**Ealing early years quality partnership**

**Premium membership application form**

Setting/childminder name:

Address and postcode:

Main Contact Name (if different):

Telephone:

E-mail:

Please complete the following and email to earlyyearsservices@ealing.gov.uk. You will receive a confirmation email of your membership within 5 working days. Details of what is included in the membership can be found in the Early Years Quality Partnership brochure.

**Premium Membership**

Please tick PVI or Childminder and return completed application form by return

**Ealing Private, Voluntary and Independent settings (PVI)**

[ ] **£250 per year** (deadline for payment 31 December 2023)

[ ]  **£210 per** year for each additional site

**Ealing Childminder (including those registered with Childminder Agencies\*)**

[ ]  **£125 per year** (deadline for payment 31 December 2023)

**Ealing Childminder with more than one assistant**

[ ]  **£250 per year** (deadline for payment 31 December 2023)

*NB: Unfortunately, the Ealing Early Years Quality Partnership is currently* ***unable to accept subscriptions from out-of-borough*** *schools and early years settings (including PVIs and childminders).*

*\* Agency childminders are advised to refer to the terms and conditions below.*

*It is possible for childminders to arrange a payment plan, with Corporate Collections Payments Team, after they have received their invoice for the subscription fee.*

**Ealing early years quality partnership Terms and Conditions**

As part of the contingency plan to continue to provide support throughout and following the COVID-19 pandemic, in line with local and national guidance and your own risk assessments, your EYC will work with you to agree how your support visits and training will be delivered. This could include socially distanced visits, phone-based support or online visits / training via Microsoft Teams.

* **Membership** will operate on an annual basis from Sept 2023 to Aug 2024 (deadline to return application form Friday 30 June 2023). Newly Ofsted registered settings can book membership ‘in year’ within one year of their Ofsted registration date and will be charged a proportion of the cost dependent on registration date. However, all other settings will be charged the full annual rate irrespective of the start of their subscription date.
* **Visits (setting-based or remote)** will be arranged with your allocated Early Years Consultant (EYC). Visits cannot be carriedover into the next year. All time allocated will include meetings, research, preparation and delivery. It is likely that there will be peak times when demand for support is high. Please make bookings in advance as much as possible. Once booked cancelled visits may not be able to be re-arranged, this will depend on the availability and capacity of the EYC.
* **Training courses and INSET**

Annual subscription must be paid in full before settings can access subsidised training.

One full week inclusive of 5 working days must be given if settings cancel bespoke INSET training or payment will be required in full.

Four full working days’ notice must be given for the cancellation of training courses delivered at the Ealing Education Centre (EEC) or other council venues or payment will be required in full.

Four full working days is required for the cancellation of safeguarding courses. Otherwise, a non-attendance fee of £50 will be payable for each confirmed delegate

**Training materials and PowerPoint presentations** shared with settings, in order to cascade to the rest of their staff team to enhance and strengthen practice, remains the property of Ealing Early Years Quality Partnership. Therefore, the content and / or presentation must not be copied or edited in any shape or form or transferred to any other parties beyond that particular setting.

**Agency Childminders** can subscribe to the 'Premium Package' of the Ealing Early Years Quality Partnership and:

* can attend training provided by the Ealing Early Years Quality Partnership (any chargeable courses will be invoiced directly to the childminder)
* can receive one online 'visit' per year which is centred on the outcomes of, or queries related to, any of their training attended
* will be advised to liaise directly with their relevant childminder agency if any other queries arise during the online 'visit' that are not linked specifically to their training attended
* any further support required or concerns identified will be shared with the relevant childminder agency
* **Quality Assurance** - the quality of our service will be regularly monitored and assessed, and settings/providers will beasked to give feedback.
* **Payment** - by signing the application form, the childcare provider agrees to purchase and pay for the annual membershippackage. An invoice will be issued to each provider by October 2023 (half-term) and should be paid promptly by **31 December 2023**. Payment must be made in full before settings can access training and bespoke support visits at the membership rates.

• **Non-Payment** - In the event of non-payment by 31st December 2023, the setting's debt will be referred to the Debt Collection team / agency, thereafter.

• **Scheduled Visits** - Please be aware that there may be occasions where Early Years Consultants might need to reschedule or postpone visits due to unforeseen circumstances and will inform settings at the earliest opportunity. Similarly, it is understood there may be occasions where settings need to reschedule their visit and it is requested, that they inform their assigned Early Years Consultant at the earliest opportunity.

**•** **Code of Conduct** - In accordance with the local authority's conditions for early years settings, those settings that are abusive or obstructive to the early years team are at risk of:

* being referred to the Ealing Early Years Settings Review Group
* removal from the Ealing Family Services Directory
* **Complaints Procedure** - Should a childcare provider have concerns about the quality of the

service provided; the provider is advised to try to resolve the matter with the Early Years Consultant in the first instance. Where this does not resolve the matter, providers should contact the Principal EYFS Adviser/Quality Lead (secondment), Samira John-Bailey, sjohnbailey@ealing.gov.uk.

• **The Premium Membership Stamp** - Once your membership is confirmed, you will be sent a Premium Membership Stamp which is a logo that we’d like you to use on your website and publicity materials online and in print. You may also use it on your headed paper. This tells parents that you have subscribed to a higher level of membership with our team with the intention of providing a highly inspirational service.

**Agreed by manager / childminder:**

**Signature:**

**Date:**



## **Additional sites / branches of your provision**

This part of the form is for any additional sites / branches of your provision applying for the membership.

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**

**Setting/childminder name:**

**Address and postcode:**

**Main contact name (if different):**

**Telephone:**

**Email:**