



PARENT/CARER DECLARATION / PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 2 YEAR OLDS

Period 1 Autumn Term 2020 - 2021 210 Hours

Child's Details: To be completed by parent / carer of the child - <u>PLEASE COMPLETE ALL SECTIONS</u>				2 YO Funding Reference: CPEI		
Forename:			Middle Name(s):			
Legal Family Surname:			Preferred Family Surname:			
Child's Permanent Address Including Post Code:						
Gender: Male / Female (please circle)			Child's Date of Birth: ___ / ___ / ___			
Child's Ethnic Origin – please tick one of the following:				White – British <input type="checkbox"/>	White – Irish <input type="checkbox"/>	
White - Gypsy/Roma <input type="checkbox"/>	White - Italian <input type="checkbox"/>	White - Traveller of Irish Heritage <input type="checkbox"/>	White - Other Background <input type="checkbox"/>			
Black or Black British - African <input type="checkbox"/>	Black or Black British – Caribbean <input type="checkbox"/>	Any other Black Background <input type="checkbox"/>	Asian or Asian British – Bangladeshi <input type="checkbox"/>			
Asian or Asian British – Indian <input type="checkbox"/>	Asian or Asian British – Pakistani <input type="checkbox"/>	Any Other Asian Background <input type="checkbox"/>	Chinese <input type="checkbox"/>			
Mixed – White and Asian <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Any Other Mixed Background <input type="checkbox"/>			
Any Other Ethnic Background <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Obtained <input type="checkbox"/>				
Please tick the appropriate box below to state whether your child has a Special Educational Need (SEND)						
No Special Educational Need <input type="checkbox"/>		SEN Support <input type="checkbox"/>		Education Health and Care Plan <input type="checkbox"/>		
Child's Start Date for this term: ___/___/___			Child's End Date for this term: ___/___/___			
Part of stretched offer: Yes <input type="checkbox"/> No <input type="checkbox"/>			Number of stretched weeks in period: _____			
My Child is attending the following settings; <u>Ofsted Registered Name please</u>					Total Number of Funded Hours per week	
<i>Please enter setting names in the below boxes A, B.</i>						
<i>The setting you are completing this form for should be in box A</i>						
Please enter total Funded Hours per day - (Based on your child's regular pattern of attendance)						
Setting Names:	Mon	Tue	Wed	Thu	Fri	
A.						
Non Funded Hours at above setting (paid for)						Total Number of Funded Hours per week
Other Providers: <i>Funded Hours only</i>	Mon	Tue	Wed	Thu	Fri	
Settings Names:						
B.						
Eligible Dates of birth for Period 3			1 st September 2017 - 31 st August 2018			
Central Bedfordshire Period 3 Dates			1 st September 2020 - 31 st December 2020			



PARENT/CARER DECLARATION / PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 2 YEAR OLDS

Period 1 Autumn Term 2020 - 2021 210 Hours

Declaration and Submission:

Please tick to confirm that you understand that by signing this contract you agree with the following conditions of the Free Early Education Entitlement.

- I understand that the free entitlement must be free at the point of delivery and that I cannot be charged for this in advance.
- I understand that I am entitled to claim for no more than the maximum number of free hours for each period across a maximum of 2 providers and that any hours my child attends over this will be charged to me by the childcare provider(s).
- I have received detailed information from the childcare provider above regarding the Free Early Education Entitlement and advised of any additional services available for my child and I understand that I will have to pay fees for these services if I want to receive them.
- I understand that I cannot change provider(s) within one term of this agreement, unless the reason for it is covered by the one of the circumstances detailed in the guidance notes of this form and I have advised the childcare provider and the Local Authority.
- I confirm that my child will be regularly attending the nursery education hours as indicated above and that if my child is attending more than one provider; all providers and the total number of hours I am looking to claim at each provider have been listed on this form.
- I understand that if I have given any false information on this declaration, I may be asked to reimburse the provider.
- I confirm that I have shown the provider proof of my child's current address and date of birth.
- I confirm that I have read and fully understood the guidance for parents/ carers completing the declaration form.

