

## PAYMENT PROCESS

The Early Years Entitlement is paid at an hourly rate of £3.52 for all PVI providers. Providers will be paid up to each half hour accessed. Parents may split the 15 hours between no more than two early years' providers.

If an eligible child presents for their free entitlement after the headcount date, the child **must** be accepted for enrolment if a place is available. In cases of this nature, the provider must notify the Birth to Five Service and complete a 'notification form' in respect of this child. An additional payment will then be processed for this place.

If any funded child leaves the provider's setting after the headcount then the provider must notify the Birth to Five Service and complete a 'notification of a child leaving the setting' form. It will then be negotiated whether the setting retain the full amount of the funding that was claimed in respect of that child and fill the place with another child who may be on the waiting list, or return funding.

If the amount of funding a provider receives exceeds the amount that they would normally charge for the provision delivered, they may retain the excess and use it to support the delivery of the EYFS.

Providers must ensure that any child who either attends a maintained and/ or PVI provision claims no more than 15 hours of funding per week. Where a provision is notified by the parents or otherwise discovers that a child is attending another provider, they must inform the Birth to Five Service EYE Team in order that the funding may be paid correctly in respect of that child.

Parents should not be required to pay any fee for their child's funded Early Years Entitlement place, nor can they be expected to take up or pay for any additional services as a condition of a child attending a funded place. Parents may be charged for any additional services that they choose to take up, such as additional hours of provision, beyond their entitlement. This additional cost should be agreed with a parent contract.

Providers should make parents aware, prior to their taking up a funded place, of any charges that will be payable in respect of additional services provided. Providers should not charge parents fees in advance for the free entitlement to be refunded at a later date. If a provider has any places available, these must be offered, in the first instance, to children eligible for the free entitlement. They must not under any circumstances "hold" these places for other children.

## GUIDANCE AND TIMELINE

An annual payment schedule is produced at the beginning of each academic year for reference to actual dates. This will be available on the data exchange website.

### GUIDANCE FOR A STANDARD TERM

- The interim claim to be populated online using the data exchange website during mid term for predicted numbers of children who will be accessing EYE during the following term.
- Parental/Carer Declaration form to be downloaded from the data exchange website and completed by the early years' provider during mid term for all children who will be accessing EYE during following term.
- Interim claim must be completed by the date set at the end of the term for provider to receive their interim claim payment at the beginning of the following term.
- 60% of funding, based on the interim figures submitted on the data exchange website in each term, to be paid at beginning of the following term.
- Actual data to be submitted on the data exchange by the date set for the current term.
- A balancing payment, based on Actual data, to be paid towards the end of the term.