



Parental Agreement and Declaration Form for the Delivery of Free Early Education (FEE) for Two- Three- and Four-Year-Olds

Section 1:

CHILD'S DETAILS:		
Legal First Name (s):	Legal Surname:	
Name by which child is know (if different):	Date of birth:	Male/Female:
Address:		
Postcode:		
Date of Birth proof of eligibility given: (e.g. birth certificate/passport): YES / NO	2 yr old funding proof of eligibility given and retained: YES / NO / Not applicable	
30 hr proof of eligibility voucher code given and retained (an 11 digit number starting 5000): Code no:	Parent/carers National Insurance Number or NASS Number (needed for 30hr and EYPP): No:	

Section 2:

AGREED TIMES AND NUMBER OF FEE HOURS AT ALL PROVIDERS								
For the term starting on:								
Name of provider*:	Mon	Tues	Wed	Thurs	Fri	Sat/Sun	Total hrs per week	Total for term†
1)								
2)								
3)								
Total hours attending each day/week/term:								
†Number weeks (for stretched offer, if applicable):								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								

* Where more than one childcare provider is used, details of ALL providers (including schools) should be shown on each parental agreement and declaration form. If the parent is paying for additional hours and services, this should be part of a separate agreement. To make amendments to the above arrangement each term, use the additional Agreed Times tables at the end of this form.

Section 3: 30hr Extended Entitlement with more than one provider

For 3 and 4 yr olds taking the 30hrs at more than one provider, the parent can choose which provider is delivering the universal 15 hrs (U) and which is providing the additional 15hrs (Ex) for that term for Headcount/Census data collection purposes ONLY. This does not affect the parent’s statutory right to choose which provider should deliver the universal 15hrs, if they become ineligible for the extended entitlement.

Agreed provider for universal and extended hours for term starting		
Provider Name	No. hrs per week	Univ /Ext / both U & Ex
1)		
2)		
3)		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		

Section 4: Early Years Pupil Premium (for three- and four-year-old children funded only)

Provider should give a copy of the EYPP letter to all parents, which lists the eligibility criteria.

- a) If the parent would like to be checked for eligibility they should provide their National Insurance number (in Section 1) and the following information for the **main benefit holder**:

PARENT/GUARDIAN DETAILS:	
First Name:	
Surname:	
Date of Birth:	

- b) For adopted children, proof of adoption should be given to the provider and retained for audit purposes.

NB. Looked after children will automatically be identified by the Local Authority.

Section 5: Terms of the agreement for FEE

The parent:

- is responsible for ensuring their child uses the number of hours at the times indicated in Section 2 of this agreement
- must give a half term’s notice to terminate this agreement, unless exceptional circumstances apply
- will inform the provider if their child will be absent for any reason
- will lose the FEE place if their child is absent without explanation for more than one week
- does not have to pay for any additional hours, meals or services in order to receive their free entitlement
- can take a maximum of 15 hours per week (or 30hrs per week if eligible for the extended entitlement)
- must use no more than two sites per day
- may make a complaint to East Riding Council if issues cannot be resolved with the provider

The provider must follow all requirements and conditions set out in the East Riding Provider Agreement. A copy of this should be made available to parents on request.

This agreement is made between:	
Parent’s Full Name:	
Parent’s Address:	
Childcare Providers Business name:	

Section 6: Parent Declarations and Information Sharing Consent

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document. I have seen a copy of the provider’s Privacy Notice and understand that my consent will be sought to share my or my child’s personal information unless the law allows this, in accordance with the Data Protection Act 1998.

I authorise my childcare provider to claim free entitlement funding as agreed above on behalf of my child and agree 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 and reconfirm my child’s eligibility and notify this provider to enable them to claim two-year-old funding, 30hr extended entitlement funding, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of my child, (where applicable).

Parent’s Signature Date

I give my consent to share information about my child’s development and the free early education they are eligible for with the following: (tick all relevant)

The Local Authority		My child’s other childcare provider	
My local children’s centre		My child’s primary school at transition	

A copy of this signed agreement must be given to the parent.

**Parental Agreement and Declaration Form – additional Section 2 and 3
For amendments to termly arrangements**

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1)		
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3)		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		

A copy of the amendments to this signed agreement must be given to the parent.