

# EARLY YEARS ENTITLEMENT PARENT/ GUARDIAN/ CARER CONTRACT



## SETTING: OFSTED URN:

### CLAIM PERIOD *(tick the relevant box)*

**SUMMER**  **AUTUMN**  **SPRING**  **YEAR** \_\_\_\_\_  
 (1 Apr-31 Aug) (1 Sep -31 Dec) (1 Jan-31 Mar)

\*Please read carefully the Parental Contract Guidance Notes which accompany this form BEFORE completing this Contract

## 1 Child's details

<b>Child's Forename/s:</b>	<b>Child's Surname:</b>
<b>Child's Preferred Surname:</b>	
<b>Date of birth:</b>	<b>Gender: Male</b> [ ] <b>Female</b> [ ]
<b>Address:</b>	
<b>Postcode:</b>	<b>Ethnicity Code:</b> _____ <b>SEN Code:</b> _____
<b>Type of documentary proof of date of birth</b> (eg Birth Certificate, Passport):	<b>Date document recorded</b> (dd/mm/yyyy)
<b>Documents recorder by</b> (name of staff member):	

### Ethnicity Codes *(please see more complete list of codes in the Guidance Note)*

WBRI = White British	WIRI= White Irish	WIRT= Traveller of Irish Heritage
WROM= Gypsy/ Roma	WOTH = White, any other White Background	MWBC = Mixed, White & Black Caribbean
MWBA = Mixed, White & Black African	MWAS = Mixed, White & Asian	MOTH = Any other mixed background
AIND = Asian or Asian British Indian	APKN = Asian or Asian British Pakistani	ABAN = Asian or Asian British Bangladeshi
AOTH = Any other Asian background	BCRB = Black or Black British Caribbean	BAFR = Black or Black British African
BOTH = Any other Black background	CHNE = Chinese	OOTH = Any other ethnic background
REFU = Did not wish to be recorded	NOBT = Not obtained	

### SEN Codes

N = No Special Educational Needs  
 K = SEN Support (previously School Action, School Action Plus, Early Years Action or Early Years Action Plus)  
 E = Education Health & Care Plan (previously Statement of SEN)

## 2 Additional details for children claiming 30 hours funded childcare

<b>Parent/carer National Insurance Number</b>	<b>30 hours eligibility code:</b> (e.g 12345678912)

## 3 Setting and attendance details

You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week to ensure that funding is split fairly between the settings.

Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding between the settings.

If you are eligible for 30 hours funded place you need to show your universal 15 hours and how you are using it separately to the additional 15 hours. If you lose eligibility for the 30 hours it is expected that after the grace period that you will revert to the universal hours as listed below.

Setting Name(s) (A, B, C, etc)	Total funded entitlement hours attended per day					Total hours per week	Weeks per year (e.g. 38, 45, 51)	Please enter U for universal 15 hours, A for additional hours of the 30 hour offer, P for paid hours
	Mon	Tue	Wed	Thur	Fri			
A								
B								
C								
D								
E								
F								
<b>Total daily funded hours attended</b>								

#### 4 Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is additional funding paid to childcare providers for children of families in receipt of certain benefits ([www.cheshirewestandchester.gov.uk/EYPupilPremium](http://www.cheshirewestandchester.gov.uk/EYPupilPremium)). This funding will be used to enhance the quality of your child's early education by funding training and resources.

If you believe that your child may qualify for the EYPP please **apply online** [www.cheshirewestandchester.gov.uk/EYPupilPremium](http://www.cheshirewestandchester.gov.uk/EYPupilPremium)

(giving information for the *main benefit holder* to enable the council to confirm eligibility)

or you can give your childcare **provider permission** to check on your behalf

Parent/carer National Insurance Number	Parent/carer Name	Parent/carer Date of Birth

#### 5 Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

**Is your child eligible and in receipt of Disability Living Allowance (DLA)?<sup>1</sup>:**

Yes  No

Type of documentary proof of Disability Living Allowance (DLA) (eg official award letter for child's DLA):	Document recorded by

**If your child is splitting their funded entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:**

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<sup>1</sup> <https://www.gov.uk/disability-living-allowance-children/overview>

## 6 Parent/Carer/Guardian with legal responsibility declaration

**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 the providers as listed in the table above to claim funded entitlement as agreed above on behalf of my child.

In addition, I also agree/consent that the information I have provided can be shared with:

The Local Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim a funded two year old place, 30 hours funded place, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

The Department for Education as part of their annual early years census data return.

The Local Authority's: Early Years Funding Team to enable them to process the claim for your place from your childcare provider and pay them the correct amount of funding. The School Admissions Team to help them ensure all children of school age apply for and receive a school place. The Insight and Intelligence Team to evaluate the impact of early years funded places on the early years foundation stage results of children when starting school (a measure of school readiness)

Other Local Authorities if you live or have recently lived outside of Cheshire West and Chester Borough so we can check for over claims caused by parents claiming in two local authority areas at once.

Cheshire and Wirral Partnership NHS Trust who operate the starting well service (helping eligible two years olds access their funded places) through our children centres and will register your child with their service. They might share your information with a childcare provider so they can provide your early years funded place. They will store your information on their secure database and use it to monitor the effectiveness of their service.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
<b>Signed</b>		<b>Signed</b>	
<b>Print name</b>		<b>Print name</b>	
<b>Date</b>		<b>Date</b>	

## 7 Conditions of provision

**Please tick to confirm that you understand that by signing this contract you agree to the following conditions of the funded entitlement.**

- I have read the accompanying Parental Contract Guidance Notes.
- I will notify the setting(s) immediately if I expect my child to be absent from the setting for 3 weeks or more.
- I will not be entitled to change setting, funded hours or pattern of access during the course of a claim period without the express permission of the setting and the Local Authority, which will only be given in exceptional circumstances.
- If the Local Authority considers there are no exceptional circumstances in my case I may not be entitled to claim further funded entitlement at any new setting for the remainder of the term.
- I have received detailed information from the setting(s) about the services they provide and understand that if I require any additional services over and above the funded entitlement I will have to pay the setting(s) published fee for such services.
- I understand that the entitlement is funded at the point of delivery and that I should not be charged a non-refundable registration fee or for any compulsory uniforms for my child.
- Where I am claiming less than my 15 hours or 30 hours because my chosen setting does not deliver the full entitlement I understand that the Local Authority is under no obligation to offer the rest of my funded entitlement at another setting.
- I confirm that I am claiming no more than 15 hours or 30 hours of funded entitlement per week, and I will be responsible for the fees should over-claiming occur.
- I confirm that I am not claiming the childcare element of the working tax credit for the period covered by the funded entitlement and it is my responsibility to deduct any funded hours that are received through the funded entitlement from the total costs of childcare when completing my tax return.
- I confirm that Cheshire West and Chester Council may hold the details above on a database and store further information about the contacts it has with you and your family. This information will be used to contact you about Cheshire West and Chester Council services and about services provided by our children's centre delivery partners. It may also be used to contact you about research on children's services. In accordance with the data protection regulations, Cheshire West and Chester Council will hold all data securely and treat it confidentially.

If you have any queries or require further information you may want to contact the Information Advice & Support Service:

Tel: **0300 123 7001**

Email: **[iasservice@cheshirewestandchester.gov.uk](mailto:iasservice@cheshirewestandchester.gov.uk)**