

Parental Contract for Funded Early Education Entitlement (FEEE)

This contract is for the early year's provider to collect information from the parent/carer of the funded child to enable a claim to be made for Funded Early Education Entitlement (FEEE). This parental contract **must** be made available to Derby City Council for audit purposes. This is important as we have a data protection responsibility to inform parents why we need their information and how we are going to use it. All fields must be completed on this contract where applicable to ensure the relevant eligibility checks can be performed and the child receives all funding they are entitled to. The retention period for a parental contract is the current year plus 6 years.

Are you a working parent who needs help with your childcare costs? Speak to your childcare provider to see if they offer the Tax Free Childcare and visit <https://www.childcarechoices.gov.uk/> to check if you qualify. For every £8 you pay to your childcare provider, the government will pay them an extra £2. You can get up to £2,000 off your childcare bills per child per year, or £4,000 for disabled children. And this can be used alongside the 30 hours Free Childcare and for children from 0 to 11 years.

SECTION 1 PARENT CARER DETAILS

Please note the parent details you supply **must** be the parent who created the childcare services account on the HMRC website.

Title:	Legal Forename:	Legal Surname:											
Address:													
		Postcode:											
Date of birth: / /		Telephone:											
Mobile phone number:		Are you a lone parent:	Yes										
			No										
Email address:													
National Insurance (NI) or National Asylum Support Service (NASS) number:													
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NI - 2 letters then, 6 numbers and 1 letter or NASS - first 9 numbers only.													
Relationship to child named on this claim:													

PARENT / CARER DETAILS 2

If you have joint parental responsibility of the child please state your partners details below:

Title:	Legal Forename:	Legal Surname Name:											
Address:													
		Postcode:											
Date of birth: / /		Telephone:											
NI or NASS number:													
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Relationship to child/ren named on this claim:													



SECTION 2 – CHILD'S DETAILS

Legal Forename:		Legal Surname:	
Date of Birth: / /	Gender M <input type="checkbox"/> F <input type="checkbox"/>	First Language:	
Nationality:	Country of birth:		
Address:			
		Postcode:	

SECTION 3 – CHILD'S ETHNIC BACKGROUND

This information will assist the local authority in compiling statistics on early education from different ethnic backgrounds to help ensure that all children have the opportunity to fulfil their potential

Please tick to state your child's ethnicity:

White	WBRI	White British		
	WIRI	White Irish		
	WIRT	White Traveller of Irish Heritage		
	WROM	White Gypsy/Roma		
	WOTH	Any other White background		
Black or Black Caribbean	BCRB	Caribbean		
	BAFR	African		
	BOTH	Any other Black Caribbean background		
Other Background	CHNE	Chinese		
	OOH	Any other ethnic background		

Asian or Asian British	AIND	Indian		
	APKN	Pakistani		
	ABAN	Bangladeshi		
	AOTH	Any other Asian background		
Mixed	MWBC	White and Black Caribbean		
	MWBA	White and Black African		
	MWAS	White and Asian		
	MOTH	Any other Mixed background		

I do not wish an ethnic background to be recorded		
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SECTION 4 – CHILDS SPECIAL EDUCATIONAL NEEDS

Please tick if your Child has any of the below Special Educational Needs:

D00229	Pupil SEN Provision	Please Tick
N	No Special Educational Need	
S	Statement of Special Education Need	
E	Education, Health and Care Plan	
K	SEN Support	

If you have ticked 'N' in the above table skip to Section 6. If not please describe which type of Special Educational Needs your child has using the abbreviations detailed below:

D00237	Pupil SEN Type	Please tick
SPLD	Specific Learning Difficulty	
MLD	Moderate Learning Difficulty	
SLD	Severe Learning Difficulty	
PMLD	Profound & Multiple Learning Difficulty	
SEMH	Social, Emotional and Mental Health	
SLCN	Speech, Language and Communication Needs	
HI	Hearing Impairment	
VI	Visual Impairment	
MSI	Multi-Sensory Impairment	
PD	Physical Disability	
ASD	Autistic Spectrum Disorder	
OTH	Other Difficulty/Disability	
NSA	SEN support but no specialist assessment of type of need	

SECTION 5 – FLYING START FOR 2 YEAR OLDS FUNDING

Please enter the child's eligibility code from your 2 year old eligibility letter issued by Derby City Council:

2 year old eligibility code:

Please state if the child is:

<input type="checkbox"/> In receipt of DLA	<input type="checkbox"/> A Looked After Child	<input type="checkbox"/> Adopted	<input type="checkbox"/> Has a Residence Order / Special Guardianship
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If you have ticked yes to any of the above your provider will ask you to produce evidence to process your 2 year old funding.

