

BROMLEY EARLY YEARS PARENT CONTRACT

This form must be completed **before** your child can access Free Entitlement for 2, 3 & 4 year olds - 30 Hours Funded Childcare, Disability Access Fund or Early Years Pupil Premium for 3 & 4 year olds



All Early Years Providers are required by law to keep a record of children's details who are claiming the Free Entitlement. Completing this form and showing a copy of your child's birth certificate is a condition of your child receiving funding with this provider. You must also show the provider your child's birth certificate as confirmation of your child's legal name and date of birth. Parent Contracts must be kept for **7 years and made available for audit purposes. Please complete this form in **BLOCK CAPITALS** to claim the funding with this provider.**

Child Details (as on the birth certificate)			
Date of Birth	/ /	Gender	Male / Female
Legal First Name			
Legal Surname			Postcode
Preferred Surname			Funding Start Date / /

Free Entitlement Hours
lam2 – Eligible 2 year olds are entitled to a maximum of 15 hours per week which is 570 funded hours over the year.
Universal 15 hours – All 3 & 4 year olds are entitled to a maximum of 15 hours per week which is 570 funded hours over the year.
Extended Entitlement (30 hours) – If you have applied and meet the eligibility criteria your child is entitled to a maximum of 30 hours per week or a maximum of 1140 hours stretched over the year. Speak to your provider about how this funding will be offered.

Provider Name			Provider Postcode	
Total booked hours per week This is the total number of hours that your child attends this setting	Hours	Funded Hours are offered: Term time only / Stretched over weeks Delete as appropriate and add the number of weeks over which you offer the stretched funding		
Two Year Old Funding (max 15 hours) I confirm my child is claiming	Hours	lam2 (OEYE) ref code		
Universal Funding (max 15 hours) I confirm my child is claiming	Hours	EYPP (OEYPP) ref code if applicable		
Extended Entitlement (max 15 hours) I confirm my child is claiming	Hours	HMRC code		
		Validated (OEFE) ref code		

Other Providers – If your child claims at any other provider please complete this (if you are not claiming funding mark as 0)

My child also claims	Universal hours each week	At:
	Extended Entitlement hours	
My child also claims	Universal hours each week	At:
	Extended Entitlement hours	

Parent / Carer Details (Person with Legal Responsibility for the child)

Title		First Name		Title		First Name	
Surname				Surname			
Email				Email			
Mobile Number				Mobile Number			
National Insurance Number* or NASS				National Insurance Number* or NASS			
Date of birth*	/	/		Date of birth*	/	/	

* This information will be used to access additional benefits such as lam2, 30 Hours Funded Childcare, Early Years Pupil Premium (EYPP) and Free School Meals (FSM). It is optional but providers need these details to check for 30 hours and cannot offer a place without confirming eligibility.

Important - Data Protection Consent

Your signature on this form is your explicit consent for the Early Years Provider and Local Authority to process personal data relating to you and your child in accordance with the Data Protection Act and General Data Protection Regulation. The information given will be entered onto a computer database and held by the London Borough of Bromley. Personal data will only be shared as is necessary and always in a fair and lawful manner. The personal data and information provided will be shared with other agencies as per the above statement and any Privacy Notice supplied by your provider and only kept for as long as necessary. For more details - www.bromley.gov.uk/PupilPrivacyNotice

Child Data Collection

This information is a statutory requirement from the Department of Education (DfE) and assists the local authority to compile statistics on early education from different ethnic backgrounds. This is optional but helps to ensure all children have an opportunity to access free early education to fulfil their potential. If you do not wish to give these details please state 'prefer not to say' or 'refused'.

Ethnicity		Country of Birth	
First Language		Nationality	

SEND Code Update as required
N / K / E

Disability Access Fund for DLA Children

3 and 4 year olds claiming their free entitlement and who are in receipt of Disability Living Allowance (DLA) will be eligible for the Disability Access Fund (DAF). This is paid directly to this provider as a fixed rate of £615 per year to help them make reasonable adjustments to their settings and/or helping with building capacity (it can be used for your child or can benefit the whole setting).

- Yes my child is in receipt of DLA and I would like this provider to claim the DAF.
 Please include a copy of the DWP letter

2,3 & 4 Year Old Funding, 30 Hours and EYPP

By giving your National Insurance details you agree that your provider can check eligibility for lam2, 30 Hours Funded Childcare and EYPP. More details can be found at: www.bromley.gov.uk/childcare and www.bromley.gov.uk/eypp

Notice to Leave

By signing the Parent Contract you are agreeing to the terms and conditions of the provider and part of those conditions is to give weeks' written notice to leave during term time. (**provider complete this**)

Declaration –

- I declare the information I have supplied is correct to the best of my knowledge at the time of completion
- I agree to notify the Early Years Provider of any changes in my child's circumstances
- I understand I can claim a maximum of 570 hours Free Entitlement in a year or 1140 hours if I meet the eligibility criteria and have supplied the provider with the Eligibility Code
- I understand my child could lose their Free Entitlement if they do not attend regularly without a reason for their absence
- I declare that my child receives no funded education other than stated above (this includes school)
- I agree that this provider can contact my previous or other providers (if this applies)

Parent	Provider – once signed give a copy to the parents
Print Name:	Print Name:
Signed:	Signed:
Date:	Date:

Office use only

Birth Certificate/Passport seen **Yes / No** A copy of this contract has been given to parent/carer **Yes / No**

Amendments to the number of funded hours during the year

Term/Year eg.Spring2019	Booked hours	Funded Hours			Date Effective from:	Parent Signature	Date
		lam2	Universal	Extended			