

Workshop Session (for FEEE providers for 2, 3 & 4yr olds):Completion of Parental declaration forms and invoice preparation

Date Fri, 08 Jun 2018 09:00 - 12:00

Description This is a half-day workshop sessions which will provide information and guidance on Completion of Parental Declaration forms and Invoice preparation to enable settings to deliver a high quality Early Years provision. It will also provide opportunities for professionals to pick up best practice business processes from across EY sectors.

Venue Children & Family Centre Main Hall 313 Billet Road Walthamstow, London E17 5PX

Name Education Business Support, The Key and SIMS

BookingInfo

Maximum of 1 delegate per school/setting

This Workshop is free to attend

*Refreshments will be provided

For general booking queries and information, please contact Temilade Adeniji at <mailto:FEEEprovision@walthamforest.gov.uk> or phone 020 8496 2909.

Outline

Repeated workshop session due to delegates' request for additional sessions from the Early Years & Childcare Business Conference held on May 4th 2018.

Outcome

This workshop will aim to cover issues around:

- Which hours / sessions can be taken as free provision?
- How is this information made available to parents?
- How is this shown on parental declaration forms?
- Are invoices and receipts clear, transparent and itemised, allowing parents to see that they have received their child's free entitlement completely free of charge and understand fees paid for additional hours or services

Audience Aimed at for Business Owners, Headteachers, Finance Managers and Early Years Leads in Schools, PVI settings and Childminders offering the Free Early Education Entitlement (FEEE) to 2,3 and 4 year olds

Training Id 72995

Course code EBSS-0618-T002

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