

## Parent/Carer Contract 2023-2024

### Funded Early Education and Childcare for 2-, 3- and 4-year-olds

Note for Parent/Carers

This Parent/Carer Contract is between the Parent/Carer and all Ofsted registered Early Years Providers offering and delivering funded places for 2-, 3- and 4-year-old children in West Northamptonshire. A copy of this contract must be made available upon request to West Northamptonshire Council Early Years Funding and Business Compliance Service.

Parents/Carers with legal responsibility for the child must complete this Parent/Carer contract before their child takes up a funded place. If you need help to complete any of the sections below, please ask your Early Education and Childcare provider for assistance. If you have a Tax-Free Childcare log in for the HMRC website, please make sure the details you use below are the same.

All 3- and 4-year-old children and some eligible 2-year-olds are entitled to a maximum of 570 hours Funded Early Education and Childcare split across 3 funding blocks, Spring, Summer, and Autumn. 30 hours eligible 3- and 4-year-olds are entitled to 570 universal hours and 570 extended hours split across 3 Funding Blocks, Spring, Summer, and Autumn. The 3 funding blocks (not school terms) begin the funding block **after** each individual child's 2nd or 3rd birthday, on the following basis:

- A maximum of 15 or 30 hours per week
- A maximum of 10 hours in a single day
- A maximum of two Early Years Providers in one day

For more information, please visit our website: [Funding information for childcare providers](#)

#### Section One – Child's Details

Childs Legal Forename:
Childs Legal Middle Name:
Childs Legal Surname:
Name by which child is know if different:
Address:
Postcode:
Date of Birth:
Gender:
Documents seen and checked by Name & Date:

#### Section Two – Parent/Carer Details

Parent/Carer One	Parent/Carer Two
Legal Forename:	Legal Forename:
Legal Surname:	Legal Surname:
Address if different to named child:	Address if different to named child:
Contact Number:	Contact Number:
Date of Birth:	Date of Birth:
National Insurance Number or NASS Number	National Insurance Number or NASS Number:

#### Section Three – Funding Offer

**West Northamptonshire Council offers 4 funding options, as detailed below.** Please select the option you wish to use to claim your child's funding. 38 weeks of the year is approx. term time only and does not include any school holidays. Please ask your Early Years provider to help you select the options they have available that suits your needs. Please note that by using a stretched funding model your child may not be able to access their full annual entitlement of 570/1140 hours per year.

The table below is an example only. All Funded hours must be claimed for participated hours only. This is the actual number of hours the child attends the setting. Providers are responsible for calculating and making sure they claim the correct number of funded hours. Providers closed on Bank Holidays are unable to claim for funding. For further information please refer to the Provider Agreement.

Mandatory Options	Hours per week	Summer weeks	Summer hours	Autumn weeks	Autumn hours	Spring Weeks	Spring hours	Chosen Option
38 weeks	15	13	195	14	210	11	165	
47.5 Weeks	12	19.5	234	15.5	186	12.5	150	
51 Weeks	11	22	242	16.8	185	13	143	
52 weeks*	10.75	22	237	17.6	193	12.8	140	

\*Settings offering a 52-week model must be able to offer childcare on bank holidays including Christmas Day.

## Section Four – Early Years Provider Details and Child’s Attendance

If your child is attending more than one Early Education and Childcare Provider, the section below needs to be completed for each of them. **Early Education and Childcare Providers should assist in the completion of this section.** Please refer to the guidance notes for Funding Block Dates.

### Early Years Provider – One

Early Years Provider Name:

(Please list universal and extended hours separately)

Universal Hours	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Extended Hours	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

Total Hours per week:

Hours per funding block: Summer 2023: Autumn 2023: Spring 2024:

Parent/carer sign per funding block here

Summer 2023:

Autumn 2023:

Spring 2024:

### Early Years Provider – Two

Early Years Provider Name:

(Please list universal and extended hours separately)

Universal Hours	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Extended Hours	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

Total Hours per week:

Hours per funding block: Summer 2023: Autumn 2023: Spring 2024:

Parent/carer sign per funding block here

Summer 2023:

Autumn 2023:

Spring 2024:

## Section Five – Eligibility

Please refer to the guidance notes for more information on the Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP)

2 Year Funding reference number:	*Must be validated within 6 weeks of parent obtaining
30 Hours Eligibility reference number:	* This reference number is called a DERN number and will need to be checked every 3 months. Eligible from date must pre-date the funding block. For any complaints/queries please email HMRC directly.
My Child receives Disability Living Allowance (DAF): Yes/No	*This is only for eligible 3- and 4-year-old children

## Section Six – Parent/Carer Contract Declaration

- I accept and understand the following points: I am NOT able to change my child's funded place during the funding block without giving the Early Education and Childcare Provider full notice as detailed in their Admissions Policy up to a maximum of 4 weeks. I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Early Education and Childcare Provider.
- If my eligibility for 30 hours funded place ends, I will continue to receive funding for the 'grace period' at this Early Education and Childcare Provider only.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child's funded place.
- I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with Early Years Funding and Business Compliance Service, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child's eligibility and enable the named Early Education and Childcare Provider to claim funding.
- I agree that this Parent/Carer Contract must be signed at the beginning of each Funding Block to confirm the information correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.
- I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am only able to claim a maximum of 3 weeks absence in my child's funded year and I will inform my Early Education and Childcare Provider of any absence.
- I understand that any false or incorrect information could lead to the funding for my child being removed.
- I confirm that the details I have given on this Parent/Carer Contract are correct to the best of my knowledge.

Parent/Carer One Print:	Parent/Carer Two Print:	Early Education and Childcare Provider Print:
Signature:	Signature:	Signature:
Date:	Date:	Date: