**Early Years Provider Checklist**

**Applying for an Early Years Funding Contract**

Please complete the following checklist and submit with the registration form when applying for an Early Years Funding Contract.

All providers must have either a funding policy or documentation which clearly informs parents of the Funding entitlements and how they are offered.

**If you respond NO to any of the questions, please explain why. A contract may not be issued until ECC are satisfied that the setting have the requirements in place.**

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| **Requirement** | **Response** | **Comments** |
| Please indicate which of the entitlements you will be offering:  15 hours 3&4-year-olds (universal)  30 hour 3&4-year-olds (EFE)  15 hours 2-year-olds (FEEE2W)  15 hours 9 months (FEEE1W)  15 hours 2-year-olds disadvantaged (FEEE2) | YES / NO  YES / NO  YES / NO  YES / NO  YES / NO |  |
| Does your documentation/policy clearly explain to parents how the funded hours are offered? | YES / NO |  |
| Does your documentation/policy clearly explain to parents how the different funded entitlements can be applied for? | YES / NO |  |
| Is your setting compliant with the charges table in the Provider handbook (registration/admin fee, deposits, consumable charges)? | YES / NO |  |
| If applicable, does your documentation clearly detail what the consumable charge or any additional charges are for and how much the charge is? | YES / NO |  |
| Are hours attended outside of the FEEE hours for a session or day charged at the same rate or lower than for a child accessing privately paid hours? For example:  •Daily rate for 10 hours per day is £70.00 with no FEEE hours accessed, equivalent to £7.00 per hour  •Child accesses 6 hours FEEE funding and pays for 4 hours, charge should not be more than £28.00 (£7.00 x 4 hours) | YES / NO |  |
| Is your invoice clear and itemised for each item/charge, and showing the number of funded hours accessed as zero value? | YES / NO |  |
| Are you a member of the Early Years Charter? To find out about the Charter and how to become a member, please visit [Essex Early Years and Childcare Charter](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feycp.essex.gov.uk%2Fessex-early-years-and-childcare-charter%2F&data=05%7C02%7CTyrone.Clements%40essex.gov.uk%7C7078571a25034660f7bc08dd318ba952%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638721198087120712%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=7iffj2NuO1Yy095ZtJg2CQ2jpECM0HindTiH7enttKA%3D&reserved=0). | YES / NO |  |