

## Guidelines for Conflict Buster Completion

### Early Years Entitlement – Conflict Buster

Name of Child: \_\_\_\_\_ Term: \_\_\_\_\_

Name of Early Years Provider A: \_\_\_\_\_

Name of Early Years Provider B: \_\_\_\_\_

Parent	Provider A	Parent	Provider B	Provider B
How many hours have been claimed for on the headcount form of provider <b>A</b>	I certify that the number of hours claimed at provider <b>A</b> are correct	How many hours have been claimed for on the headcount form of provider <b>B</b>	I certify that the number of hours claimed at provider <b>B</b> are correct	Total Hours is not over the maximum entitlement
..... Hours	Signature .....	..... Hours	Signature .....	Please tick <input type="checkbox"/>

**STEP 1**  
The 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 2**  
The provider signs to agree this is the number of funded hours that they have agreed and will be claimed for

**STEP 3**  
Parent takes form to second provider

**STEP 4**  
The 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 5**  
The provider signs to agree this is the number of funded hours that they have agreed and will be claimed for

**STEP 6**  
The provider adds the hours together and ticks the box if they are happy the claim will not be over the entitlement

**STEP 7**  
If the claim is over the entitlement:-  
A) Settings should be confirming with parents and explaining the problem. Parents should then reduce hours and tell each provider the new agreed fundable hours ( if needed fill in another Conflict Buster)  
B) Settings should make contact with each other, to ensure parents are giving a consistent message.