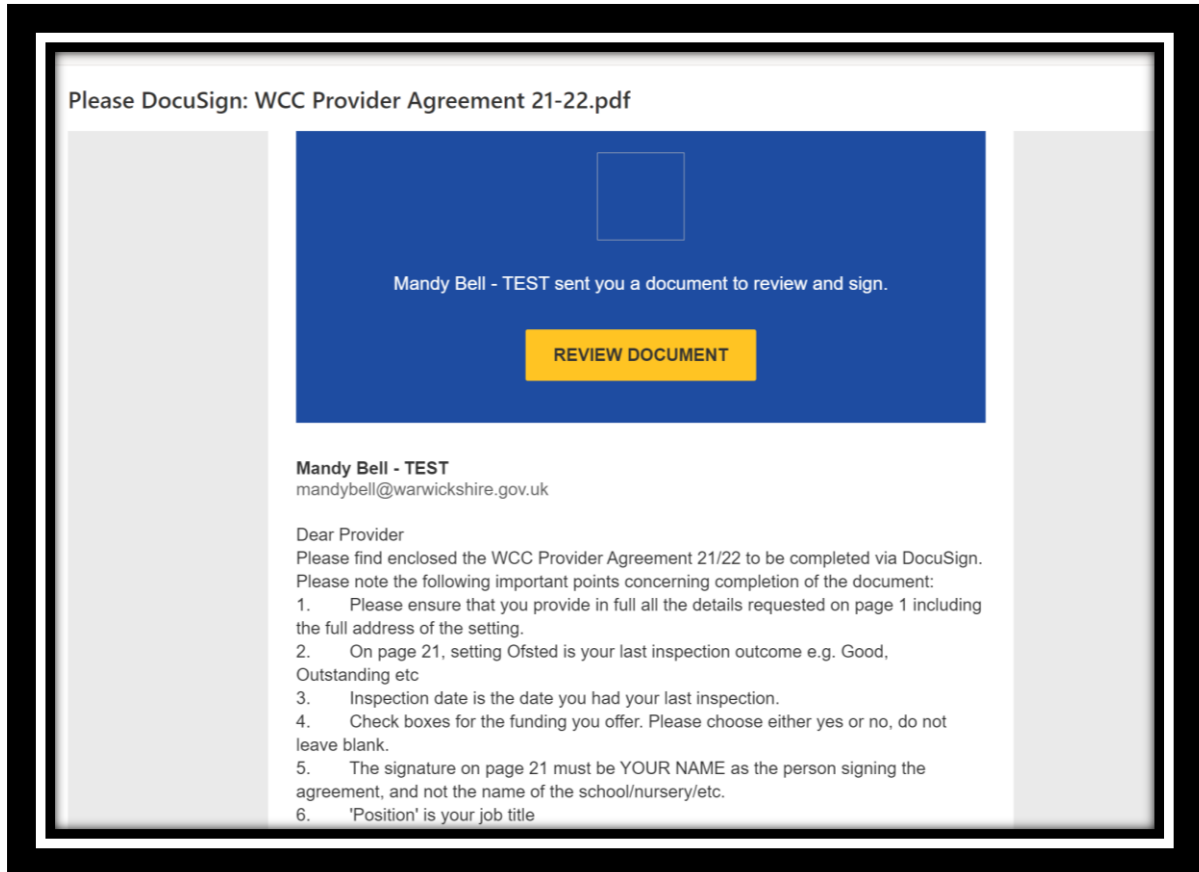


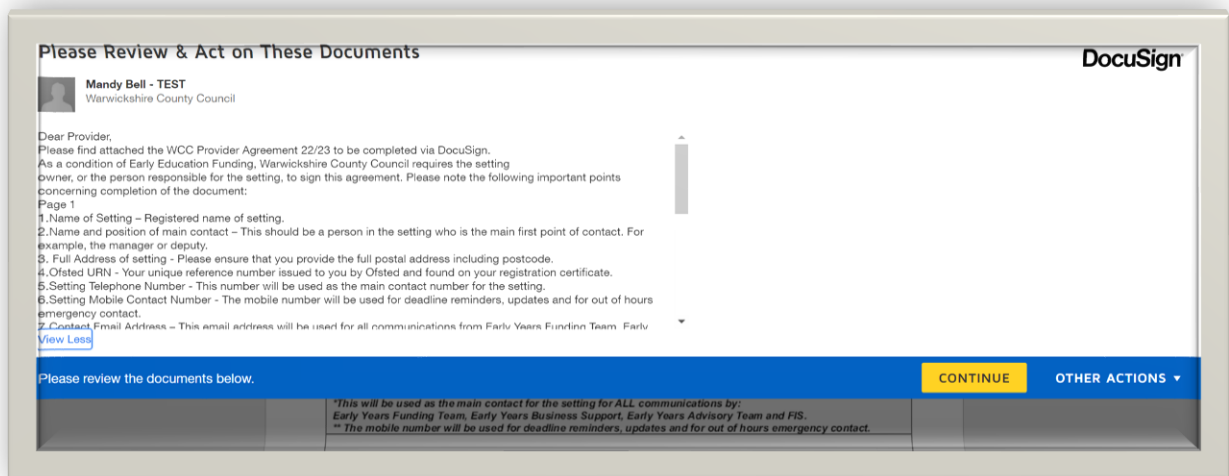
## DocuSign Guidance document for Providers

