**Getting started – a checklist for PVI providers**

**Step 1 – what might the Extended Free Entitlement (EFE) mean for my business?**

As a PVI provider you are likely to be providing early education in one of three ways: sole delivery through fee paying places only, sole delivery through a combination of the free entitlement alongside top up paid hours, or working with a childminder (or other provider) to jointly deliver the free entitlement and additional hours.

Before you start to plan for working in partnership with other providers you might want to consider a number of issues:

* **Demand for the EFE** – what are your existing and future parents likely to want by way of provision? Will all those who currently pay for top up paid hours be prepared to continue to do so, or will they start to look for a provider who can offer 30 hours free? You might want to read the [**Parent Engagement**](http://www.familyandchildcaretrust.org/sites/default/files/Parent%20engagement%20to%20deliver%20the%20extended%20free%20entitlement.docx)document in the [**Working with Parents**](http://www.familyandchildcaretrust.org/working-parents-dfes-30-hours-mixed-model-partnership-toolkit)section of the toolkit.
* **Delivery model** – how could you remodel your business to increase the number of hours and weeks of delivery? It is worth noting that a parent who wants an all-day (8am-6pm) and all-year-round (50 weeks per annum) offer for their child requires 2,500 hours of early education. 1,140 of these hours will be funded from September 2017 but that leaves 1,360 hours that will be purchased and can be charged at a market rate, thereby generating a considerable level of income for a provider.
* **Premises** - could you consider delivering some provision other premises either by expanding your business or by working in partnership with a school? For example, could you deliver additional hours during holiday periods and out of school hours? You might want to read the [**Sharing Premises**](http://www.familyandchildcaretrust.org/sites/default/files/Sharing%20premises.docx)document in the [**Legalities**](http://www.familyandchildcaretrust.org/legalities-toolkit)section of the toolkit
* **Fee paying or free entitlement only** – could you deliver only to parents who are willing and prepared to pay for their childcare, or could you deliver the universal offer of 570 hours per annum to children whose parents do not meet the EFE eligibility criteria?
* **Impact on your budget and likely take up** – for each of the options you should undertake robust financial impact assessment. Ideally this should be done alongside an assessment of likely demand and take-up.

You might want to read the case studies:[**Using procurement to outsource nursery provision**](http://www.familyandchildcaretrust.org/sites/default/files/Case%20Study%20-%20using%20procurement%20to%20outsource%20nursery%20provision.docx)**,** [**Blended model 1 primary school, nursery school and children's centre**](http://www.familyandchildcaretrust.org/sites/default/files/Case%20Study%20Blended%20Model%201%20Primary%20School%2C%20Nursery%20School%20and%20Children%27s%20Centre.docx)**,** [**Blended model 2 school building on existing partnership**](http://www.familyandchildcaretrust.org/sites/default/files/Case%20Study%20Blended%20Model%202%20School%20building%20on%20existing%20partnerships.docx)**,** [**Blended model 3 two community nurseries**](http://www.familyandchildcaretrust.org/sites/default/files/Case%20Study%20Blended%20Model%203%20Two%20Community%20Nurseries.docx)and [**Blended model 5 benefits of partnership with wider family support services**](http://www.familyandchildcaretrust.org/sites/default/files/Case%20Study%20Blended%20Model%205%20partnership%20working%20-%20inclusion%20for%20children%20with%20SEND.docx)in the [**Delivery models**](http://www.familyandchildcaretrust.org/delivery-models-dfes-30-hours-mixed-model-partnership-toolkit)section of the toolkit.

**Step 2 – we want to work in partnership, what do we do?**

Having decided that a partnership approach is a serious option, you may also find the following documents and toolkit sections useful:

* [**Frequently Asked Questions**](http://www.familyandchildcaretrust.org/sites/default/files/FAQs%2030%20Hours%20Free%20Early%20Education%20Entitlement.docx)  – this can be found under [**Overview**](http://www.familyandchildcaretrust.org/overview-dfes-30-hours-mixed-model-partnership-toolkit)
* [**Partnerships**](http://www.familyandchildcaretrust.org/partnerships-dfes-30-hours-mixed-model-partnership-toolkit)
* [**EYFS – Joint Management of a Child's Education**](http://www.familyandchildcaretrust.org/eyfs-joint-management-childs-education-tookit)

Contact your local authority

Complete the partnership preparation checklist

Approach the lead partner or ask the local authority to broker contact

Consider setting up a partnership

Complete the give/get exercise

YES

NO

Is there an existing partnership we could join?