

**PARENTAL AGREEMENT FOR THE PROVISION OF  
FREE EARLY EDUCATION (FEE) for TWO, THREE & FOUR YEAR OLD CHILDREN**

**1. Childcare Provider Details**

<b>Childcare Provider/School Name:</b>	Rockwood Nursery School
<b>Childcare Provider/School Address:</b>	Kingsland Road, Burnley, BB11 3PU

**2. Child Details**

<b>Legal Family Surname:</b>		<b>Legal Forename(s):</b>	
<b>Name by which the child is known:</b> (if different from above):			
<b>Date of Birth:</b>		<b>Male/Female</b>	
<b>Home Address:</b>		<b>Post Code:</b>	
<b>Documentary proof of DoB seen:</b> e.g. Birth Certificate/Passport		<b>Document recorded by:</b> (name of staff member)	
<b>Date document recorded:</b>		<b>Child ethnicity:</b>	

**3. Placement Start Date** .....

**4. Additional details for children claiming the extended 15 hours free childcare or 2 Year old funding:**

<b>30 hours eligibility code:</b> e.g. 12345678912 – 11 digits	
<b>Parent/Carer National Insurance Number:</b>	
<b>Proof of Parent/Carer ID seen:</b> e.g. Passport, Driving Licence	
<b>2 Year old eligibility reference number:</b>	

**5. Early Years Pupil Premium (EYPP) for Three and Four Year Old Children**

Some three and four year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	<b>Parent/Carer 1:</b>	<b>Parent/Carer 2: (optional)</b>
<b>Legal Family Surname:</b>		
<b>Legal Forename(s):</b>		
<b>National Insurance Number or NASS Number:</b>		
<b>Date of birth:</b>		

## 6. Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free early education are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

<b>Is your child eligible and in receipt of Disability Living Allowance (DLA)</b>	<b>YES / NO</b>
<b>Date copy DLA letter kept on file:</b>	

If your child is splitting their free early education across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

<b>Childcare Provider/School Name:</b>	<b>Ofsted registration/LCC School Number:</b>
Rockwood Nursery School	12168

## 7. Agreed Free Early Entitlement Hours Additional Hours/Services

Free Early Entitlement Hours								
Universal Free 15 Hours								
Please enter total <u>Universal</u> Free entitlement hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
								38
<b>Total Annual Universal Hours Claimed</b> (cannot exceed 570)								
Extended Free 15 Hours								
Please enter total <u>Extended</u> Free entitlement hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
								38
<b>Total Annual Extended Hours Claimed</b> (cannot exceed 570)								

## 8. Additional Hours and Services

The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

The provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their free entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.

## 9. Banked days/hours

I request that my child attend for **LESS** than the maximum hours per week over 38 weeks in order to bank days/hours, which can then be used over the holiday periods such as half term and summer etc as follows.

**NOTE:-**

- There is **no transfer of** any banked FEE entitlement should you move your child to a new childcare provider.
- There is no charge to the parent if they wish to bank days/hours.
- The maximum free entitlement within a week including the banked hours/days **cannot** exceed 30 hours per week.

Agreed funded hours	Funded hours taken term time	Use banked days				
		Oct half term	Feb half term	Easter	May half term	Summer holidays
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total Number</b>						

**10. Grace Period of Entitlement for the Extended FEE 15 hours**

For children whose parent ceases to meet the eligibility criteria for the extended 15 hours of FEE, the child's placement will continue to be funded for the extended 15 hours of FEE until the grace period end date as detailed below:-

Date Parent/Carer receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

I understand that the extended 15 hours will not be funded beyond the grace period end date. If I fall back into eligibility during the grace period, I also understand that my child's extended 15 hours beyond the grace period are subject to availability.

**11. Notice Period and Transfer of Entitlement**

As the parent/carer/guardian of the above named child I understand that;

I shall be entitled to move my child from the above named childcare provider to a new childcare provider, providing I give the childcare provider at least **half a term's written notice** of my intention.

Where the required written notice **has been given** prior to the term's "Headcount" week, any remaining FEE entitlement **will be** made available to a new childcare provider, from the end of the written notice period to the last day of the current term.

