# HOURS FREE CHILDCARE

# Operational Delivery

Day Nurseries and Pre School







#### Contents

| Understand your business    | 2  |  |
|-----------------------------|----|--|
| Understand the market       | 3  |  |
| Practical considerations    | 6  |  |
| Charging models             | 8  |  |
| Access to free places       | 9  |  |
| Lunchtime questions         | 10 |  |
| Models                      | 11 |  |
| Understanding your finances | 12 |  |
| Partnership Working         | 13 |  |
| Useful contacts             | 14 |  |
|                             |    |  |

## **Understand your business**

#### <u>SWOT</u>

**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.





#### **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

| -                              | -  | -                                  |  | -                                   | -                               |                 | years 🗌<br>family 🗌                       | Three yea   | ars      | Four years  |          |
|--------------------------------|--|------------------------------------|--|-------------------------------------|---------------------------------|-----------------|---|-------------|----------|---|----------|
| Eligib                         | -  |                                    |  |                                     |                                 |                 |   |             |          |   |          |
| 3) 10                          | be elig  | ible y                             | ou mu  | st be abl                           | e to an                         | swer y          | es to eacl                                | n stateme   | ent      |   |          |
|                                |  |                                    |  | l/we ł                              | nave at l                       | east o          | ne child ag                               | ged 2 - 5 y | rears    |   |          |
|                                | Two par  | rent fa                            | mily - v   | ve both v                           | work and                        | d earn          | between £ OR                              | 5,990.40    | and £10  | 00,000 per y  | ear each |
|                                | 0  | ne pa                              | rent fai   | mily – I w                          | ork and                         | l earn          | between £                                 | 5,990.40 a  | and £10  | 0,000 per ye  | ar       |
|                                |  |                                    |  |                                     |                                 |                 | <b>nk you are</b><br>s No                 |             | -        | jible for the   | extended |
| lf you                         | answer   | ed no                              | you da   | o not nee                           | d to cor                        | nplete          | the rest of                               | the surve   | у.       |   |          |
| Nurse<br>Break<br>6) Do<br>Yes | ery Scho<br>fast clui<br>you th<br>No [<br>answe | bol<br>b<br>ink yo<br>N<br>ered yo | Child<br>After s<br>ou wou<br>ot sure<br>es, ple | dminder  <br>school cl<br>Id take u | Vol<br>ub<br>up the a<br>when y | untary<br>Nanny | or private<br>y / au pair [<br>nal 15 hou | nursery     | Fam      | boxes that a<br>hily member<br>ber 2017?<br>ditional 15 h |          |
| (pieas                         |  | Mon                                |  |                                     |                                 | Mod             | dnesday                                   | Thurs       | dav      | Friday  | Weekend  |
| Morni                          | na   | WONG                               | Jay  | Tueso                               | Jay                             | VVec            | litesuay                                  | Thuis       | uay      | Friday  | Weekend  |
| Aftern                         |  |                                    |  |                                     |                                 |                 |   |             |          |   |          |
| Eveni                          |  |                                    |  |                                     |                                 |                 |   |             |          |   |          |
|                                | you th   |                                    | ou are l<br>lot sure                             |                                     | need cl                         | hildca          | re during s                               | school ho   | olidaysʻ | ?   |          |
| <b>8) Do</b><br>Yes            |  |                                    | child a  | ged two                             | - five w                        | vith a s        | special ed                                | ucation n   | eed or   | disability?   |          |
| a con                          |  | nber c                             | or emai  |                                     |                                 |                 |   | -           |          | ame, postcoo<br>r children ag                             |          |
| Your                           | name   |                                    |  |                                     |                                 |                 | Postcode                                  | •           |          |   |          |
| Conta                          | act num  | ber                                |  |                                     |                                 |                 | Email ad                                  | dress       |          |   |          |
| Name                           | •  |                                    |  |                                     | D.O.B                           |                 | Name                                      |             |          | D.C   | ).B      |

| Name | D.O.B            | Name  | D.O.B |
|------|------------------|---|-------|
|      | so that we are b | v use the information you have given us<br>etter able to meet the needs of mothers<br>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?