SECTION 6 – 3&4 YEAR OLD EXTENDED ENTITLEMENT (EE)

Please enter below the child's 30 hour eligibility code issued by HMRC from your Childcare Choices account:

****Don't forget your code needs to be revalidated every 3 months with HMRC to continue to receive EE funding****

EE 30 hour eligibility Code:

If your child is eligible to receive extended entitlement and is splitting their funding across more than one childcare provider you will need to nominate the provider you want to receive the universal hours. If your child falls out of eligibility for extended entitlement we will continue to fund the universal hours at the provider you have nominated to receive the universal hours at below:

Name of Childcare Provider offering 3 and 4 year old universal funding (up to 15 hours): EYPP funding only paid to this Provider	
Name of Childcare provider offering 3 and 4 year old extended entitlement (up to 15 hours) :	

Funding SECTION 7 – DISABILITY ACCESS FUNDING (DAF)

All 3&4 year old children who are in receipt of Disability Living Allowance (DLA) and are receiving the funded entitlement are eligible for DAF. DAF is paid to the child's childcare provider at a fixed annual rate of £615 per eligible child. Payment is made when the child starts with the provider and can only be claimed once a year.

Is your child eligible and in receipt of DLA and have you provided evidence of your DLA statement to the provider? **Yes**
No

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the Local Authority should pay the DAF:

Main Setting:	
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SECTION 8 – CHILD'S ATTENDANCE PATTERN

My child is attending the following childcare providers for the hours and weeks detailed below:

	Childcare Provider Name(s)	Please enter the total Funded Early Education Entitlement (FEEE) hours only attended per day						Total number of FEEE hours per week	Total number of child care hours attended per week	Number of FEEE funded weeks per year (38, 47.5, 51, 52)
		Mon	Tue	Wed	Thu	Fri	Sat			
A										
B										
C										
Total Hours Attended										

SECTION 9 – PROVIDER DECLARATION

Please tick

I confirm the above attendance pattern is correct and the child is not exceeding 570 universal hours and/or 570 extended hours per academic year September to August, at my provision and across any others stated above.	<input type="checkbox"/>
I confirm if the child above has started a stretched model at my provision in the spring or summer term their hours have been pro-rated accordingly using 'Derby City Council's Stretched Funding Pro Rata Guidance' to ensure yearly maximums are not exceeded	<input type="checkbox"/>
I confirm I have seen original copies of at least one of the child's following forms of identification: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other, please state: _____	

