

## **TERMS AND CONDITIONS:**

I understand that the early years' entitlement funded hours must be delivered completely free of charge at the point of delivery and that I cannot be charged for this in advance.

I will be responsible for payment of any hours exceeding 15 if my child is not eligible for the extra entitlement, or exceeding 30 hours if my child is eligible, taken either here or elsewhere.

I have seen a copy of the provider's policies and procedures.

I have received information from the provider(s) above and been advised of additional services available for my child and I understand I will be charged for these services should I wish to use them.

I fully understand that:

- I can opt for my child to receive chargeable extras such as: meals, snacks, trips and other items such as nappies or sun cream.
- my provider cannot insist that I purchase additional hours or services as a condition of my child accessing a funded only place.
- I cannot be charged for core business costs such as insurance, Ofsted registration, energy bills and training or for items required to deliver the Early Years' Foundation Stage (EYFS), such as craft materials, toys and equipment.

I understand that additional charges in connection with the funded hours are voluntary. However, the early years' entitlement funding only covers the cost of childcare.

Also

I fully understand that:

- My provider **cannot** charge a "top-up" fee (the difference between my provider(s) normal charge and the funding they receive from the local authority to deliver funded places).

If my child only attends for an early years' entitlement place, I understand that there is not a required notice period and that should my child leave, the following will happen:

- my provider will be paid to the end of the funded week of my child's last day of attendance.
- my child can access the early years entitlement with another provider at the start of the next funded week.

I will inform the provider of my child's last day of attendance in advance, if possible. If I am paying for additional childcare hours, I understand my provider may have a notice period that I will adhere to.

If multiple providers claim for more than the maximum number of hours my child is eligible for and I have given any misleading information on this declaration, I may be asked to reimburse one of the providers, or my child's place may be forfeited. I understand that checks on my claim will be made.

I confirm that the information on this contract is accurate, and I understand that anyone who knowingly makes a false declaration in an attempt to obtain a funded entitlement place fraudulently may be committing an offence. The local authority has a duty to protect the public funds it administers, and to this end will use the information I have provided on this form for the prevention and detection of fraud. The local authority will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I am aware that the information I have provided will be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years' Pupil Premium / Disability Access Fund and undertake validity checks for the Working Family Entitlement (HMRC) code on behalf of my child. I will provide a copy of the Disability Living Allowance letter and agree for this to be held securely by the provider as evidence for this funding.

I am aware that the information I have provided will be shared within the local authority and that I will be notified should any restrictions to funding be made to my provider following them receiving a less than 'Good' Ofsted judgement.

The personal data I supply will be kept securely by Derbyshire County Council (DCC) and this provider in accordance with the UK General Data Protection Regulations, DPA 2018 and any subsequent legislation. This information may be shared with other Local Authorities or Childcare providers in accordance with the Privacy Notice issued to myself by this Early Years setting prior to completing this form. I have a right to have inaccurate/incomplete information corrected. To ensure eligibility and for audit purposes, DCC requires providers to confirm they have seen evidence of my child's DOB by recording the evidence from one of the following: birth certificate, passport or NHS Red Book.

I understand this declaration runs for the duration of my child's funded place with the above early years' provider.

Providers must adhere to the retention periods recommended within the Companies Act, which states documents relating to income should be kept for 6 years, plus the current financial year (any provider acting as a sole trader e.g. child minders, must adhere to the retention periods recommended within the Public Records Act, of 5 years, plus the current financial year).

If the form has been completed and returned electronically then the corresponding emails should also be retained.

**By signing this contract, you agree with the above terms and conditions of the funded entitlement:**

<b>Parent / Carer / Guardian with legal responsibility</b>	<b>Early Years' Provider</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Print name:</b>	<b>Print name:</b>
<b>Relationship to Child:</b>	<b>Designation:</b>
<b>Date:</b>	<b>Date:</b>

## FOR COMPLETION BY THE PROVIDER WHERE A CHILD IS STRETCHING THEIR FUNDED HOURS OVER THE HOLIDAY PERIODS:

To be completed by the provider, **ONLY** when a parent has chosen to stretch their funded hours over the holiday periods (funded hours offered over 39 – 52 weeks).

Example of stretching funded hours, where a provider is open for 51 weeks:

570 hours stretched over 51 weeks, would equate to a total of 11.17 funded hours per week:  
(570 ÷ 51 = 11.17)

Total number of funded hours, for children who become eligible from the start of the Spring or Summer terms will be on a pro-rata basis\* (please refer to the funding calendar for the number of weekly funded hours available during the Spring and Summer terms).

### \*For children starting:

Autumn Term 2024/2025: Total funded hours available **570 hours** for the full academic year (38 term time weeks or up to 52 stretched weeks)

Spring Term 2024/2025: Total funded hours available **360 hours** for the remainder of the academic year (24 term time weeks or up to 34 stretched weeks)

Summer Term 2024/2025: Total funded hours available **195 hours** for the remainder of the academic year (13 term time weeks or up to 19 stretched weeks)

### Autumn Starter:

Full academic year: September to August

Total number of weeks the funded hours are to be stretched over:	
Number of stretched hours to be accessed per week	
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	
*How many agreed <b>additional (chargeable) hours</b> would you like to access per week?	
*Total agreed (funded and chargeable) hours to be accessed per week?	

\* In relation to stretched delivery model

### Spring / Summer Starter:

Part academic year: January to August

Total number of weeks the funded hours are to be stretched over:	
Number of stretched hours to be accessed per week	
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	
*How many agreed <b>additional (chargeable) hours</b> would you like to access per week?	
*Total agreed (funded and chargeable) hours to be accessed per week?	

\* In relation to stretched delivery model

Please be reminded that 'stretched' calculations for a Spring / Summer starter should be reviewed at the beginning of the next Autumn term to reflect a full academic year.