6

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<br>capacity do you<br>have any other<br>available space to<br>increase numbers? | Impact on<br>admissions | Managing<br>attendance,<br>routines,<br>lunchtimes,<br>transitions | Impact on<br>planning and<br>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



Lancashire County Council

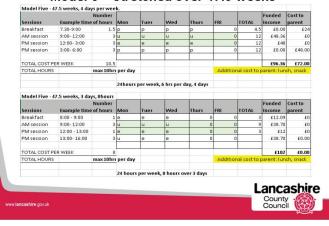
#### Models

| Storn         7.45-8-45         1         E         E         0         0         2         £12.08         E           8:45-11-45         3         U         U         0         0         0         5         £56.27         E           11:45-82-125         0.5         E         E         0         0         1.5         E6         EE           storn         12:15-15:15         3         U         U         E         0         0         9         £65.27         E           Storn         15:15:17.45         2.5         E         E         0         0         7.5         £50         E           COST PER WEEK         3         61:00.09         REE 10 PAGENTS   | Model One Over 3 days |              |     |     |      |     |       |     |         |                         |                 |
|--|-----------------------|--------------|-----|-----|------|-----|-------|-----|---------|-------------------------|-----------------|
| 8:45-1145         0         0         0         0         0         0         0         9         £55.27         2           ston         11:45-12:15         0.5         E         E         0         0         1.5         56         E         5         < | Sessions              | Example time |     | Mon | Tues | Wed | Thurs | FRI | TOTAL   | Income received         | Cost to parent  |
| 11:45-12:15         0.5         E         E         0         0         1.5         E6         E           sion         12:15-15:15         3         U         U         E         0         0         9         E8:327         E           15:15:17:45         2.5         E         E         0         0         7.5         £30         E0:30         FEE 10 PAGENTS           COST PER WEEK         30         £10:30         FEE 10 PAGENTS   | AM session            | 7:45-8:45    | 1   | E   | E    | E   |       | 0   | 0 3     | £12.09                  | £0              |
| sten 1215-15:15 3 U U E 0 0 9 9 E86.27 E<br>1515-17.45 2.5 E E 0 0 7.5 E50<br>COST PER WEEK 0 30 E10.09 (REE 10 PAREMIS  |                       | 8:45-11:45   | 3   | U   | U    | U   |       | 0   | 0 5     | £36.27                  | £0              |
| 15:15:17:45 2.5 E E E 0 0 7.5 £30 É COST PER WEEK 30 £120:30 FREE TO PARENTS   | unch                  | 11:45-12:15  | 0.5 | E   | E    | E   |       | 0   | 0 1.5   | £6                      | £0              |
| COST PER WEEK 30 £120.90 FREE TO PARENTS   | PM session            | 12:15-15:15  | 3   | U   | U    | E   |       | 0   | 0 9     | £36.27                  | £0              |
|  |                       | 15:15-17:45  | 2.5 | E   | E    | E   |       | 0   | 0 7.5   | £30                     | £0              |
| HOURS 10 Additional cost to parent: lunch, snack etc   | TOTAL COST PER WEEK   |              |     |     |      |     |       |     | 30      | £120.90                 | FREE TO PARENTS |
|  | FOTAL HOURS           |              | 10  |     |      |     |       |     | Additio | nal cost to parent: lun | ch, snack etc   |
|  |                       |              |     |     |      |     |       |     |         |                         |                 |
|  |                       |              |     |     |      |     |       |     |         |                         |                 |

