FREE EARLY EDUCATION ENTITLEMENT
PARENT / GUARDIAN / CARER DECLARATION FORM
PART B

THIS FORM SHOULD BE RETAINED BY THE CHILDCARE PROVIDER.

Name of Nursery / Pre School /Childminder: ……

TERM *(tick the relevant box)*

SUMMER 2015 ☐ **AUTUMN 2015** ☐ **SPRING 2016** ☐

SECTIONS 1, 2, 3 & 4 TO BE COMPLETED BY PARENT/ GUARDIAN/CARER

Section 1 – Child's details

Child's Forename/s: _____ Child's Surname: _____

Date of birth: _____

Address: _____

Postcode: _____

Section 2 - Parent/ Carer/ Guardian details

Title Mr/ Mrs/ Ms etc	**Full Legal Forename(s)** (as on legal documents)	**Legal Surname** (as on legal documents)	**Relationship to Child** (Mother/ Father/ Legal Guardian)

Address (if different from child's address): _____

_____ Postcode: _____

Daytime telephone no's: [home] _____ [work] _____ [mobile] _____

Section 3 - Free Entitlement details

- The minimum time your child can attend a day is 2.5 hours and the maximum is 10 hours
- If accessed over 38 weeks (term time only), the 15 hours must be taken over a minimum of 2 days a week
- Sessions will normally be available in half hour units
- The entitlement is available between 7am – 7pm, even if the childcare provider is open before or after this
- The entitlement may include lunchtime – please check with your provider
- The entitlement may be accessed 38 weeks per year (term time only) and can be accessed up to 52 weeks. If the entitlement is accessed over more than 38 weeks, the number of hours per week will be reduced
-

	Funded hours claimed	**Actual number of hours attended**
The number of hours per week I will be claiming from the above provider is:		
The number of hours per week that I will be claiming at a **second** provider is:		
TOTAL		

Section 4 – Declaration

By signing this declaration you agree to the following conditions of the Free Entitlement.

- I have read the accompanying Parental Declaration Guidance Notes and understand that a provider will not be able to claim funding if they are a relative of my child (for further information please see guidance notes).
- I understand that in order to claim the funding my childcare provider will hold and submit electronically to Cheshire East Council my child's details, i.e. name, address, date of birth and details of the funded hours claimed.
- I will notify the Provider(s) immediately if I expect my child to be absent from the setting for 3 weeks or more.
- I have received detailed information from the Provider(s) about the services they provide and understand that if I require any additional services over and above the Free Entitlement I will have to pay the Provider(s) published fee for such services.
- I understand that the Free Entitlement is free at the point of delivery and that I should not be charged a deposit, registration fee or for any compulsory uniforms for my child.
- Where I am claiming less than my 15 hours because my chosen provider does not deliver the full entitlement I understand that the Local Authority is under no obligation to offer the rest of my Free Entitlement at another provider if it has already offered to make my full entitlement available elsewhere.
- I understand that the minimum Free Entitlement session is 2.5 hours and the maximum number of hours I can claim in 1 day is 10 hours. In order to claim the full 15 hours I must claim it over a minimum of 2 days.
- **I will not be entitled to change provider during the course of a term without the express permission of 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 Free Entitlement at any new provider for the remainder of the term.**
- **I will not be entitled to increase the funded hours stated during the course of the term unless the Local Authority considers there are exceptional circumstances** *
- I confirm that I am claiming no more than 15 hours of Free Early Education Entitlement per week, and I will be responsible for the fees should over-claiming occur. **I also confirm that I am not claiming the childcare element of the Working Tax Credit for the period covered by the Free Early Education Entitlement** and it is my responsibility to deduct any free hours that are received through the Free Early Education Entitlement from the total costs of childcare when completing my tax return.
- I agree to information being collected and shared with partner organisations to support my children's learning and development.

Signed	**Print Name**	**Date**
_____	_____	_____

*If you have any queries or require authorisation to transfer Free Entitlement funding, please contact the Cheshire East Council Free Early Education Entitlement Team
Tel: 01270 685888 or email full details to FEEE.Teameast@cheshireeast.gov.uk

FREE EARLY YEARS ENTITLEMENT FOR 2, 3 & 4 YEAR OLDS

PARENTAL DECLARATION – GUIDANCE NOTES

PROVIDERS SHOULD GIVE THESE GUIDANCE NOTES TO ACCOMPANY THE PARENTAL DECLATATION FORM. FORMS A & B SHOULD BE RETAINED BY THE CHILDCARE PROVIDER.

IMPORTANT NOTE

The purpose of the Parent Declaration is to make sure that:

(a) children are not funded for more than 15 hours per week:
(b) the setting can make the right claim for funding;
(c) **parents commit to the hours and pattern of access noted on this form at the Provider(s) of their choice for at least one academic term.** If Parents change Providers part way through the term they will not be able to claim their Free Entitlement funding at the new Provider unless they have sought the express permission of the Local Authority **and** there are exceptional reasons for the change. Examples of such reasons include:

- if your family leaves the area
- your family circumstances change (e.g. new job/ unemployment)
- your child develops a long term illness
- to accommodate changing shift patterns in your work
- the provision is no longer appropriate to your child's needs

To request authorisation to transfer Free Entitlement funding send full details to either: feee.teameast@cheshireeast.gov.uk or contact FEEE Team Tel 01270 685888

The information you give within this form will be retained by your nursery / pre-school / childminder and Cheshire East Council. The childcare provider holds information on children in order to support their development, monitor their progress, to provide appropriate pastoral care and to assess how well the Provider is doing. This information includes your child's contact details, ethnic group and any special educational needs.

Childcare providers are required by law to pass some information about your child to the Local Authority and the Department for Education. The information is used to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified.

HOW TO COMPLETE THIS FORM

1. Child Details

Please ensure you complete all details in this section. You should use the child's legal name as shown on their birth certificate. Providers and the Council will be entitled to request sight of your child's birth certificate as proof of your child's age and eligibility to claim the Free Entitlement

2. Parent/ Guardian/ Carer Information

This should include the details of the person with legal Parental Responsibility for the child. The Declaration should be signed by a person with legal parental responsibility.

3. Free Entitlement Details (hours and patterns of access)
Your child is able to have up to 15 hours of free Early Years provision per week, for 38 weeks per year, for the terms after their third or fourth birthday if your child is attending a nursery, pre-school playgroup or independent school (a setting) which is on the Council's register.

You are able to claim 15 hours per week by either:

claiming all 15 hours with one council school or nursery unit for the whole term;
claiming all 15 hours with one private day nursery or one pre-school; or
dividing the hours between different settings e.g. 7.5 hours with a private day nursery and 7.5 hours with another private day nursery or maintained nursery

Parents can claim the Free Entitlement at more than one setting, but are only allowed to claim a **maximum of 15 hours per week.** If you have already claimed all 15 hours at one provider you **cannot** claim any at another provision. If you are claiming your Free Entitlement at more than one provider you will need to sign a separate declaration at each provider.

Provider Hours - Enter the **weekly** hours to be claimed at the provider(s), then enter the **total** hours in the table.

4. Agreement
Please sign and date to confirm that you understand the terms of the Free Entitlement.

Your child will not be eligible to receive the Free Entitlement where the Provider is a person providing childcare for a child where the Provider is

(a) a parent or step-parent of the child;

(b) a person with parental responsibility for the child;

(c) a relative of the child;

(d) a person who is a local authority foster parent in relation to the child;

(e) a person who is a foster parent with whom the child has been placed by a voluntary organisation;

(f) a person who fosters the child privately

And the Provider cannot claim the Free Entitlement for such children.

If you have any queries or require authorisation to transfer Free Entitlement funding, please contact the Cheshire East Council Free Early Education Entitlement Team:
Tel: 01270 685888 or email full details to FEEE.Teameast@cheshireeast.gov.uk