

Southampton

Nursery Education Providers

Agreement

Updated

Autumn

2008 / 2009

Name of Setting	Contact name and position
<u>Address of Setting</u>	Telephone number
	Fax number
	Email address
Correspondence address (if different from above)	

Self Selecting Criteria		
I confirm that this setting falls into one of the follow categories (<u>please tick the one that applies to your setting</u>)		
1.	Registered by OfSTED's Early Years Directorate under the Children Act 1989 or be a day care provider which is otherwise exempt from Registration.	<input type="checkbox"/>
2.	An Independent School registered with DSCF.	<input type="checkbox"/>
3.	A provisionally registered Independent School educating a child with a statement of special educational needs, claiming grant in respect of that child with specific approval of the LA maintaining the statement of the Secretary of State.	<input type="checkbox"/>
4.	A non-maintained Special School.	<input type="checkbox"/>

5.	A Portage Service.	<input type="checkbox"/>
6.	A childminder registered under Section 7 (1)a of the Children Act working in an NCMA Approved Childminding Network an accredited through the Network as promoting the Early Learning Goals.	<input type="checkbox"/>
<p>If you have ticked (1.) please indicate your sector in one of the boxes below:</p> <p> <input type="checkbox"/> Private <input type="checkbox"/> Voluntary </p>		

Conditions of receiving Nursery Education Funding and for inclusion in the Southampton Directory of Nursery Education Providers

For further guidance on the conditions below please refer to the Sure Start publication “a code of practice on the provision of free nursery education places for three and four year olds” which is sent to all settings.

The following delegated conditions set by the City Council, under the framework in the above document, also apply.

Basic Provision

Providers must:

- Offer up to 15 hours per week over a minimum of three days, of not less than 2.5 hours per day and no more than 10 hours per day
- Offer eligible children at least one session per week for at least eleven weeks per term, up to a maximum of 38 weeks each year. The weeks offered should match school term and holiday dates wherever possible. Providers that cannot offer 38 weeks per year must communicate this clearly both to parents and the City Council.
- Note that inclusion in the Southampton Directory of registered providers is at the discretion of Southampton City Council and that, given due notice, providers may be removed from the Directory (there is an appeals process).

Information and Data

Providers must:

- Supply accurate data to Southampton City Council's Children's Services and Learning Directorate to inform regular and accurate payment to providers in respect of nursery provision provided through the timely return of:
 - Headcount and estimate declaration lists
 - Parental declaration forms in respect of each child who is new to funding and is not listed on the pre-printed declaration list.

- Hold fully completed and up-to-date parental declaration forms, which relate to each child receiving funding and the term in which funding is to be provided. (These need to be completed each term)

- Complete and return a "Term Dates for Nursery Education Funding" form, ensuring that Southampton City Council are informed immediately of any changes throughout the year.

- Provide Southampton City Council Nursery Education Funding administrators a copy of Insurance certificate annually.

- Provide Southampton City Council Nursery Education Funding administrators with any information they require to complete the Council's return for the DCSF Early Years Census, completing and returning it within the stated time.

- Retain copies of birth certificates relating to every child upon initial registration, and hold these for three years.

- Keep an accurate and up to date children attendance register, which clearly identifies the total number of hours provided and where appropriate and if possible, differentiate between paid for and funded sessions.

- Inform Southampton City Council's Children's Information Service whenever there is a change in details affecting the provision i.e. change of ownership

- Make copies of accounts relating to Government funded nursery education available to Southampton City Council Nursery Education Funding administrators or auditors for this funding on request.

Quality:

Providers must

- Offer good quality, wide ranging activities and experiences which will enable children to work towards the Early Learning Goals of the Early Years Foundation Stage (Childcare Act 2006) and undertake and sustain a Quality Assurance programme, when appropriate.
- Complete, implement, evaluate and update an annual development plan based on a Quality Rating Scale such as the Early Childhood Environment Rating Scale (Revised version) with the Early Years Support Team (Early Years Support Teachers, Pre School Learning Alliance Development Workers, Early Years Development Workers) as appropriate, and in compliance with the Support Strategy for Early Years Providers.
- Be inspected by OfSTED, under Section 122 of the School Standards and Framework Act 1998
- Keep records of children's progress e.g. by using 'Learning Stories in Southampton'
- Identify a person who works in the setting as a setting based Special Educational Needs Co-ordinator (Early Years SENCo), operate a Special Educational Needs policy in line with the Special Educational Needs Code of Practice, and work with the Area Special Educational Needs Co-ordinators (Area SENCos) and Early Years Inclusion Workers, where appropriate, in order to include all children within the setting
- Ensure that all Lead Practitioners hold a current Level 3 qualification or above (as prescribed in the Early Years Qualifications Framework, QCA) and that all staff in the setting participate in 20 hours training each year to extend and update their practice and complete the Southampton EYDCP Training Portfolio.

I certify that this institution conforms to all the above conditions of eligibility for inclusion in the Southampton Directory of Nursery Education Providers.

Name

Position

Signed

Date

On behalf of the Owner/Management
Committee