

FREE EARLY EDUCATION ENTITLEMENT PARENT/ GUARDIAN/ CARER DECLARATION FORM



Provider :

Setting number :

TERM (tick the relevant box)

SUMMER 2014

AUTUMN 2014

SPRING 2015

SECTIONS 1, 2 ,3 & 4 TO BE COMPLETED BY PARENT/ GUARDIAN/CARER

Section 1 – Child’s details

Child's Forename/s: _____	Child's Surname: _____
Date of birth: _____	Gender: Male [] Female []
Address: _____	
Postcode: _____	Ethnicity Code: _____ SEN Code: _____

Ethnicity Codes

WBRI = White British

WROM= Gypsy/ Roma

MWBA = Mixed, White & Black African

AIND = Asian or Asian British Indian

AOTH = Any other Asian background

BOTH = Any other Black background

REFU = Did not wish to be recorded

WIRI= White Irish

WOTH = White, any other White Background

MWAS = Mixed, White & Asian

APKN = Asian or Asian British Pakistani

BCRB = Black or Black British Caribbean

CHNE = Chinese

NOBT = Not obtained

WIRT= Traveller of Irish Heritage

MWBC = Mixed, White & Black Caribbean

MOTH = Any other mixed background

ABAN = Asian or Asian British Bangladeshi

BAFR = Black or Black British African

OOTH = Any other ethnic background

SEN Codes

N = No Special Educational Needs

P = School Action Plus or Early Years Action Plus

A = School Action or Early Years action

S = Statement of SEN

Section 2 - Parent/ Carer/ Guardian details

Title <small>Mr/ Mrs/ Ms etc</small>	Full Legal Forename(s) <small>(as on legal documents)</small>	Legal Surname <small>(as on legal documents)</small>	Relationship to Child <small>(Mother/ Father/ Legal Guardian)</small>
Address (if different from child's address): _____			
_____		Postcode: _____	
Daytime telephone no's: [home] _____ [work] _____ [mobile] _____			

Section 3 - Free Entitlement details

- o The minimum time your child can attend a day is 2.5 hours and the maximum is 10 hours.
- o If accessed over 38 weeks (term time only), the 15 hours must be taken over a minimum of 2 days a week.
- o Sessions will normally be available in half hour units.
- o The entitlement is available between 7am – 7pm, even if the childcare provider is open before or after this.
- o The entitlement may include lunchtime. Please check with your provider.
- o The entitlement may be accessed 38 weeks per year (term time only) and can be accessed up to 52 weeks. If the entitlement is accessed over

o more than 38 weeks, the number of hours per week will be reduced.

	Funded hours claimed	Actual number of hours attended
The number of hours per week I will be claiming from the above provider is:		
The number of hours per week that I will be claiming at a second provider is:		
TOTAL		

**Maximum 15 hours over at least 2 days
Maximum 11 hours if stretched over 51 weeks**

Section 4 – Declaration

Please tick to confirm that you understand that by signing this declaration you agree to the following conditions of the Free Entitlement.

- I have read the accompanying Parental Declaration Guidance Notes.
- I understand that in order to claim the funding my childcare provider will hold and submit electronically to Cheshire East Council my child’s details, i.e. name, address, date of birth and details of the funded hours claimed.
- I will notify the Provider(s) immediately if I expect my child to be absent from the setting for 3 weeks or more.
- I have received detailed information from the Provider(s) about the services they provide and understand that if I require any additional services over and above the Free Entitlement I will have to pay the Provider(s) published fee for such services
- I understand that the Free Entitlement is free at the point of delivery and that I should not be charged a deposit, registration fee or for any compulsory uniforms for my child.
- Where I am claiming less than my 15 hours because my chosen provider does not deliver the full entitlement I understand that the Local Authority is under no obligation to offer the rest of my Free Entitlement at another provider if it has already offered to make my full entitlement available elsewhere.
- I understand that the minimum Free Entitlement session is 2.5 hours and the maximum number of hours I can claim in 1 day is 10 hours. In order to claim the full 15 hours I must claim it over a minimum of 2 days.
- I will not be entitled to change provider during the course of a term without the express permission of the Local Authority, which will only be given in exceptional circumstances ***
- If the Local Authority considers there are no exceptional circumstances in my case I may not be entitled to claim further Free Entitlement at any new provider for the remainder of the term.**
- I confirm that I am claiming no more than 15 hours of Free Early Education Entitlement per week, and I will be responsible for the fees should over-claiming occur. **I also confirm that I am not claiming the childcare element of the Working Tax Credit for the period covered by the Free Early Education Entitlement** and it is my responsibility to deduct any free hours that are received through the Free Early Education Entitlement from the total costs of childcare when completing my tax return.

Signed

**Print
Name**

Date

* to request authorisation to transfer Free Entitlement funding send full details to either : FEEE.Teameast@cheshireeast.gov.uk or contact FEEE Team Tel: 01270 685888