

Parental Contract for Funded Early Education Entitlement (FEEE)

This contract is for the early years childcare 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 \(www.gov.uk\)](https://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	
	OOth	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: your details provided below will only be used to check eligibility for Working Parent Entitlement and Early Years Pupil Premium (EYPP) if you have given consent to do so in section 10 of this contract. Please see parent notes on page 7, note 2 for the Working Parent Entitlement criteria and note 5 for the EYPP criteria.

Parent/carer details 1 must be the parent who created the childcare services account on the HMRC website for working entitlement and parent carer 1 details will be used to check eligibility for EYPP.

Are you a lone parent? ☐ Yes ☐ No

	Parent / Carer / 1	Parent / Carer 2
Title:		
Legal Forename:		
Legal Surname:		
Date of birth:		
Telephone 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 – YOUR CHILDS ELIGIBILITY

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using below:

☐ **Universal 3- & 4-year-old entitlement**

All children are entitled to 38 weeks of 15 hours free childcare per week or 570 hours free childcare per year from the term after they turn 3 years old, no eligibility code is required for this entitlement.

☐ **Flying Start for 2-year-old entitlement**

Children are entitled to 38 weeks of 15 hours free childcare per week or 570 hours free childcare per year from the term after they turn 2 years old, if you meet the criteria in parent note 1 on page 7 of this form, you can apply to receive a 6-digit code, this must be entered in section 6 on this form.

☐ **Working Parent entitlement for 9 months to 4-year-olds**

Children are entitled to 38 weeks of 30-hour free childcare per week or 1140 hours free childcare per year the term after a child turns 9 months old, if you meet the criteria in note 2 on page 7 of this form, you can apply to receive an 11-digit code, this must be entered in section 7 on this form.

Please note: if you have been issued an 11-digit Working Parent code and a 6-digit Flying Start code for your 2-year-old child, you must use the 6-digit flying start for 2-year-old funding code to claim your first 15 hours of funded childcare and the 11-digit Working Parent code to claim the remaining 15 hours funding.

SECTION 6 - FLYING START FOR 2-YEAR-OLD ENTITLEMENT CODE

6-digit eligibility code:

Please state if the child is:

<input type="checkbox"/> In receipt of Disability Living Allowance (DLA)	<input type="checkbox"/> A Looked After Child	<input type="checkbox"/> Adopted	<input type="checkbox"/> Has a Residence Order / Special Guardianship
--	---	----------------------------------	---

If you have ticked yes to any of the above your provider will ask you to produce evidence to process your Flying Start for 2-year-old funding.

SECTION 7 – WORKING PARENT ENTITLEMENT FOR 9 MONTHS TO 4 YEAR OLDS CODE

11-digit eligibility code:

Don't forget your code needs to be re-validated every 3 months with HMRC to continue to receive working 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.

SECTION 8 – DISABILITY ACCESS FUNDING (DAF)

All 9 month to 4-year-old children who are in receipt of Disability Living Allowance (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 £938 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 in receipt of Disability Living Allowance (DLA)?	Yes	
If you have answered yes, please provide your childcare provider with evidence of your child's DLA	No	

If your child is splitting their free entitlement across more than one childcare provider, please nominate the main setting where Derby City Council should pay the DAF:

Main Setting:

SECTION 9 – CHILD'S ATTENDANCE PATTERN

You need to agree and complete this declaration form with each childcare provider your child attends for their funded entitlement to ensure that funding is paid fairly to each of them. Your childcare provider should help you to complete this section correctly.

Your child can attend a maximum of two sites in a single day. And you must ensure your yearly funded entitlement of 570 hours or 1140 hours for working parent entitlement is not exceeded across the year.

Please state the provider's name and hours your child attends each day below:

Provider name:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 47.5, 51)
Total funded entitlement hours attended per day									n/a	
Total extra (chargeable) hours per day										
Total daily hours attended										

If your child is attending another childcare provider, please state the provider's name and complete the hours the child is attending each day below:

Provider name:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 47.5, 51)
Total funded entitlement hours attended per day									n/a	
Total extra (chargeable) hours per day										
Total daily hours attended										

If your child is eligible to receive the 30-hour Working Parent entitlement for 9months to 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 first 15-hour funding. If your child falls out of eligibility for Working Parent Entitlement, Derby City Council will continue to fund the 15 universal hours for 3- & 4-year-old children and the 15 Flying Start for 2-year-old funded hours to the childcare provider you have nominated.