Where **written notice** is given after the term's "Headcount" week, there **will be no transfer of** any remaining FEE entitlement for the current term to a new childcare provider.

**12. Accessing FEE Entitlement Across Multiple Childcare Providers**

A Parental Agreement must be completed at each childcare provider where your child claims their free entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the free entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

Does your child take up any FEE hours at any other childcare provider? **YES / NO**  
 If yes, please complete the following for the other providers that your child is accessing their free entitlement Hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
<b>Total Hours Across All Other Providers FEE Being Claimed</b>				

**Note:** the total number of free hours in Section 7 and Section 9 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.

**13. Declaration**

I (Name) .....

of (Address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Childcare Provider) .....to claim free early education funding as agreed above on behalf of my child.

In addition I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- If I register my child at a childcare provider for 2 year old funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the FEE entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, to my local children's centre, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility:		Childcare Provider/School:	
<b>Signed:</b>		<b>Signed:</b>	
<b>Print name:</b>		<b>Print name:</b>	
<b>Date:</b>		<b>Date:</b>	

**14. Data privacy**

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- and to whom it is being communicated

## CHARGING AGREEMENT & PARENTAL AGREEMENT FOR EXTENDED PROVISION

Name of  
Child: \_\_\_\_\_

### **PAYMENT REQUIREMENTS:-**

I AGREE to pay the fees for extended provision (EXTRA SESSIONS and LUNCH CLUB) for at least one term. (*We require families to provide **half a term's notice of change** if you wish to withdraw, in order to plan staffing accordingly.*)

I AGREE to pay the fees for extended provision (BREAKFAST CLUB and AFTER SCHOOL) for at least one week. (We require families to provide **a week's notice of change** if you wish to withdraw).

***It will not be possible to refund unattended sessions as the space and staffing will have been allocated to your child and would not be available to allocate to another in their absence.***

### **Charging Policy**

- Rockwood Nursery School will charge an advertised rate for education and activities for children accessing the group, which are advertised at Reception.

- Parents/carers will be informed of the fees and will be required to pay for sessions **IN ADVANCE:**

Weekly  Monthly  Half Termly  Full Termly

Vouchers  **PLEASE TICK how you will be paying**

- Fees that remain unpaid for a period of 2 weeks will receive a text message to ask for immediate payment.
- Fees that remain unpaid for 3 weeks will receive a letter advising of the loss of place and further action if arrangements are not made to pay the outstanding amount.
- Fees that remain unpaid for 4 weeks will lose the provision of the place and action will be taken to reclaim the outstanding amount.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Policy updated June 2017

**PARENTAL/CARER/GUARDIAN AGREEMENT  
FREE EARLY EDUCATION (FEE) for TWO, THREE & FOUR YEAR OLD CHILDREN**

I confirm that I understand and agree to the conditions set out overleaf and that the information supplied overleaf is accurate and true. I authorise **Rockwood Nursery School** to claim Free Early Education funding on behalf of my child. In addition I also agree that the information I have provided can be shared with Lancashire County Council to enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child.

**To be signed each School Term by Parent/Carer/Guardian with legal parental responsibility after the child's first term at Nursery School.**

**2017**

Autumn Term 2017	Spring Term 2018	Summer Term 2018
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

**2018**

Autumn Term 2018	Spring Term 2019	Summer Term 2019
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

**2019**

Autumn Term 2019	Spring Term 2020	Summer Term 2020
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

**2020**

Autumn Term 2020	Spring Term 2021	Summer Term 2021
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

Summary of Signatures Child's Name: \_\_\_\_\_

Safeguarding Policy

I have read and understood the school's Safeguarding Policy

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Accident Policy

The Accident Policy has been read and understood by me and I agree to its implementation.

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Plaster Application

I give permission for plasters to be applied when necessary to my child

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Sun Cream Application

I give permission for sun cream, provided in a labelled bottle by myself, to be applied when necessary to my child

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Allergies and Dietary Needs

I acknowledge I am responsible for informing the school of any allergies or dietary needs and if applicable include specific details below:

Food or other allergy \_\_\_\_\_  
\_\_\_\_\_

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Acceptable Use Policy (ICT)

I acknowledge I have read the school's Acceptable Use Policy

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Charging Policy & Agreement

The Charging Policy for Rockwood Nursery School has been read and understood and the agreement read and signed.

