

## Checklist for Early Years Entitlements Expansion

This checklist is for existing childcare providers planning to offer the expanded entitlement (funded hours) for children aged from nine months to five years. New providers should complete the [Getting it right from the start toolkit \(cambsearntogether.co.uk\)](https://cambsearntogether.co.uk) Size: 1,246KB File format: pdf

Setting Name:	Contact (person completing the form):	Date:
Date of last Ofsted: Outcome:	Registered Provider Name and Contact (company/charity/school/academy):	

Check	Comment	Completed
<b>Preparation</b>		
Have expansion plans been discussed with the registered provider?		
Do you have vacancies to fill, or scope to extend hours/space, if at capacity?		
What is your current age range?		
Do you plan to take younger children – if so from what age?		

Does your current registration cover the proposed change in age range? (LA schools - re-register for under twos) (Academies - consult to lower age range/GIAS) (ASC taking under school age - EY register)	<a href="#">Childminders and childcare providers: register with Ofsted - Guidance - GOV.UK (www.gov.uk)</a>	
Will you need to upgrade your insurance policy?		
Will the premises meet the requirements of the age range stated in EYFS Statutory Framework sec. 3.65-3.73?	<a href="#">EYFS statutory framework for group and school based providers (publishing.service.gov.uk)</a> Size: 483KB File format: pdf	
If not, what adaptations are required to meet the EYFS for the age range? e.g., <ul style="list-style-type: none"> <li>• Adequate space per age group</li> <li>• Toilets / intimate care</li> <li>• Sleeping area/cosy rest area</li> <li>• Separate baby room for children under two</li> </ul>	(Capital funding required?) (Match funding options?)	
<b>Finance and Business Planning</b>		
Do you have a business plan for expansion that includes: <ul style="list-style-type: none"> <li>• SWOT</li> <li>• Sufficiency demand</li> <li>• Marketing</li> <li>• Forecast analysis</li> </ul>	<a href="#">Webinars - Learn Together (cambsearntogether.co.uk)</a>	
Have you completed a business health check?	<a href="#">Sustainability / Legal - Learn Together (cambsearntogether.co.uk)</a>	

Does your current income meet expenditure?		
Do you know your breakeven point?	<a href="#">EYCC-Breakeven-calculator-tool-24-25.xlsx (live.com)</a> Size: 33KB File format: excel	
Do you have reserves? Will they cover closure liabilities?		
Are your current hourly fees higher or lower than the new funded rate for the age? If you charge a day rate, please break this down.		
Will having a higher proportion of funded hours impact on your sustainability? How?	<a href="#">Sustainability / Legal - Learn Together (cambsearntogether.co.uk)</a> <a href="#">EYCC-Breakeven-calculator-tool-24-25.xlsx (live.com)</a> Size: 33KB File format: excel	
What is your proposed EYF 'core' offer, i.e., which hours will funding be offered?		
What is your proposed non-funded hourly rate?		
Will this need to be increased to ensure the setting's viability?		
Will the non-funded hourly rate include additional charges? (see below)		

<p>What are your proposed additional 'optional' charges for funded hours:</p> <ul style="list-style-type: none"> <li>• Meals/snacks</li> <li>• Consumables</li> <li>• Additional Services</li> </ul>		
<p>Are you aware of the DfE statutory guidance relevant to additional charges?</p>	<p><a href="https://www.gov.uk/government/publications/early-education-and-childcare-statutory-guidance">Early education and childcare (applies from 1 April 2024) - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.cambridgeshire.gov.uk/early-years-workforce-development">EYF good practice guidance (cambridgeshire.gov.uk)</a> Size: 196KB File format: pdf</p> <p><a href="https://www.bookingbug.com/early-years-workforce-development">Booking and reservations for Early Years Workforce Development (bookingbug.com)</a></p>	
<p>Do you promote tax free childcare to parents?</p>	<p><a href="https://www.cambridgeshire.gov.uk/tax-free-childcare">Tax-free childcare - Cambridgeshire County Council</a></p>	
<b>Staffing</b>		
<p>Would any of your current staff be willing to increase their hours?</p> <p>Has this been discussed in supervision?</p> <p>Consider staff skills, experience, and wellbeing</p>		
<p>Will staff require additional training/CPD/support?</p>	<p><a href="https://www.cambslearntogether.co.uk/developing-the-workforce">Developing the Workforce - Learn Together (cambslearntogether.co.uk)</a></p>	
<p>Will you need to recruit more staff?</p>		

Would you benefit from Safer Recruitment training?	<a href="#">Booking and reservations for Early Years Workforce Development (bookingbug.com)</a> <a href="#">Do something big - Early Years Careers</a>	
Are current induction and supervision procedures up to date?	<a href="#">Leadership in the EYFS - Learn Together (cambslearntogether.co.uk)</a>	
<b>Registered Providers</b>		
Does the registered provider require any training to support their understanding of the roles and responsibilities of the registered provider?	<a href="#">Booking and reservations for Early Years Workforce Development (bookingbug.com)</a>	
If voluntary managed by a committee, would trustees benefit from committee training?	<a href="#">Booking and reservations for Early Years Workforce Development (bookingbug.com)</a>	

Should you have any questions or require further support after completing this checklist, please contact your Early Years Advisor.