

## Parent/Carer Contract

### 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 hour 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 | West Northamptonshire Council](#)

#### Section One – Child's Details

- Child's Legal Forename:
- Child's Legal Middle Name:
- Child's Legal Surname:
- Name by which child is known if different:
- Address:
- Postcode:
- Date of Birth:
- Male/Female:
- Documents seen and checked by Name & Date:

#### Section Two – Parent/Carer Details

##### Parent/Carer One

- Legal Forename:
- Legal Surname:
- Address if different to named child:
- Contact Number
- Date of Birth:
- National Insurance Number or NASS Number:

## Parent/Carer Two

- Legal Forename:
- Legal Surname:
- Address if different to named child:
- Contact Number
- Date of Birth:
- 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.

Options	Hours per week	Summer weeks (Approx)	Summer hours	Autumn weeks (Approx)	Autumn hours	Spring Weeks (Approx)	Spring hours	Total hours	Chosen Option
38 weeks term time only	15	13	195	14	210	11	165	570	
47.5 Weeks	12	19.5	234	15.5	186	12.5	150	570	
51 Weeks	11	22	242	16.8	185	13	143	570	
52 weeks	10.75	22	237	17.6	193	12.8	140	570	

## 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 2022:	Autumn 2022:	Spring 2023:
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### 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 2022:	Autumn 2022:	Spring 2023:
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## 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 2 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:

Signature:

Date:

Parent /Carer Two Print:

Signature:

Date:

Early Education and Childcare Provider Print:

Signature:

Date: