

**PARENTAL AGREEMENT FOR THE PROVISION OF
FREE EARLY EDUCATION (FEE) for TWO, THREE & FOUR YEAR OLD CHILDREN**

1. Childcare Provider Details

Childcare Provider/School Name:	
Childcare Provider/School Address:	

2. Child Details

Legal Family Surname:		Legal Forename(s):	
Name by which the child is known: (if different from above):			
Date of Birth:		Male/Female	
Home Address:		Post Code:	
Documentary proof of DoB seen: e.g. Birth Certificate/Passport		Document recorded by: (name of staff member)	
Date document recorded:		Child ethnicity:	

3. Placement Start Date

4. Additional details for children claiming the extended 15 hours free childcare or 2 Year old funding:

30 hours eligibility code: e.g. 12345678912 – 11 digits	
Parent/Carer National Insurance Number:	
Proof of Parent/Carer ID seen: e.g. Passport, Driving Licence	
2 Year old eligibility reference number:	

5. Early Years Pupil Premium (EYPP) for Three and Four Year Old Children

Some three and four year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	Parent/Carer 1:	Parent/Carer 2: (optional)
Legal Family Surname:		
Legal Forename(s):		
National Insurance Number or NASS Number:		
Date of birth:		

6. Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free early education are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)	YES / NO
Date copy DLA letter kept on file:	

If your child is splitting their free early education across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

Childcare Provider/School Name:	Ofsted registration/LCC School Number:

7. Agreed Free Early Entitlement Hours Additional Hours/Services

Free Early Entitlement Hours								
Universal Free 15 Hours								
Please enter total <u>Universal</u> Free entitlement hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Total Annual Universal Hours Claimed (cannot exceed 570)								
Extended Free 15 Hours								
Please enter total <u>Extended</u> Free entitlement hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Total Annual Extended Hours Claimed (cannot exceed 570)								

8. Banked days/hours

Where the provider chooses to offer the ability for parents to bank days/hours to be used over other periods such as school holidays etc. these days/hours need to be agreed between parent and provider and the following applies:-

- There is no transfer of any banked FEE entitlement should the child move to a new childcare provider.
- There will be no charge to the parent if the provider offers this flexibility option.
- The maximum free entitlement within any week, including the banked hours/days cannot exceed 30 hours per week.

9. Additional Hours and Services

The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

The provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their free entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.

The provider cannot ask the parent to pay any fee associated with their child's free entitlement place other than a refundable deposit, required to initially secure the place.

10. Grace Period of Entitlement for the Extended FEE 15 hours

For children whose parent ceases to meet the eligibility criteria for the extended 15 hours of FEE, the child's placement will continue to be funded for the extended 15 hours of FEE until the grace period end date as detailed below:-

Date Parent/Carer receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

I understand that the extended 15 hours will not be funded beyond the grace period end date. If I fall back into eligibility during the grace period, I also understand that my child's extended 15 hours beyond the grace period are subject to availability.

11. Notice Period and Transfer of Entitlement

As the parent/carer/guardian of the above named child I understand that;

I shall be entitled to move my child from the above named childcare provider to a new childcare provider, providing I give the childcare provider at least [] **weeks written notice** of my intention.

Where the required written notice **has been given** prior to the term's "Headcount" week, any remaining FEE entitlement **will be** made available to a new childcare provider, from the end of the written notice period to the last day of the current term.

Where **written notice** is given after the term's "Headcount" week, there **will be no transfer of** any remaining FEE entitlement for the current term to a new childcare provider.

12. Accessing FEE Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their free entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the free entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

Does your child take up any FEE hours at any other childcare provider? **YES / NO**
If yes, please complete the following for the other providers that your child is accessing their free entitlement hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
Total Hours Across All Other Providers FEE Being Claimed				

Note: the total number of free hours in Section 6 and Section 10 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.

13. Declaration

I (Name)

of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Childcare Provider)

.....to claim free early education funding as agreed above on behalf of my child.

In addition I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- In the event that Ofsted publish an inadequate inspection judgement for the provider, the local authority will withdraw funding from the provider as soon as is practicable. The local authority would generally consider this to be eight weeks after the date the inspection judgement was published, but reserves the right to reduce or extend this period, as the local authority in its absolute discretion, considers appropriate.
- In such cases outlined above where I choose to secure alternative childcare before the date the local authority would ordinarily cease funding, the local authority will only fund the provider for a period of four weeks after the date the inspection judgement was published. Any remaining funding after this date will be made available for me to access my child's free entitlement with a different provider which LCC's Family Information Service can assist me in finding, if required.
- If I register my child at a childcare provider for 2 year old funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the FEE entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, to my local children's centre, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility:		Childcare Provider/School:	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	

--	--	--	--

14. Data privacy

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- and to whom it is being communicated