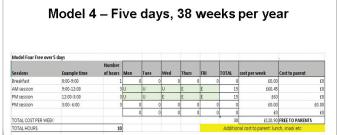
| Sessions            | Example time | Number<br>of hours | Mon | Tues | Wed | Thurs     | FRI     |       | TOTAL       | cost per week           | Cost to parent |
|---------------------|--------------|--------------------|-----|------|-----|-----------|---------|-------|-------------|-------------------------|----------------|
| Breakfast           | 7:45 -8:45   | 1                  |     | 0    | 0   | 0         | 0       | 0     | 0           | £0.00                   | í              |
| AM session          | 8:45-11:45   | 3                  | U   | U    | U   | E         | E       |       | 15          | £60.45                  | f              |
| Lunch               | 11:45-12:15  | 0.5                | E   | E    | E   | E         | E       |       | 2.5         | £10                     | £              |
| PM session          | 12:15-15:15  | 3                  | U   | U    | E   | E         | E/P     |       | 15          | £50.37                  | £10.0          |
| After School Club   | 15:15-17:45  | 2.5                |     | 0    | 0   | 0         | 0       | 0     | 0           | £0                      | £              |
| TOTAL COST PER WEEK |              |                    |     |      |     |           |         |       | 32.5        | £120.89                 | £10.0          |
| TOTAL HOURS         |              | 10                 |     |      |     |           |         |       | Addition    | nal cost to parent: lun | ch, snack etc  |
|                     |              |                    |     |      |     | Or free o | wer5 da | ys an | d collect a | t lunch or 12:45.       |                |
|                     |              |                    |     |      |     |           |         |       |             |                         |                |
|                     |              |                    |     |      |     |           |         |       |             |                         |                |
|                     |              |                    |     |      |     |           |         |       |             |                         |                |
|                     |              |                    |     |      |     |           |         |       |             |                         |                |
|                     |              |                    |     |      |     |           |         |       |             |                         |                |
|                     |              |                    |     |      |     |           |         |       |             |                         | cashire        |

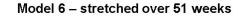
Model 3 - over 5 days a week, 38 weeks a year

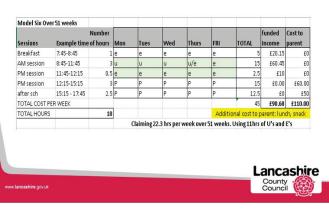
Model 5 – stretched over 47.5 weeks



Model 2 - four days per week, 38 weeks per year Model Two Free over 4 days Sessions Breakfast AM session Lunch Example tin 7:45 -8:45 8:45-11:45 11:45-12:15 τοτοι 1 E 3 U 0.5 E £16.12 £48.36 £0 £0 £0 £0 £8 PM session £48.36 12:15-15:15 3 After School Club TOTAL COST PER WEEK 15:15-17:45 2.5 £0 TOTAL HOURS 10 Or free over 4 days hours 8:45-15:15 = 26 hours used. Leaves 4 hours per week, over 38 weeks 152 hours left Lancashire County Council







| Model Blank         |              |           |           |      |     |       |     |        |                         |                 |
|---------------------|--------------|-----------|-----------|------|-----|-------|-----|--------|-------------------------|-----------------|
|                     |              | Number    |           |      |     |       |     |        |                         |                 |
| Sessions            | Example time | of hours  | Mon       | Tues | Wed | Thurs | Fri | TOTAL  | Funded Income           | Cost to parent  |
| Breakfast           |              |           |           |      |     |       |     |        |                         |                 |
| AM session          |              |           |           |      |     |       |     |        |                         |                 |
| PM session          |              |           |           |      |     |       |     |        |                         |                 |
| PM session          |              |           |           |      |     |       |     |        |                         |                 |
|                     |              |           |           |      |     | 2     |     |        |                         |                 |
| TOTAL COST PER WEEK |              |           |           |      |     |       |     |        |                         |                 |
| TOTAL HOURS         |              | max 10hr: | s per day |      |     |       |     | Additi | onal cost to parent: li | unch, 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

kate.dewhurst@lancashire.gov.uk alexandra.tidmarsh@lancashire.gov.uk

