

PARENT DECLARATION FORM GUIDE

SECTION 1 – CHILD DETAILS

Please fill out your child's details and provide your childcare provider with proof of age for your child. e.g. birth certificate or passport.

Please provide any additional information about your child to allow the Early Years Entitlements (EYE) team to check eligibility for government support with childcare costs.

If your child receives Disability Living Allowance, you can nominate your provider to receive a lump sum payment to support your child's needs. Please nominate your provider on the form to receive payment.

SECTION 2: ETHNICITY

Please complete your child's ethnicity.

SECTION 3: PARENT DETAILS

Please complete your own personal details. Your provider will share this information with the local authority to confirm eligibility for government funded childcare, including working parent entitlements.

We will also check eligibility for additional funding, such as Early Years Pupil Premium. If your child is eligible for Early Years Pupil Premium, this will be paid for a maximum of 15 hours (per week). This will be added to the Early Learning for 2 Year Olds and Universal (3 & 4 year) funding as a priority. EYPP provides your setting with additional funds to support your child's learning and development.

The personal details completed here, should match the records held at HMRC. Please contact HMRC if you need to update your personal records. <https://www.gov.uk/contact-hmrc>

SECTION 4: TYPE OF FUNDING

To confirm which funded childcare you are eligible for, go to <https://www.beststartinlife.gov.uk>

9 months to 2 year old: For working parent entitlements (WP). Apply online at <http://www.gov.uk/apply-free-childcare-if-youre-working>. If eligible you will be given an 11 digit code. You can claim up to 30 hours per week with a valid eligibility code.

2 year old

- **Early Learning for 2 Year Olds (EL2) - for families in receipt of additional government support.** Apply online at: <http://www.lincolnshire.gov.uk/parentportal> If eligible, you will be given a 6 digit code to give to your childcare provider.
- **For working parent entitlements (WP):** Apply online at <http://www.gov.uk/apply-free-childcare-if-youre-working>. You can claim up to 30 hours per week with a valid eligibility code.

You may find you are eligible for both the EL2 and Working Parent Entitlement. If this is the case, please give your provider both the 6 digit code and the 11 digit code. Your provider will claim your entitlement using dual eligibility (up to 30 hours per week).

3 & 4 year old to school age

- **Universal funded childcare:** You can claim up to 15 hours per week. No eligibility code is required as this is available to all children from the term after their 3rd birthday.
- **For working parent entitlements (WP)** Apply online at <http://www.gov.uk/apply-free-childcare-if-youre-working>. If eligible you will be given an 11 digit code. You can claim up to 15 hours per week with a valid eligibility code.

Working parents will be eligible for both the Universal and Working Parent Entitlement. If this is the case, please give your provider the 11 digit code. Your provider will claim your entitlement using dual eligibility (up to 30 hours per week).

Working parent codes **must be in date and valid** for use. Parents cannot start to access their working parent funded childcare in the grace period. Working parents must renew their eligibility every three months to continue accessing their working parent entitlements each term. It is your responsibility to renew your working parent eligibility.

Child reaches the age of eligibility	Funding term commences	Code <u>must</u> be obtained or renewed by
1 st Sept to 31 st December	From 1 st January	31 st December
1 st January to 31 st March	From 1 st April	31 st March
1 st April to 31 st August	From 1 st September	31 st August

Funding Terms: Funded childcare is available from the term after your child reaches the age of eligibility. Your provider may start to deliver funded childcare later in the term, subject to their own delivery pattern.

The maximum number of hours available per academic year is 570 or 1140, depending on whether you are eligible for 15 or 30 hours per week. This is normally broken down into 15 (or 30) hours per week term time only over 38 weeks. Some providers may allow to stretch the funded entitlement over a longer period by delivering less hours per week. It is important that you understand what days and times funded childcare is available at the setting of your choice.

SECTION 5: EARLY YEARS ENTITLEMENT CLAIM & ATTENDANCE DETAILS

Setting 1: Please name your selected childcare provider(s). If you are splitting your funding over more than 1 provider, you will need to complete a parent declaration form at each setting.

Funded hours per day: Please add number of hours you are claiming at the setting each day.

Non funded hours per day: Please add number of hours you are privately paying for each day.

Total hours attended: Please complete the total number of hours attended each day

Total number of hours per week: Please add all sessions over the week.

Delivery model:

- **Standard** – normally over 38 weeks (term time only). **Max claim 15 or 30 hours per week.**
- **Stretched** – normally over 47.5 weeks to include some school holidays). **Max claim is 12 or 24 hours per week.**

Your provider may choose to stretch the funded childcare even further, by reducing the number of hours delivered each week e.g. 11.17 hours (or 22.35) per week over 51 weeks.

Setting 2: Please name your second childcare provider(s) and the number of hours being claimed.

SECTION 6: ADDITIONAL SERVICES

Please confirm the additional services you have purchased and the confirmed weekly cost (if applicable). These purchases must not be a condition of accessing funded childcare.

SECTION 7: MOVING FROM ONE SETTING TO ANOTHER

Notice period: If your child has previously claimed funded childcare at another setting, please ensure you have given your termination notice in writing to this provider and confirmed the notice period required to terminate your agreement. This is normally the date the funding can be transferred to your new provider.

Please refer to your original contract for the terms and conditions agreed.

SECTION 8: PARENT / CARER DECLARATION

Parent/carers: Please answer all questions, sign and date the parent declaration form.

SECTION 8: SETTING DECLARATION

Provider: Please check the parent declaration form and sign. Add the child to the EYE hub.