

Funded Early Education Entitlement (FEEE) for 2, 3 & 4 year olds

## PARENTAL DECLARATION FORM

To be completed by Parent/Carer/Guardian alongside the childcare provider



### PLEASE READ THESE STATEMENTS CAREFULLY AND CONFIRM BY SIGNING ON PAGE 4

The provider has explained the Terms & Conditions for FEEE places to me and I understand that:

- Proof of Name and Age of my child must be given to the provider (Birth Certificate or Passport)
- For 2 year old FEEE or the 3 & 4 year old Universal Entitlement (UE) I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year 'stretched' over 48 or 51 weeks)
- For the 3 & 4 year old Extended Entitlement (EE) I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is actually accessing and also for the provider to claim more FEEE hours than my child is accessing**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum for one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not charge me for the FEEE hours** that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours
- I may have to pay my provider if my child **fails to regularly access their FEEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider
- If I want to move my child to another setting I must give at least a **4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period
- If my child is eligible for EYPP the funding will only be paid for the UE hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will be only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
  - Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched
  - When my child is claiming 2 year FEEE and moves to the 3 & 4 year FEEE (UE or EE)
  - If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances
  - Where there is a change or changes to any name. address or provider details
- If my child qualifies for the EE, this can only be accessed in the term after I apply for the Eligibility Code (DERN code) and it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.
- If my child is taking up a Stretched offer or the 30 hour Extended Entitlement, the provider will submit an online E-Form to Leicester City Council giving the details completed above

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**PARENTAL DECLARATION FORM**

To be completed by Parent/Carer/Guardian alongside the childcare provider

**I confirm that:**

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided above is complete, accurate and true
- I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child
- I understand that if I have given any false information I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider/s if the arrangements or details given on this declaration form change.
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department for Education does with the data
- I agree that the information I have provided can be shared with Leicester City Council and Department for Education who will access information from other government departments to:
  - confirm my child's eligibility and validate the 30 hour FEEE Eligibility Code - if applicable
  - enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
  - enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

Signature of Parent/Carer/Guardian named on page 1	
Relationship to child	
Date	

**Please note** that this declaration form does not replace the provider's usual registration form and parental contract which you may be required to complete to register your child to attend the setting.

**INFORMATION FOR PROVIDER**

When you register a child for a FEEE place you must check either the Birth Certificate or Passport as proof of Name and Age and retain a copy of the document. Please tick the relevant box below to confirm this.

<b>Birth Certificate</b> seen and copy retained		<b>Passport</b> seen and copy retained	
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**EYPP:** If the child is eligible the funding is only payable for the UE hours accessed by the child and to the provider or providers delivering the UE hours.

**DAF:** If the child is eligible and you are the nominated provider then you must contact the SEND Support team to apply for the payment and forward the copies of the DLA award documents to them.

Where a child is taking up a **Stretched Offer** or the **30 hour Extended Entitlement**, you will need to submit an online E-Form to Leicester City Council giving the relevant details from this form.

This declaration is your evidence of FEEE claim for this child and must be retained for 7 years to complete headcount forms and for future reference, including auditing. You may be asked by Leicester City Council to produce evidence of a claim at any time. Please sign below and give a copy of the form to the parent.

<b>Signature</b> on behalf of provider		Date	
Name and Position			

**Please note** that this declaration form does not replace your usual registration form and parental contract which you may require the parent to complete to register the child at your setting.

General information about Free Early Education and childcare can be found via <http://families.leicester.gov.uk/free-early-education/>