This is the Link you will receive. Click on **Review Document**.

Please find enclosed the WCC Provider Agreement 24/25 to be completed via DocuSign.  
Please note the following important points concerning completion of the document:



This screen will appear, and you can read the message sent with the document.



# DocuSign Guidance document for Providers

Then click on **CONTINUE**

This screen will appear. If you are a Childminder, then the position box on row 2 will be prepopulated as pictured. You will then need to populate all of the red boxes with required information.

Please review the documents below.

DocuSign Envelope ID: 03A8F8C9-682D-4D2E-94AF-71053BFDC7F0

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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com

**Warwickshire County Council**

<b>Name of Setting:</b>	Name of Setting
<b>Name &amp; Position of Main Contact:</b>	Contact Name <input type="text"/> Childminder
<b>Full Address of Setting:</b>	Setting Address <input type="text"/>
<b>Ofsted URN:</b>	Ofsted URN <input type="text"/>
<b>Setting Telephone Number*:</b>	Setting / Contact Primary number <input type="text"/>
<b>Setting Mobile Contact Number**:</b>	Contact's Mobile - Alternate number / SMS Messaging <input type="text"/>
<b>Contact Email Address*:</b>	This must be main contact email address to be used for funding <input type="text"/>

\*This will be used as the main contact for the setting for ALL communications by: Early Years Funding Team, Early Years Business Support, Early Years Advisory Team and FIS.  
\*\* The mobile number will be used for deadline reminders, updates and for out of hours emergency contact.

**All Providers must have regard to the Statutory Guidance for Local Authorities: Early Education and Childcare issued by the Department for Education and follow these requirements.**

The additional conditions that Warwickshire County Council has laid down are detailed below. This information is required to ensure that the funding is spent in accordance with the Statutory Guidance and to meet the auditing requirements of Warwickshire County Council.

As a condition of Early Education Funding, Warwickshire County Council requires the setting owner, or the person responsible for the setting, to sign this agreement.

If you are a Nursery/Pre school, you will need to complete this box with eg Manager/Owner as applicable.

Please review the documents below.

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**Warwickshire County Council**

<b>Name of Setting:</b>	Name of Setting
<b>Name &amp; Position of Main Contact:</b>	Contact Name <input type="text"/> Contact Position <input type="text"/>
<b>Full Address of Setting:</b>	Setting Address <input type="text"/>
<b>Ofsted URN:</b>	Ofsted URN <input type="text"/>
<b>Setting Telephone Number*:</b>	Setting / Contact Primary number <input type="text"/>
<b>Setting Mobile Contact Number**:</b>	Contact's Mobile - Alternate number / SMS Messaging <input type="text"/>
<b>Contact Email Address*:</b>	This must be main contact email address to be used for funding <input type="text"/>

\*This will be used as the main contact for the setting for ALL communications by: Early Years Funding Team, Early Years Business Support, Early Years Advisory Team and FIS.  
\*\* The mobile number will be used for deadline reminders, updates and for out of hours emergency contact.

**All Providers must have regard to the Statutory Guidance for Local Authorities: Early Education and Childcare issued by the Department for Education and follow these requirements.**

The additional conditions that Warwickshire County Council has laid down are detailed below. This information is required to ensure that the funding is spent in accordance with the Statutory Guidance and to meet the auditing requirements of Warwickshire County Council.


As a condition of Early Education Funding, Warwickshire County Council requires the setting owner, or the person responsible for the setting, to sign this agreement.

## DocuSign Guidance document for Providers

Please ensure that you provide in full all the details requested on page 1 including the full address including postcode of the setting.

