

# Provider Agreement Form

## Synergy FIS Provider Portal Guidance



1. Sign into the portal and select 'Forms' from the toolbar at the top of the screen



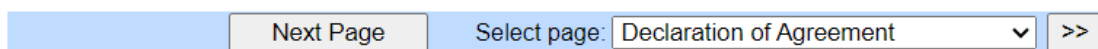
### Fill In Forms

Please select a form below to update your details:

- [EY Census 2024](#)
- [Provider Agreement Form 2024](#)

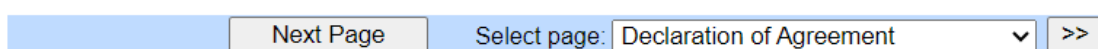
2. Select 'Provider Agreement Form 2024'
3. The first page of the form then opens. The Provider name, DfE URN, and post code will prepopulate. Please contact Management Information if this information is incorrect.

## Agreement between Kent County Council (KCC) and Providers of Early Education and Childcare



### Declaration of Agreement

Provider Name:	<input type="text" value="Miu Nursery"/>
DfE URN:	<input type="text" value="555555"/>
Postcode	<input type="text" value="ME14 1XX"/>



4. Then select 'Next Page'

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- The next page then shows the terms of the agreement of which you need to read and agree too. Please click the box to agree to the declaration.

### Agreement between Kent County Council (KCC) and Providers of Early Education and Childcare

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I am the Registered Person (or Responsible Person, if the Registered Person is a 'body'). I have read, understood and agree to abide by all aspects of the:

- Early Education and Childcare, Statutory Guidance for Local Authorities April 2024
- Early years entitlements: operational guidance for local authorities and providers June 2018
- The Kent Provider Agreement for the provision of Free Early Education and Childcare for two, three and four year olds effective from 1 April 2024

I understand that I will receive funding, if eligible, under the Kent Provider Agreement and that any failure on my behalf to uphold any obligation placed upon me by the Kent Provider Agreement may result in a withdrawal of funding to deliver Free Early Education and Childcare in my setting and/or recall of any monies already paid. I understand that the above named setting may be subject to visits and / or audit monitoring by Kent County Council, The Education People or any other persons authorised by KCC to examine any aspect of the delivery of the Free Early Education and Childcare Entitlements to ensure full compliance

I have read, understood and agree to all the above:

Print Name of: Registered Person(s) Responsible Person(s) (applies only if the Registered Person is a 'body')

Date agreed:

Alex Gamby Head of Early Years and Childcare

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Submit Form

- Next type the name of the Registered/Responsible person signing the agreement. The declaration needs to be signed and agreed by the Registered/Responsible person that is already recorded in Synergy for the setting. If you are unsure who is registered, please email Management Information at [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk) and update the details if necessary before submitting the form.
- Then populate the 'date agreed' box by selecting the date from the calendar icon
- Then select 'Next Page'

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9. Select the Free Early Education and Childcare entitlements you wish to offer by clicking in the relevant box

**Please note:** There is currently only one tick box for 2 year olds. If you wish to offer one or both 2 year old entitlements, please tick this box

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I confirm that I wish to offer the following Free Early Education and Childcare Entitlements: (Tick all that apply)

2 Year Olds (FF2 Disadvantaged and Working Entitlement)  ←

Universal Entitlement 3 to 4 Year Olds  ←

3 to 4 Year Old Working Entitlement  ←

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Submit Form

10. The click 'Submit Form'. You will receive a green 'successfully submitted' message once it has sent.

Home Forms Funding

Fill In Forms View Forms

You have successfully submitted the form.

Fill In Forms

Please select a form below to update your details:

- EY Census 2024
- Provider Agreement Form 2024