Name of Childcare Provider offering 3- and 4-year-old universal funding and Flying Start for 2-year-old funding (up to 15 hours): EYPP funding only paid to this Provider	
Name of Childcare provider offering Working Parent entitlement (up to 15 hours):	

SECTION 10 – PARENT / CARER DECLARATION

<p>I understand my child is entitled to a maximum of 570 funded hours per year and a maximum of 1140 hours per year if I am eligible for working parent entitlement, and these hours can be taken on either a stretched or term time model and I can only take this funding at a maximum of 2 sites in any one day.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>I have received charges information upfront from my childcare provider/s and fully understand any charges for meals, consumables and additional services and additional chargeable hours of childcare that can be taken for 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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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, I should give my previous childcare provider a minimum of 4 weeks' notice. If my previous childcare provider has 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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>I understand that I must keep up with re-validating my working parent entitlement code every 3 months to ensure I do not fall out of eligibility, if I fall out of eligibility for working parent entitlement and my child is 3 or 4 years old, I will then only be able to access my universal funded hours of 570 hours per year.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>I understand that if the childcare provider takes a retainer fee to reserve my child's funded place this will be refunded within 4 weeks of my child starting at the provider. I understand that a retainer fee 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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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/</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>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. Reception places are allocated through a statutory admissions process.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Please Tick	
<p>I authorize for Derby City Council to use my information to perform an eligibility check and process my 9 months up to 4-year-old child's claim for working parent entitlement 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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>
<p>I authorize for Derby City Council to use my information to perform an eligibility check and process my 9 months 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.</p>	<input style="width: 40px; height: 20px;" type="checkbox"/>

Parent / Carer Name	
Parent / Carer Signature	
Date	

SECTION 11– CHILDCARE PROVIDER DECLARATION

The section must be completed by the childcare provider:

Please tick

I confirm I have checked the child's attendance pattern in section 9 and the child is not exceeding their maximum entitlement of 570 funded hours or 1140 working parent entitlement hours per year, at my provision and across any other providers stated on this form.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I confirm if the child named on this contract is stretching their funding over more than 38 weeks a year and they have started their stretched funding in spring or summer term their hours have been pro-rated accordingly using 'Derby City Councils Stretched Funding Pro Rata Guidance' to ensure 570 funded hours per year and 1140 hours funding per year for working parent entitlement has not been exceeded.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I confirm I have seen original copies of at least one of the child's following forms of identification: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Birth Certificate </div> <div style="text-align: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Passport </div> <div style="text-align: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> Other please state </div> </div>	child's Identification reference number:
I confirm if the parent has entered the 11-digit working parent code in section 7 of this declaration form I have checked this on the provider portal prior to the child starting their funded hours at my childcare setting to ensure the code start and end date covers the term in which the child will be attending.	<input style="width: 40px; height: 20px;" type="checkbox"/>
Additional Charges	
I understand 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.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I understand 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 a child accessing their funded place.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I understand the costs of chargeable extras should be published on my childcare providers website or, where I do not have any website, on Derby City Council's Families Information Service. These should be clear, up to date and easily accessible to parents, to enable parents to make an informed choice of provider.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I have provided a clear breakdown of charges upfront to the parent, so they fully understand any costs for meals, other consumables, additional hours or additional services for their child. The charges breakdown I have provided clearly shows the total length of each session and clearly shows the number of funded hours and chargeable hours within each session.	<input style="width: 40px; height: 20px;" type="checkbox"/>
I understand parents' invoices must clearly breakdown additional charges, separately itemising charges for meals, other consumables, additional hours or additional services and that an hourly subsidiary / top up charge on top of the funded hours cannot be taken.	<input style="width: 40px; height: 20px;" type="checkbox"/>

Childcare provider authorized signatory name:	
Childcare provider authorized signatory 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** childcare per week for my 9month to 4-year-old child under the working parent entitlement 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 2025 by age group is as follows:

21 years and over	18 to 20 years	Under 18 years	Apprentice
£12.21	£10.00	£7.55	£7.55

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: Disability Access Funding (DAF) is paid to childcare providers at a fixed annual rate of £938 per year for 9month to 4-year-old children who are in receipt of Disability Living Allowance. DAF is used to help provider to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Note 5: Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for you child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. If 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

If you would like to discuss any of the above offers or criteria in more detail please contact your childcare provider or alternatively you can contact **Childcare and Families Information Service** on **01332 640758** or email Earlyyearsfunding@derby.gov.uk