

## PARENT/CARER COPY



### Parent / Guardian Declaration Form

### FOR 2 YEAR OLD EARLY YEARS ENTITLEMENT(S) 2023/2024

For more details visit [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

#### Funding Terms and Parent/Carer Agreement

Below are Warwickshire County Council's (WCC) terms to provide the Early Years Entitlement for eligible 2 year olds. It is important that the parent and the provider read this **BEFORE** signing the Parental Declaration Form (PDF) and the Early Years Provider makes a funding claim on behalf of the child

#### Terms of funding:

- WCC will fund eligible children for the 2 year old entitlement for 570 hours per year over no fewer than 38 weeks of the year and up to 52 weeks of the year, this can be outside of maintained school term times and at weekends. This equates to 15 hours per week for 38 weeks. Children may stretch their entitlement over more than 38 weeks and up to 52 weeks by taking fewer hours a week subject to a maximum of 570 hours a year
- The child will be eligible for the entitlement from **the term after** the child has reached the age of two
- The government's eligibility term dates are:
  - Children born in the period 1<sup>st</sup> January to 31<sup>st</sup> March: the start of term beginning on or after **1st April** after the child's 2<sup>nd</sup> birthday
  - Children born in the period 1<sup>st</sup> April to 31<sup>st</sup> August: the start of term beginning on or after **1st September** after the child's 2<sup>nd</sup> birthday
  - Children born in the period 1<sup>st</sup> September to 31<sup>st</sup> December: the start of term beginning on or after **1st January** after the child's 2<sup>nd</sup> birthday

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- The parent must show evidence of their entitlement to the provider in the form of a funding confirmation letter or email from a Local Authority
- The Local Authority will continue to fund a place, even if there are a change of circumstances, up until the point when the child becomes eligible for the 3 & 4 year old entitlement
- The funded place should be delivered free of charge without paying 'top up' fees or registration fees as a condition of their funded place
- Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision
- The parent should have full details of the nursery's pricing tariff, in writing, for the additional services that should be paid for
- The parent should be given clear written information (invoice) to show how they have received their child's funded sessions
- The provider(s) where the child is in attendance on the Headcount Day, will receive the funding entitlement for the whole of the term
- If a child leaves to attend another setting before or after Headcount Day, the providers should arrange to transfer a proportion of the funding to the other setting
- The funding for the term is calculated using the hours attended during Headcount week, the nursery will need to make arrangements with the funding office for any increased hours after this date
- If a child becomes eligible for funding after Headcount Day, the provider must arrange funding with the Early Years Funding office
- The parent must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider
- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays the nursery will have to agree extended periods with the Early Years Funding office

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- The parent should comply with any notice period requirement in line with the contract or agreement they have made with their nursery provider
- The parent must sign the parental Declaration Form (PDF) form each term, any changes to the details on the Parental Declaration Form (PDF) must be initialled and dated by the parent
- The parent should be made aware of the complaints procedure in relation to the funding entitlements

### Your information rights:

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts). It should be read in addition to the council's overall customer privacy notice at <https://www.warwickshire.gov.uk/privacy> which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council's Customer Service Centre on 01926 410410.

#### **Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.**

The Information provided will be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm the child's eligibility and enable the provider to claim the 2 Year funding entitlement.