Please print full name in BLOCK CAPITALS	Full name:	
Signature:	Date:	

i	<ul style="list-style-type: none"> By signing this form, you agree to the local authority using the information you have provided to enable your child's preschool/Nursery/childminder to claim for Nursery Education Funding for 2, 3 and 4 year old's and for the Early Years Annual / School Census data collection. The personal data collected in this form will be used for this purpose only and will be stored on a secure system. Only information that is required to process payments to educational settings will be regularly shared with other teams within Central Bedfordshire Council and statistical information will be shared with the Department for Education. We have a legal and statutory obligation to carry out this processing. We may share the information you have provided with partner agencies and authorities but only where we are legally required to do so. All processing will be carried out in accordance with the Data Protection Act 2018. The information provided in this form will be held in line with the councils document retention schedule which can be found on our website https://www.centralbedfordshire.gov.uk/info/27/about_your_council/254/information_governance/6 For more information on how the council handles the data we hold and your rights as an individual please see our privacy statement. Please note that due to the legal basis for processing the rights available to you are the right to access and the right to rectification: https://www.centralbedfordshire.gov.uk/info/10/contact_central_bedfordshire_council/164/accessibility_cookies_data_protection_payments_and_copyright/3 If you have any concerns regarding the handling of your personal data you can contact the Data protection Officer at Information.Governance@centralbedfordshire.gov.uk
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**PLEASE DO NOT RETURN THIS PAGE TO YOUR PROVIDER WITH THE PARENT DECLARATION FORM –
IT IS FOR INFORMATION TO PARENTS/CARERS ONLY**

- **Your child is entitled to a maximum of 570 hours over 38 weeks of the year (term time).** If your child attends a day nursery/childminder throughout the year e.g. 50 weeks, then the entitlement can be **stretched** in accordance to the periods set by Central Bedfordshire Council and with the permission of your provider.
- Your child can attend up to two providers in order to receive their free entitlement. Please discuss with your providers how many hours you wish to claim with each provider and record this on the parent declaration. **Please note if a claim is submitted for more than one provider and the total hours claimed amount to more than the maximum free entitlement for the period, the local authority will contact all providers regarding the over claim of funding and a decision will need to be taken as to where the funding will be allocated.**
- **If your child attends for more than the maximum funded hours for each period, you will have to pay the provider/ providers for the additional hours.**
- You should only claim for the number of hours you know your child will be **regularly** attending and no more. **You are not required to deduct hours for holidays and short absences.**
- **Please state on the parent declaration form whether your child is attending another provider and the total number of funded hours for the period you wish to claim with that provider. Please remember that this includes school nurseries/pre-schools, lower and special schools and any providers outside of the local authority.**
- A parent declaration form must be completed for each term that you make a claim.
- The parent declaration form, along with providing evidence of your child's identity, date of birth and current address (with correct postcode), is your provider's assurance that they have done what they can to minimise the possibility of fraudulent applications for funding. It will also help if double funding has occurred and the Council investigates the matter.
- The parent / carer declaration is a formal agreement between the provider and the parent / carer of the child.
- Parent Declarations can only be broken or amended under the following circumstances:
 - If the family leaves the area
 - If the family's circumstances change i.e. new job / unemployment
 - Child with a long-term sickness
 - To accommodate changing shift patterns
 - Provision not appropriate to the child's needs
- If a parent wishes to increase or change their child's attendance after headcount has taken place and this change is not covered by the above list of reasons the provider will be entitled to charge for these additional hours.
- This Parent / Carer Declaration form will be signed by the parent and uploaded to a secure system by the provider to Central Bedfordshire Council.

DELAYED ADMISSIONS

Parents / carers should be aware that the scheme allows school nurseries / pre-schools to make appropriate arrangements for phasing intakes of eligible pupils in the first 4 weeks of term. As the child is on roll, he/she will be included on schools' claim for funding. Provided that admission is not delayed beyond the first 4 weeks of term, the school can claim the full amount.

Therefore, parents / carers who choose to send their child to a day nursery/private, voluntary or independent pre-school/childminder whilst waiting to be admitted to a school nursery/pre-school during the first 4 weeks of term will not be eligible for any additional funding. In these circumstances the childcare provider may charge the parent / carer for the hours accessed whilst the child is awaiting a phased intake into the school. If entry into the school is beyond the first 4 weeks of the term, the childcare provider may claim funding.