

## PARENTAL AGREEMENT FOR THE PROVISION OF EARLY EDUCATION FUNDING (EEF) FOR TWO, THREE & FOUR YEAR OLD CHILDREN

### 1. Childcare Provider Details

<b>Childcare Provider/School Name:</b>	Rockwood Nursery School
<b>Ofsted Registration Number</b>	119065

### 2. Child Details

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

3. EEF Placement Start Date .....

4. Additional details for children claiming the extended 15 hours EEF places or 2 Year old funding:

<b>30 hours eligibility code:</b> e.g. 12345678912 – 11 digits	
<b>Parent/Carer National Insurance Number:</b>	
<b>2-Year-old eligibility reference number or Voucher Code:</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.

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

**6. Disability Access Fund (DAF)**

Three and four year old children who are in receipt of child Disability Living Allowance and taking up their EEF entitlements 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 £800 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.

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

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

Childcare Provider/School Name:	Ofsted registration/LCC School Number:

**7. Agreed EEF Entitlements**

Universal Funded Hours								
Please enter total <u>Universal</u> EEF 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		
Total Annual Universal Hours Claimed (cannot exceed 570 per year)								
Extended Funded Hours								
Please enter total <u>Extended</u> EEF 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		
Total Annual Extended Hours Claimed (cannot exceed 570)								

## 8. Stretched/Banked Hours

Where the childcare provider chooses to offer the ability for parents to stretch/bank hours to be used over other periods such as school holidays etc. these days/hours need to be agreed between parent and childcare provider and the following applies:-

- There is no transfer of any stretched/banked EEF entitlement should the child move to a new childcare provider.
- There will be no charge to the parent if the childcare provider offers this flexibility option.
- The maximum EEF entitlement within any week, including the stretched/banked hours cannot exceed 15 universal hours per week and 15 extended hours per week.
- The maximum hours that can be claimed for my child/ren by the Provider in any term are as follows:
  - Autumn – 210 universal, 210 extended
  - Spring – 165 universal, 165 extended
  - Summer 195 universal, 195 extended

## 9. Additional Hours and Services

The childcare provider can charge for meals and snacks as part of an EEF 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, childcare providers who choose to offer the EEF 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 childcare provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their EEF 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 them.

The childcare provider cannot ask the parent to pay any fee associated with their child's EEF place other than a refundable deposit, required to initially secure the place.

## 10. Grace Period of Entitlement for the Extended 15 hours

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

<b>Date Parent/Carer receives ineligible decision on reconfirmation:</b>	<b>Grace Period End date:</b>
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 become ineligible or fail to reconfirm my details with Childcare Choices by the termly deadlines. 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 reduce the number of funded hours outlined in this agreement or move my child from the above-named childcare provider to a new childcare provider, providing I give the childcare provider at least [ 4 ] weeks written notice of my intention.
- Where the written notice is given prior to the termly census, any remaining EEF funding entitlement for the current term will be made available to a new childcare provider, from the end of the written notice period.
- For any remaining funding entitlement to be made available at the end of the notice period, notice must be given by the Sunday before the termly census date. The termly census dates are as follows:
  - Autumn term – the first Thursday in October.
  - Spring - the third Thursday in January
  - Summer – the third Thursday in May
- Where **written notice** is given after these dates there **will be no transfer of** EEF entitlement for the current term to a new childcare provider.
- Where the above named childcare provides me with written notice at any point in the term, any remaining/unused EEF 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

## 12. Accessing EEF Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their EEF 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 EEF entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

**Does your child take up any EEF hours at any other childcare provider? YES / NO**

If yes, please complete the following for the other providers that your child is accessing their EEF 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</b>				

**Note:** the total number of EEF hours in Section 7 and Section 12 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.



### 13. Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set in this document.

I authorise this childcare provider/school to claim 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.
- If my child's home address is outside of Lancashire County Council's boundaries and I also access the funded entitlements at a provider within my child's home local authority, I may be liable for the costs to the Lancashire provider, in the event that my child accesses more hours than the termly/annual entitlements.
- For my child to receive the greatest benefit from the EEF 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, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility		Childcare Provider
Name		Rockwood Nursery School
Address Line 1		Kingsland Road
Address Line 1		Burnley
Address Line 1		Lancashire
Postcode		BB11 3PU
Email Address		<a href="mailto:info@rockwoodnursery.com">info@rockwoodnursery.com</a>
Telephone No		01282 426711
Signature		
Date		

### 14. Data privacy

The General Data Protection Regulations puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations give 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

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers.

The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held;
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Lancashire County Council.

Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>



# 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:**

### **PLEASE TICK how & when you will be paying**

Vouchers  Cash/CHQ  School Online Account (Parent Pay)

Government Tax Free Vouchers  **\*Please provide Ref No.\*:** \_\_\_\_\_

Weekly  Monthly  Half Termly  Full Termly

- 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: \_\_\_\_\_



# 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.**

## 2022-23

Autumn Term 2022	Spring Term 2023	Summer Term 2023
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

## 2023-24

Autumn Term 2023	Spring Term 2024	Summer Term 2024
Print Name.....	Print Name.....	Print Name.....
Signed.....	Signed.....	Signed.....
Date.....	Date.....	Date.....

## 2024-25

Autumn Term 2024	Spring Term 2025	Summer Term 2025
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> As an additional precaution, we are required to ask you in more detail about allergies and insect stings.	<b>Please tick</b>
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>

### Photographic and Website Consent Form for use by Rockwood Nursery School

We take photographs of the children at our school as part of their learning journeys. We may use these images in our school's prospectus or other publications, website and Facebook. We also may make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Occasionally the school may be visited by the media to take photographs or film footage of a visiting dignitary or other event. Pupils will often appear in these images, which may be placed in local or national newspapers or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date below.

1	May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?	Yes/No
2	May we use your child's image (unidentified) on our website?	Yes/No
3	May we use, if selected, your child's work on our website?	Yes/No
4	May we record your child's image (unidentified) on video?	Yes/No
5	Do you consent to your child's image (unidentified) being published with a press photo?	Yes/No

Please note:



# ROCKWOOD DATA COLLECTION SHEET



<b>Child Surname:</b>	<b>Legal</b>
	<b>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>Address:</b>	<b>Reg Group:</b>
<b>Post Code:</b>	
<b>Email:</b>	

<b>Travel</b>
<b>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 Bus Service <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>FIRST LANGUAGE:</b> (please specify)	<b>HOME LANGUAGE:</b> (please specify)
<b>RELIGION:</b> (please specify or state 'NONE')	
<p><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.</p> <p>Signature: Date:</p>	



## 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 \_\_\_\_\_