00	3	U	E	E			9	£36.70	£0.00
TOTAL COST PER WEEK		8							£102	£0.00
TOTAL HOURS		max 10hrs per day	Additional cost to parent: lunch, snack							

24 hours per week, 8 hours over 3 days

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Model 6 - stretched over 51 weeks

Model Six Over 51 weeks										
Sessions	Example time of hours	Number	Mon	Tues	Wed	Thurs	FRI	TOTAL	funded income	Cost to parent
Breakfast	7:45-8:45	1	e	e	e	e	e	5	£20.15	£0
AM session	8:45-11:45	3	u	u	u	u/e	e	15	£60.45	£0
PM session	11:45-12:15	0.5	e	e	e	e		2.5	£10	£0
PM session	12:15-15:15	3	P	P	P	P	P	15	£0.00	£60.00
after sch	15:15-17:45	2.5	P	P	P	P	P	12.5	£0	£50
TOTAL COST PER WEEK								45	£90.68	£110.00
TOTAL HOURS		10	Additional cost to parent: lunch, snack							

Claiming 22.3 hrs per week over 51 weeks. Using 11hrs of U's and E's

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Model Blank										
Sessions	Example time	Number of hours	Mon	Tues	Wed	Thurs	Fri	TOTAL	Funded Income	Cost to parent
Breakfast										
AM session										
PM session										
PM session										
TOTAL COST PER WEEK										
TOTAL HOURS		max 10hrs per day	Additional cost to parent: lunch, snack etc							

Understanding your finances

Things to consider:

- It is important to monitor the occupancy levels and identify what your breakeven point is. A tool with guidance notes has been developed to help you work this out and will be emailed to you

What is the current fee structure?

When was the fee structure last reviewed?

Is it based on your running costs and staffing?

Partnership Working

A partnership is where different types of providers share the delivery of the 30 hour offer between them. Partnership working may include any combination of the following in order to enable parents to use the entitlement flexibly.

- schools
- private, voluntary and independent (PVI) sector providers, including sessional and specialist, e.g. for children with SEND and those who currently only deliver out of school (OOS) provision
- childminders
- children's centres (CCs).

Notes box

Useful contacts

www.childcareworks.co.uk

www.childcarechoices.gov.uk

www.gov.uk

www.lancashire.gov.uk/childcare

www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit#partnerships

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