

TO HAND TO PARENT/CARER

2 Year Old Early Years Entitlement Funding Terms and Parent/Carer Agreement

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 it **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 1st January to 31st March: the start of term beginning on or after **1st April** after the child's 2nd birthday
 - Children born in the period 1st April to 31st August: the start of term beginning on or after **1st September** after the child's 2nd birthday
 - Children born in the period 1st September to 31st December: the start of term beginning on or after **1st January** after the child's 2nd birthday
- 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
- Providers must ensure they have seen the funding confirmation email or letter before offering a 2 Year old funded place
- 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 made aware of the admissions policy and understand the hours/sessions which can be taken as funded provision. The parent must pay for any additional services provided which are not covered by the entitlement.
- The provider should give the parent full details of their pricing tariff, in writing, for the additional services taken
- The parent should be given clear written information to show how they have received their child's funded sessions

- The provider where the child is in attendance on Headcount Day, as advised by WCC, will receive the funding entitlement for the whole of the term
- If a child leaves to attend another setting in Warwickshire 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 to claim funding with the Early Years Funding office
- The parent must make sure that their child attends the hours/sessions that they are claiming the funding for in an 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 but reference should be made to the Early Years Funding office for extended periods
- The parent should comply with any notice period requirement in accordance with the contract or agreement they have made with the 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 . It should be read in addition to the council's overall customer privacy notice at 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