Authorised Signatory Name	
Authorised Signatory Signature	
Date	

SECTION 10 – PARENT DECLARATION

Please Tick

<p>I understand my child is entitled to a maximum of 570 universal hours per year and/or a maximum of 570 extended hours per year (if eligible for 30 hours), on either a term time or stretched model and can only take this funding at a maximum of 2 sites in any one day.</p>	<input type="checkbox"/>
<p>I have received charges information upfront from my childcare provider/s and fully understand any charges for additional services and hours of childcare that can be taken by my child. I understand that I should not be charged in advance for my child's funded place and providers cannot insist I take and pay for additional services as a condition of accessing my child's funded place.</p>	<input type="checkbox"/>
<p>I understand that it is not good practice to move my child during a term however if I do choose to do this my childcare provider/s may require 4 weeks' notice (20 working days) to terminate my child's funded place, the only exceptions where a provider cannot take 4 weeks notice is if:</p> <ul style="list-style-type: none"> • I have to move house suddenly • I have a change in my child's primary care • I have a sudden change of employment, for example a new job working out of Derby • There are Health and safety concerns, for example a child protection issue. <p>I understand I will have to provide evidence of the above changes if requested by my childcare provider.</p>	<input type="checkbox"/>
<p>I understand that my child's attendance should be regular and that a minimum of 80% attendance a term is expected. If my child cannot attend their sessions for any reason (due to illness, appointments or holidays) I will telephone my childcare provider/s to inform them of my child's absence and understand that consistent poor attendance and any unauthorized non-attendance may result in my child's funding being withdrawn.</p>	<input type="checkbox"/>
<p>I understand that if I do not qualify for extended entitlement or fail to keep up with re-validating my 30 hour voucher code I will then only be able to access my universal funded hours of 570 hours per year.</p>	<input type="checkbox"/>
<p>I understand that if the childcare provider takes a retainer fee to reserve my child's 3 and 4 year old funded place this will be refunded within 4 weeks of my child starting at the provider. I understand that this cannot be taken if my child is only accessing a free two year old funded place with no other additional hours taken on top of this.</p>	<input type="checkbox"/>
<p>I understand that my Early Years Provider and the Local Authority are bound by the Data Protection Act and will not reveal information held on my child to a third party unless the law allows them to. For further information about how the Council and / or DfE store and use this data please go to the following websites:</p> <p>http://www.derby.gov.uk/privacy-notice http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn</p>	<input type="checkbox"/>
<p>I confirm that the information on this contract is accurate to the best of my knowledge and I authorise Derby City Council to exchange information I have provided on this contract with my child's childcare provider and other local authorities if my address is outside of Derby City to ensure funding is not being exceeded across local authorities.</p>	<input type="checkbox"/>
<p>I understand that the information I have provided can be shared with the local authority and Department for Education (DfE) and HMRC, who will access information from other government departments to confirm my child's eligibility.</p>	<input type="checkbox"/>
Please Tick	
<p>I authorise for Derby City Council to use my information to perform an eligibility check and process my 3 or 4 year old child's claim for extended funded hours of Funded Early Years Education Entitlement (FEEE) and this information will need to be retained by Derby City Council for 6 years for audit purposes.</p>	<input type="checkbox"/>
<p>I authorise for Derby City Council to use my information to perform an eligibility check and process my 3 or 4 year old child's claim for Early Years Pupil Premium (EYPP) and this information will need to be retained by Derby City Council for 6 years for audit purposes.</p>	<input type="checkbox"/>

Parent / Carer Name	
Parent / Carer Signature	
Date	

PARENT NOTES

Note 1: To be eligible for 15 hours for my **two-year-old** I must be in receipt of one of the following:

- Income Support / Income Based JSA / Income related ESA
- Child Tax Credit (with or without Working Tax Credits) and combined taxable income of less than £16,190
- Universal Credit - for childcare places starting on or after 1 April 2018, must have an annual net earned income equivalent or less than £7,400 per year, assessed on up to three of the parent's most recent Universal Credit assessments periods.
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child in receipt of DLA
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order
- Children of Zambrano Carers;
- Children of families with no recourse to public funds with a right to remain in the UK on grounds of private/family life under Article 8 of the European Convention on Human Rights;
- Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and asylum Act 1999 – 'the 1999 Act').

Note 2: To be eligible for **30 hours** for my 3 or 4 year old I must earn less than £100,000 and meet one of the following criteria:

- Single parents who works at least 16 hours or earns more than £131.36 or 123.20*
- Couple - both parents work at least 16 hours/week or each earn more than £131.36 or £123.20*
- Working will include those on statutory sick pay, parental, adoption, maternity or paternity leave
- One parent is employed and the other parent is in receipt of specific carers' benefits, or specific disability or incapacity benefits.

* These weekly amounts are based on working 16 hours at the National Living/Minimum Wage which is different for different ages i.e. at 25 years you need to earn at least £131.36 per week, for 21 to 24 year olds this will be at least £123.20 per week and a lower rate again for under 21's

Note 3: All 3 and 4 year olds are entitled to **15 hours early education**. If you are not entitled under note 1 or note 2 you can choose to pay for additional hours yourself and you may get support from the Government through Tax/Universal Credit or through Childcare Vouchers.

Note 4: 3 and 4 year old children who are in receipt of child Disability Living Allowance (DLA) and are receiving the free entitlement are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual rate of £615.

Note 5: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including:

- Income Support/ Income Based Job Seekers Allowance, Income related Employment and Support Allowance
- Child Tax Credit (but not Working Tax Credit) and combined income of less than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – for childcare places starting on or after 1 April 2018, must have an annual net earned income equivalent or less than £7,400, assessed on up to three of the parent's most recent Universal Credit assessments periods.
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child in receipt of Disability Living Allowance
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order
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This funding will be used to enhance the quality of the early years' experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information speak to your childcare provider.

For any further queries you can contact **the Childcare and Families Information Service** on **01332 640758** or email Earlyyearsfunding@derby.gov.uk or please speak to your childcare provider.