



Early Years Education Funding



Conflict Buster Guidance for Completion

Name of child:	
Term:	

Name of Early Years Provider A:		
Parent	How many hours have been claimed on the headcount form of provider A?	___ Hours per week ___ Hours per term
Provider A	I certify that the number of hours claimed at provider A are correct	Provider A Signature _____

Name of Early Years Provider B:		
Parent	How many hours have been claimed on the headcount form of provider B?	___ Hours per week ___ Hours per term
Provider B	I certify that the number of hours claimed at provider B are correct	Provider B Signature _____
Check	Check total Hrs a week is not over 15 & the total hours per term does not exceed Total termly remaining hours	Total hrs per week ___ Total hrs per term ___

Step 1: Complete these details

Step 2: Parent fills this in with the number of funded hours that is written on the headcount form or confirmed with maintained nursery for census

Step 3: Provider signs to confirm this is the number of funded hours they have agreed and will be claimed

Step 4: Parent takes form to second provider

Step 5: Parent fills this in with the number of funded hours that is written on the headcount form or confirmed with maintained nursery for census

Step 6: Provider signs to confirm this is the number of funded hours they have agreed and will be claimed

Step 7: The provider adds the hours together

Step 8: If the claim is over the entitlement:-

- A) Providers should be confirming with parents and explaining the problem. Parents should then reduce hours and tell each provider the new agreed fundable hours (complete another Conflict Buster if necessary)
- B) Providers should make contact with each other, to ensure parents are giving a consistent message.