Signed (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Rockwood Nursery Forest School Permission Form

Name of child: \_\_\_\_\_

I agree to my child taking part in Forest School activities at regular intervals during the coming academic year. Sessions will be led by our fully qualified Forest School staff. I understand my child will need to bring their own wellington boots, but appropriate outdoor clothing will be provided.

I understand that my child may, at an appropriate level, have opportunities to work with hand tools and small fires through the course of their Forest School work.

<b><u>Insect stings</u></b>	<b>Please tick</b>
As an additional precaution, we are required to ask you in more detail about allergies and insect stings.	
My child has never been stung by a wasp / bee	
My child has been stung by a wasp / bee and made a normal recovery	
My child has been stung by a wasp / bee and had an allergic reaction	
If you ticked this last box, we will get in touch with you to get further details. I give permission for my child to have insect repellent applied when necessary	

<b>Permissions</b> I have clearly indicated above permission relating to (child's name) ..... as principle parent / carer	<b>Name of Parent / Carer:</b>
	<b>Signed:</b>
	<b>Date:</b>



Rockwood Nursery School  
Parental Release Consent Page 1

Child's Name \_\_\_\_\_

The usual person collecting my child will be

\_\_\_\_\_ Password \_\_\_\_\_

I authorise Rockwood Nursery School to release my child into the care of the individuals named below.

NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS
1.		
2.		
3.		
4.		
5.		

Parental Release Consent Page 2

It is a statutory requirement that Nursery must ONLY release a child into the care of an individual named by the parent. This person MUST be a responsible adult, not a brother/sister or other young person. Parents MUST inform Nursery immediately if these details change.

In the case of an extreme emergency e.g. car accident/puncture, parents may telephone Nursery and give the details of a person not named on this consent form. Wherever possible this should be a person known to the Nursery staff e.g. another parent.

**IMPORTANT**

Nursery will only release your child into the care of an individual named on this form

Please give details of all persons who have legal parental responsibility (this is usually parents named on the birth certificate) and anyone else you wish to be contacted in an emergency.

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Place them in the order that you wish for them to be contacted in an emergency.

1. Name:	
Relationship	
Home Address	
Home Tel no:	
Mobile Tel no	
2. Name:	
Relationship	
Home Address	
Home Tel no:	
Mobile Tel no	

Occasionally we may take the children out of Nursery for a walk to the local Spar shop to buy ingredients for baking or on a hot day to buy ice creams, or to the post box at the end of Kingsland Road to post a letter. Please sign below if you give your permission for your child to be taken out as detailed above.

I give my permission for \_\_\_\_\_

to be taken out of Nursery for a walk as detailed above.

Signed \_\_\_\_\_



## ROCKWOOD DATA COLLECTION SHEET

<b>Child Surname:</b>	<b>Legal Surname:</b>	
<b>Child Forename:</b>	<b>Middle name:</b>	
<b>Chosen name:</b>	<b>Gender:</b>	
<b>Date of Birth:</b>	<b>Year:</b>	<b>Reg Group:</b>
<b>Address:</b>		
<b>Post Code:</b>		
<b>Email:</b>		

<b>Travel Arrangements</b>							
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Walk	<input type="checkbox"/> Taxi	<input type="checkbox"/> Public Service	<input type="checkbox"/> Bus	<input type="checkbox"/> Car Share

<b>Medical Condition(s)</b>
<b>Medical Note(s)</b>

<b>ETHNICITY:</b> (please specify – White-English, White-Other, Bangladeshi, Pakistani, etc)	
<b>NATIONALITY:</b> (please specify – British, Polish, Pakistani, etc)	
<b>COUNTRY OF BIRTH:</b> (please specify)	
<b>FIRST LANGUAGE:</b> (please specify)	<b>HOME LANGUAGE:</b> (please specify)
<b>RELIGION:</b> (please specify or state 'NONE')	

<b>Data Protection Act 1998:</b> The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.
Signature:
Date: