PARENT/PROVIDER AGREEMENT FOR ALL FUNDED ENTITLEMENT HOURS (9MONTHS TO 4 YEARS OLD)

Provider Name:

Child Details:

Legal first name:

Middle name(s)

Legal surname:

Address:

Date of birth (DD/MM/YY): ☐☐/☐☐/☐☐

Gender:

Postcode:

Please tick the appropriate Ethnic Code

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

Early Years Pupil Premium (EYPP)

You could be eligible for EYPP. The eligibility criteria can be found at: Get extra funding for your early years provider - GOV.UK

If you believe that your child may qualify for EYPP please provide the following information so we can check eligibility for EYPP.

Parent/Carer Name:

Parent/Carer date of birth: ☐☐/☐☐/☐☐

National Insurance Number: ☐☐☐☐☐☐☐☐☐

Parent/Carer NASS number (if applicable): ☐☐☐☐☐☐☐

Is your child adopted from care, left under special guardianship, residence or subject to childcare arrangement orders?

Yes ☐ No ☐

If yes, please fill in the Adopted children, special guardianship, residence or childcare arrangement order EYPP application form.

Disability Access Fund (DAF)

Children who are in receipt of Disability Living Allowance and are receiving Funded Entitlement hours are eligible for the DAF.

☐ Please tick if your child is in receipt of Disability Living Allowance (DLA)

If yes, you will need to provide a copy of the DLA award letter to your provider who will share with Buckinghamshire Council to verify eligibility for the Disability Access Funding. DAF is paid to the child's nominated Early Years Provider as a fixed annual rate per eligible child.

If your child is sharing their entitlement across two or more providers, please nominate the main provider where the Local Authority should pay the DAF.

Details for child claiming Funded Entitlement hours

Parent/Carer name:

2nd Parent/Carer name:

Parent/Carer date of birth: ☐☐/☐☐/☐☐

2nd Parent/Carer date of birth: ☐☐/☐☐/☐☐

Parent/Carer National Insurance Number: ☐☐☐☐☐☐☐☐☐

2nd Parent/Carer National Insurance Number: ☐☐☐☐☐☐☐☐☐

Is the parent of the child a serving member of the Armed Forces? 3 & 4-Year-Old only (Personnel Categories 1&2)

Yes ☐ **No** ☐

Working Family Eligibility Code: ☐☐☐☐☐☐☐☐☐☐ **or**

Two-year-old funding code (families receiving certain benefits): ☐☐☐☐☐☐

Claim details

If your child has transferred from another childcare provider and was accessing Funded Entitlement hours, please complete:

Childcare provider: ☐ **Term time** ☐ **Stretched place, up to 51 weeks** ☐

Please note, your old provider may be contacted by the new provider to discuss Funded Entitlement hours.

Name of 1st Childcare Provider:

Funding Stream	Start date of funded place	Number of funded hours per day					Number of funded hours per week	Number of weeks funding is taken over (38, 45, 47, 51)	Parent and provider to initial	
		M	T	W	T	F				
9 months to 3-year-old Eligible Working Parents (max 30 hours)										
2-year-old hours for parents in receipt of certain benefits (max 15 hours)										
3- & 4-year-old Universal Hours (max 15 hours)										
3- & 4-year-old Extended Hours for Eligible Working Parents (max 15 hours)										

Name of 2nd Childcare Provider:

Funding Stream	Start date of funded place	Number of funded hours per day					Number of funded hours per week	Number of weeks funding is taken over (38, 45, 47, 51)	Parent and provider to initial	
		M	T	W	T	F				
9 months to 3-year-old Eligible Working Parents (max 30 hours)										
2-year-old hours for parents in receipt of certain benefits (max 15 hours)										
3- & 4-year-old Universal Hours (max 15 hours)										
3- & 4-year-old Extended Hours for Eligible Working Parents (max 15 hours)										

Total number of Funded Entitlement hours claimed per week: ☐

Funding Entitlement Terms and Conditions – please read all the information before signing this PPA.

- I understand that my chosen provider can ask for a deposit to secure my child's funded place but are required to refund the deposit to me in full within six weeks of the first day of my child starting with them, if I am accessing only my Funded Entitlement hours with them.
- I understand that the Funded Entitlement hours are free at the point of delivery and that I cannot be charged for these in advance.
- I have received detailed information from the provider(s) named and been advised of any voluntary consumable charges and any additional fee-paying services available for my child and I understand that the provider must have alternative options to the consumables and food charges.
- I understand that I cannot amend this agreement or change the provider(s) detailed within a claim period (each claim period corresponds to every half term) of this agreement without the express permission of the provider(s) and Buckinghamshire Council. This will only be agreed in exceptional circumstances as detailed in Buckinghamshire's "Local Management of the Funded Entitlement for 9 months to 4 year old".
- I agree to accept liability for the administration and legal costs for recovery for any overpayment made due to a false declaration on this form.
- I give permission for the eligibility code I present to the provider for the Eligible Working Parent funded hours to be checked with Buckinghamshire Council and HMRC.
- I give permission for the eligibility code I present to the provider for the 2YO funded hours for parents in receipt of certain benefits to be checked with Buckinghamshire Council and DWP.
- I give permission for the information I provide to be used to check eligibility for other types of early education funding.
- When your child has started a maintained or academy school before compulsory school age then you are no longer able to claim your Funded Entitlement. You must inform your provider(s) not to claim for the Funded Entitlement from the beginning of the term your child starts attending the school.
- A child can attend for no less than ½ an hour a day and no more than 10 funded hours a day. You cannot claim more than the total 15 or 30 Funded Entitlement hours per week that your child is eligible for.

Essential notes for parents/carers

- The Funded Entitlement your child is eligible for will be up to 15 or 30 funded hours, this must be taken at a Buckinghamshire Council approved childcare provider and taken up to 51 weeks per year. The total amount of Funded Entitlement hours equates to 570 or 1140 per year.
- If your child does not regularly attend for the hours claimed your provider may be asked by Buckinghamshire Council to repay funding. You will be asked to confirm reasons for non-attendance and any extended non-attendance will be notified to Buckinghamshire Council.
- If you choose to enrol your child at two or more providers to access up to 30 hours of Funded Entitlement per week, your child can only receive the maximum number of funded hours designated for any one early education entitlement funding period.
- Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.
- Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.
- The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.
- If you use more than one provider, it must be clear the funded hours to be claimed at each one. Where there is a dispute about the allocation of funding Buckinghamshire Council will investigate and make the final decision.
- If you need/prefer to use two or more providers whilst accessing Funded Entitlement hours, you cannot use more than two providers in one day and can use a maximum of three providers in total without preference to Buckinghamshire Council.
- Where available, Early Education Entitlement may be stretched over 45, 47 or 51 weeks per year, however it can only be accessed with more than one provider if the provider(s) offers the same stretched or term time only offer. Whilst you may change providers at half term, we regret that you cannot switch from a term time only to stretched offer or vice versa until the end of the funded period, which is normally the end of the current term but may be later in the case of a stretched offer.

A false declaration may result in your Funded Entitlement being withdrawn.

Notice to childcare provider: This agreement is for Buckinghamshire Council Early Years childcare providers to collect information from parents/carers of funded children to enable a claim to be made for government funding. Once completed this PPA MUST be available to the Buckinghamshire Council Early Years Service for auditing purposes. The childcare provider has a data protection responsibility to inform parents why we need their information and how we are going to use it.			
Name of provider:			
Parent/Carer: I confirm that I have read and agree to all the terms and conditions detailed, and that I understand how my provider offers the Funded Entitlement hours and any charges relating to these hours.			
Parent/Carer signature:		Date:	
Print name:			
Provider: I confirm I have checked evidence of child's date of birth and supplied details of the government funding offered at this provider:			
Provider signature:		Date:	
Print name:			
Job role:			
Documentary proof of DOB seen (e.g. birth certificate, passport):			