

Parental Contract for Funded Early Education Entitlement (FEEE)

This contract is for the early years 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 for children from 0 to 11 years, and used alongside the working parent offers for 9 months to 4 year olds. If you do not qualify for Tax-Free Childcare, you may be eligible for other offers of support with your childcare costs, [Check what help you could get with childcare costs - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

SECTION 1 – CHILD'S DETAILS

Legal Forename:	
Legal Surname:	
Date of Birth:	
Gender:	
First Language:	
Address:	
Postcode:	

SECTION 2 – 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 can 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 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				



SECTION 3 – 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 4. 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 4 - PARENT CARER DETAILS

Please Note: parent/carer details 1 must be the parent who created the childcare services account on the HMRC website

Are you a lone parent? Yes No

	Parent / Carer / Details 1	Parent / Carer 2
Title:		
Legal Forename:		
Legal Surname:		
Address:		
Postcode:		
Date of birth:		
Telephone number:		
Mobile number:		
Email Address:		
National Insurance (NI) Number or National Asylum support Service (NASS) Number:		
Your relationship to the child named on this claim:		

SECTION 5 – FLYING START FOR 2 YEAR OLDS FUNDING

If you have applied and been issued a 2-year-old voucher code by the Families Information Service (FIS) to claim flying start for 2-year-old funding, please enter the voucher code below

2-year-old voucher code:	
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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 – WORKING PARENT VOUCHER CODES 9 MONTHS TO 4 YEARS

Please enter the child's eligibility code issued by HMRC from your Childcare Choices account: **Don't forget your code needs to be re-validated every 3 months with HMRC to continue to receive extended 30 hours funding for 3&4 year olds or the expanded 15 hours funding for 9 month to 2 year old entitlement hours, and you must have received your eligibility code before 31 August to use in autumn term, 31 December to use in spring term and 31 March to use in summer term.**

Working Parent Eligibility Code:	
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If your child is eligible to receive the extended 30-hour entitlement for 3&4 year olds 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, Derby City Council 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):	

SECTION 7 – DISABILITY ACCESS FUNDING (DAF)

All 9 month to 4 year-old children who are in receipt of 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 £910 per eligible child. Payment is made when the child starts with the provider and can only be claimed once a year from the initial claim.

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 childcare provider's, please nominate the main setting where Derby City Council 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	Sun			
A										
B										
C										
Total Hours Attended										

SECTION 9 – CHILDCARE PROVIDER DECLARATION

Please tick

I confirm the above attendance pattern is correct and the child is not exceeding 570 universal or expanded 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	child's Identification reference number:
Childcare provider authorized signatory name:	
Childcare provider authorized signatory signature:	
Date:	

PARENT NOTES

SECTION 10 – PARENT DECLARATION

I understand my child is entitled to a maximum of 570 universal or expanded hours per year and/or a maximum of 570 extended hours per year (if eligible for 30 hours), on either a stretched or term time model and can only take this funding at a maximum of 2 sites in any one day.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I understand it is not good practice to move my child during a term, but if I do choose to do this, my child's FEEE funding can be moved to another childcare provider with immediate effect. If my previous childcare provider/s have stated they require a notice period in my private contract with them, and I choose to move my child's FEEE without giving the required notice, I will be liable to pay for my child's funded sessions until the end of the notice period.	<input type="checkbox"/>
I understand that my child's attendance should be regular. 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.	<input type="checkbox"/>
I understand that if I do not qualify for 3&4 year old 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.	<input type="checkbox"/>
I understand that if the childcare provider takes a retainer fee to reserve my child's FEEE 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 flying start for two-year-old funded place with no other additional hours taken on top of this.	<input type="checkbox"/>
I understand that my Early Years Provider and the Local Authority must follow the strict rules called 'data protection principles' within the Data Protection Act 2018 to comply with the General Data Protection Regulation (GDPR) to ensure my child's personal information is used fairly, lawfully, and transparently and not revealed to a third party unless the law allows them to. For further information about how the Council and / or DfE store and use of this data please go to the following websites: Data protection: The Data Protection Act - GOV.UK (www.gov.uk) http://www.derby.gov.uk/privacy-notice http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
My childcare provider has made me aware of the 'Tax Free Childcare' and how to apply for this to reduce my childcare costs by 20% if I meet the eligibility criteria and made me aware of the childcare costs calculator to find out how much help I can get towards my childcare costs, please see the link below: Check what help you could get with childcare costs - GOV.UK (www.gov.uk) https://www.childcarechoices.gov.uk/	<input type="checkbox"/>
I am aware that private childcare providers work to the same Early Years Foundation Stage (EYFS) Curriculum as nursery schools, and if my child enrolls at a school nursery unit, they will not be guaranteed a school place at the same school.	<input type="checkbox"/>
Please Tick	
I authorize for Derby City Council to use my information to perform an eligibility check and process my 9 month up to 4 year old child's claim for extended or expanded funded hours of Free Early Years Education Entitlement (FEEE) and this information will need to be retained by Derby City Council for 6 years for audit purposes.	<input type="checkbox"/>
I authorize for Derby City Council to use my information to perform an eligibility check and process my 9 month up to 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.	<input type="checkbox"/>

Parent / Carer Name	
Parent / Carer Signature	
Date	

Note 1: To be eligible for 15 hours for my **two-year-old** under the flying start for 2 year old offer I must be in receipt of one of the following:

- Income Support / Income Based Jobs Seekers Allowance (JSA) / Income related Employment and Support Allowance (ESA)
- Child Tax Credit (with or without Working Tax Credits) and combined taxable income of less than £16,190
- Universal Credit – with a take home pay of less than £15,400, assessed on up to three of the parent’s most recent Universal Credit assessments periods.
- The guaranteed element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act
- Child in receipt of Disability Living Allowance (DLA)
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order
- Meet the extended criteria for flying start for two years olds because I am: A Zambrano Carer; have the right to remain in the UK under Article 8 of European Convention on Human Rights (ECHR) and are subject to no recourse to public funds; or I am supported under section 4 of the Immigration and Asylum Act 1999.
- I am a non-UK citizen who cannot claim benefits, and my immigration status says I have ‘no recourse to public funds and my household income is less than: £26,500 for families outside of London with one child, £34,500 for families within London with one child, £30,600 for families outside of London with two or more children, or £38,600 for families within London with two or more children.

Note 2: To be eligible for the **30 hours** for my 3- or 4-year-old or 15 hours for my 9month to 2 year old child under the working parent offers I must earn less than £100,000 and meet one of the following criteria:

- Single parents who work and earn the equivalent of at least 16 hours at minimum wage or above *
- Couple - both parents work and earn the equivalent of at least 16 hours at minimum wage or above *
- 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.

The National Hourly Minimum Wage from April 2024 by age group is as follows:

21 years and over	18 to 20 years	Under 18 years	Apprentice
£11.44	£8.60	£6.40	£6.40

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: 9 month to 4-year-old children who are in receipt of child 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 £910.

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 - must have a take home pay of 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

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.