

## Business Workshop & Information Session for FEEE Providers

**Date** Fri, 14 Sep 2018 10:00 - 12:00

**Description** 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?

**Venue** Higham Hill Children & Family Centre 313 Billet Road Walthamstow London E17 5PX

**Name** Early Years Teaching and Learning Support

**BookingInfo**

Maximum of 1 delegate per school/setting

This Workshop is free to attend

Refreshments (Tea, Coffee & Biscuits) 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**

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.

**Outcome**

At the end of the workshop, providers will be able to successfully complete invoices and Parental Declaration Forms that that meet the required standard for compliance with LBWF FEEE Contract. It will also provide opportunities for professionals to pick up best practice business processes from across EY sectors.

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

**Training Id** 78972

**Course code** EYTL-0918-T012

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