DocuSign Envelope ID: D336FB16-DBEB-4512-AD04-3D6F92F364A9

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www.docusign.com



<b>Name of Setting:</b>	Mandy Bell
<b>Name &amp; Position of Main Contact:</b>	Mandy Bell Manager
<b>Full Address of Setting:</b>	16 Church Lane Nuneaton CV10 2XX
<b>Ofsted URN:</b>	EY222000
<b>Setting Telephone Number*:</b>	02476 000222
<b>Setting Mobile Contact Number**:</b>	07888 888888
<b>Contact Email Address*:</b>	mandybell@warwickshire.gov.uk

*\*This will be used as the main contact for the setting for ALL communications by: Early Years Entitlements Team, Early Years Business Support, Early Years Advisory Team and FIS.  
\*\* The mobile number will be used for deadline reminders, updates and for out of hours emergency contact.*

All Providers must have regard to the *Statutory Guidance for Local Authorities: Early Education and Children* issued by the Department for Education and follow these

### Page 1

- 1.Name of Setting** – Registered name of setting.
- 2.Name and position of main contact** – This should be a person in the setting who is the main first point of contact. For example, the manager or deputy. As a Childminder this will be your name and your position is Childminder.
- 3. Full Address of setting** - Please ensure that you provide the full postal address including postcode.
- 4.Ofsted URN** - Your unique reference number issued to you by Ofsted and found on your registration certificate.
- 5.Setting Telephone Number** - This number will be used as the main contact number for the setting.
- 6.Setting Mobile Contact Number** - The mobile number will be used for deadline reminders, updates and for out of hours emergency contact. SMS messaging.
- 7.Contact Email Address** – This email address will be used for all communications from Early Years Funding Team, Early Years Business Support, Early Years Advisory Team and FIS.

## DocuSign Guidance document for Providers

**Page 21**

**8. Setting Ofsted or Childminder Agency Grading** – This should be the most recent Ofsted inspection outcome you have received. For example, Good, Outstanding etc. In the case of an agency Childminder, add the outcome grading for the agency or your own once the agency have inspected you. If you are still waiting for your inspection add “Awaiting”

**9. Inspection Date** – This should be the date of your most recent Ofsted Inspection. In the case of an agency Childminder, add the date the agency was inspected or your own once the agency have inspected you. If you are still waiting for your inspection add “Awaiting”

**10. Early Education Funding to be offered** - Please tick either Yes or No to each (note requirements).

**11. 2 Year Old Funding – Disadvantaged 2 Year Olds Entitlement** - Good / Outstanding Childminders only or newly registered without grading. Tick either yes or no.

**12. 3 & 4 Year Old Funding – Universal Entitlement** - Requires Improvement / Good / Outstanding Childminders only or newly registered without grading. Tick either yes or no.

**13. 30 hour Working Parent Entitlement for 3 & 4 Year Olds** - Requires Improvement / Good / Outstanding Childminders only or newly registered without grading. Tick either yes or no.

**14. From April 2024, 15 hour Working Parent Entitlement for 2 Year Olds** - Requires Improvement / Good / Outstanding Childminders only or newly registered without grading. Tick either yes or no.

**15. From September 2024, 15 hour Working Parent Entitlement for children aged 9 months** - Requires Improvement / Good / Outstanding Childminders only or newly registered without grading. Tick either yes or no.

<b>Setting Ofsted or Childminder Agency Grading:</b>	<input style="width: 90%;" type="text"/>	<b>Inspection Date:</b>	<input style="width: 95%;" type="text"/>	
<b>Early Education Funding to be offered:</b> <i>(Please tick relevant boxes and note requirements)</i>			<b>Yes</b>	<b>No</b>
<b>2 Year Old Funding - Disadvantaged 2 Year Olds Entitlement</b> <i>(Good / Outstanding providers only or newly registered without grading)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>3 &amp; 4 Year Old Funding - Universal Entitlement</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>30 hour Working Parent Entitlement for 3 &amp; 4 Year Olds</b> <i>(Requires Improvement / Good / Outstanding providers or newly registered without grading)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>From April 2024, 15 hour Working Parent Entitlement for 2 Year Olds</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>			<input type="checkbox"/>	<input type="checkbox"/>
<b>From September 2024, 15 hour Working Parent Entitlement for children aged 9 months</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>			<input type="checkbox"/>	<input type="checkbox"/>

## DocuSign Guidance document for Providers

<b>Setting Ofsted or Childminder Agency Grading:</b>	Good	<b>Inspection Date:</b>	21.10.21
<b>Early Education Funding to be offered:</b> <i>(Please tick relevant boxes and note requirements)</i>		<b>Yes</b>	<b>No</b>
<b>2 Year Old Funding - Disadvantaged 2 Year Olds Entitlement</b> <i>(Good / Outstanding providers only or newly registered without grading)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3 &amp; 4 Year Old Funding - Universal Entitlement</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>30 hour Working Parent Entitlement for 3 &amp; 4 Year Olds</b> <i>(Requires Improvement / Good / Outstanding providers or newly registered without grading)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>From April 2024, 15 hour Working Parent Entitlement for 2 Year Olds</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>From September 2024, 15 hour Working Parent Entitlement for children aged 9 months</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

**I understand that as a consequence of receiving Early Education Funding I will be**

- 16. **Signed (DocuSign)** – Setting owner, or the person responsible for the setting, to sign the agreement. Or if a Childminder, being the person responsible for the setting, to sign the agreement.
- 17. **Position** – Post held by the person completing the form, for example, manager, owner or Childminder.
- 18 **Print Name** – Clearly print the name of the person completing the form.
- 19. **Date** – This will be prepopulated with the date at the time of completion.
- 20. **Name of Setting** - Registered name of setting.

withdrawal of funding should the setting fail to meet the requirements set out in this agreement, or to make required alterations to its arrangements within the notified timescale.

I confirm the setting has put in place the requirements to access Early Education Funding.

**Signed:** Sign  
↓ \_\_\_\_\_ **Position:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** 07-Feb-2024 | 15:09 GMT


**Name of setting:** \_\_\_\_\_

## DocuSign Guidance document for Providers

required to comply with all requirements relating to the auditing and monitoring of children accessing funding in this setting. For providers of all delivery types that offer the disadvantaged 2-year-olds entitlement, provider details and contact information will be included within delivery lists that are shared with eligible families.

I understand that Warwickshire County Council will take action which may result in the withdrawal of funding should the setting fail to meet the requirements set out in this agreement, or to make required alterations to its arrangements within the notified timescale.

I confirm the setting has put in place the requirements to access Early Education Funding.

Signed:  Position:

Print Name:  Date: 07-Feb-2024 | 15:12 GMT

Name of setting:


If you want to add a different signature, left click over the signature and then click on Change.

FILL IN

I understand that as a consequence of receiving Early Education Funding I will be required to comply with all requirements relating to the auditing and monitoring of children accessing funding in this setting. For providers of all delivery types that offer funded 2 year old places, provider details and contact information will be included within delivery lists that are shared with eligible families.

I understand that Warwickshire County Council will take action which may result in the withdrawal of funding should the setting fail to meet the requirements set out in this agreement, or to make required alterations to its arrangements within the notified timescale.

I confirm the setting has put in place the requirements to access Early Education Funding.

Signed:  Position:




Print Name:  Change Date: 24-Jun-2022 | 12:25 BST

Name of setting:  Clear

This box will appear. This shows saved signatures.

My Signatures and Initials

+ ADD

<input checked="" type="radio"/> Finley Jones	 DS FJ	Edit X
<input type="radio"/> Mandy Bell - TEST	 DS MB	Edit X
<input type="radio"/> Paul Jones	 DS PBJ	Edit X

ADOPT CANCEL

## DocuSign Guidance document for Providers

Tick other signature, click on "Adopt" and insert another signature.

To add a new signature not yet used, click on +ADD. This box appears allowing you to then type in Full Name\* & Initials\* of the new name you want to add.

This allows you to "Select Style" where you can use different fonts and type in your name, "Draw" if you have a touch screen and can draw your own onto the screen, or "Upload" which allows you to upload a signature you have saved, from your browser.

The screenshot shows the 'Adopt Your Signature' dialog box. At the top, it says 'Adopt Your Signature' with a close button. Below that, it asks to 'Confirm your name, initials, and signature.' There are two required fields: 'Full Name\*' containing 'Finley Jones' and 'Initials\*' containing 'FJ'. Below the fields are three tabs: 'SELECT STYLE' (which is selected), 'DRAW', and 'UPLOAD'. Under the 'SELECT STYLE' tab, there is a 'PREVIEW' section showing a signature 'Finley Jones' with a DocuSigned ID 'F10CA8B63A184F0...' and initials 'FJ' with a 'DS' icon. A 'Change Style' link is on the right. At the bottom, there are two buttons: 'ADOPT AND SIGN' (highlighted in yellow) and 'CANCEL'. A legal disclaimer is visible above the buttons.

Click on **ADOPT AND SIGN** and then **REPLACE**, then new signature should now be in place.

This screenshot shows the same 'Adopt Your Signature' dialog box as above, but with a modal window titled 'Replace Signed Fields' open in the foreground. The modal contains the text: 'Adopting a new signature replaces all previously signed fields with the new signature. Do you want to replace the signed fields in this envelope?' and two buttons: 'REPLACE' (highlighted in yellow) and 'CANCEL'. The background dialog box is dimmed but still visible.

## DocuSign Guidance document for Providers

I confirm the **setting has put in place the requirements to access Early Education Funding.** Required - Signature Applied

Signed: DocuSigned by:  
*Finley Jones*  
F10CA8863A184FU... Position: Manager

Print Name: Mandy Bell Date: 07-Feb-2024 | 15:12 GMT

Name of setting: Mandy Bell

If you click on draw, you can then sign in the box using your cursor as a pen to sign.

Mypt-SMPT-digital-signature

Confirm your name, initials, and signature

Required

# Name\* Initials\*

Mandy Bell MB

SELECT STYLE DRAW UPLOAD

DRAW YOUR SIGNATURE Clear

*M. Bell*

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Or you can click on UPLOAD if you have a saved written signature.

Once you are satisfied that all requested information is completed correctly, click on **FINISH**.

If you have not completed any of the required boxes correctly, the form will go back to the ones that need to be corrected.

When all areas are correct this message will appear to let you know that you can then submit again, so click on **FINISH** again.



## DocuSign Guidance document for Providers

<b>3 &amp; 4 Year Old Funding - Universal Entitlement</b> <i>(Requires Improvement / Good / Outstanding providers only or newly registered without grading)</i>	<input checked="" type="radio"/>	<input type="radio"/>
<b>3 &amp; 4 Year Old Funding – Extended Entitlement</b> <i>(Requires Improvement / Good / Outstanding providers or newly registered without grading)</i>	<input checked="" type="radio"/>	<input type="radio"/>

I understand that as a consequence of receiving Early Education Funding I will be required to comply with all requirements relating to the auditing and monitoring of children accessing funding in this setting. For providers of all delivery types that offer funded 2 year old places, provider details and contact information will be included within delivery lists that are shared with eligible families.

I understand that Warwickshire County Council will take action which may result in the withdrawal of funding should the setting fail to meet the requirements set out in this agreement, or to make required alterations to its arrangements within the notified timescale.

I confirm the setting has put in place the requirements to access Early Education Funding.

DocuSigned by:  
**Signed:** Finley Jones **Position:** Manager

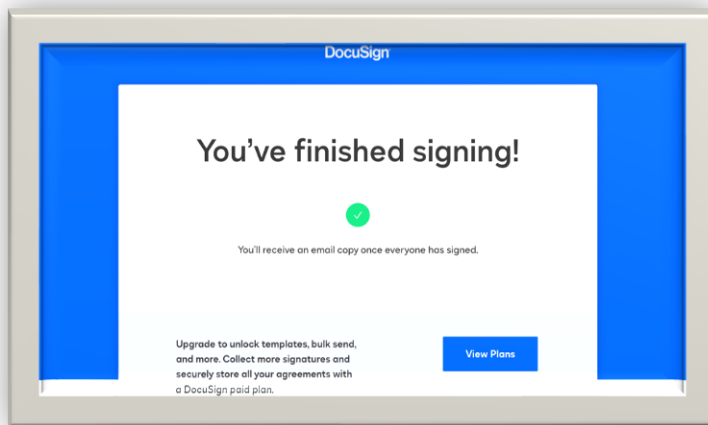
**Print Name:** Finley Jones **Date:** 24-Jun-2022 | 13:53 BST

**Name of setting:** Ding Dong Pre school

**Ready to Finish?** You've completed the required fields. Review your work, then select **FINISH**.

**FINISH**

You will see this message



Your completed Provider Agreement will automatically be sent to my email box where I can check if the document is completed correctly. You should also receive a copy for your records.

If there is a problem with the submitted document, I will contact you and I may have to resend you the document to be completed again.

For any queries, please contact Mandy Bell - Tel: 01926 742633  
Email: [earlyyearsadmin@warwickshire.gov.uk](mailto:earlyyearsadmin@warwickshire.gov.uk)

# DocuSign Guidance document for Providers