

Funded Early Education Entitlement for two-year-olds

Parent / carer agreement form: Summer Term 2023

Form is to be completed and returned to the school office by 14th March 2023

You have received approval for two-year-old funding for your child. This means you can take up to 15 hours of funded early years provision per week. It's known as your child's funded early education entitlement (FEEE). You may only use one provider.

You need to fill in this form to tell us how you wish to take up this funding. We will use it to show that your child is accessing the funded entitlement with this provider. We will also use evidence of your child's identity and date of birth. This is because the provider will claim for the funded hours from Essex County Council.

When you sign this form, you will enter into a contract with the provider. This means that you can't change your child's funded hours after Headcount Day on **4th May 2023**. Also, you cannot transfer your child's funding. If you decide to move your child to another provider, you may have to pay childcare fees. Read the important information below before you sign this form.

Provider details

Name	Kelvedon Academy Nursery	Ofsted registration	139360
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Child's details

Forenames		Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (01/04/20 – 31/03/21)	
Country of birth		First language	
Ethnicity		Nationality	
Address			
Post town		Postcode	
Eligibility Code	TYF881-		

Please confirm how you will be taking up your funded early education entitlement

	Weeks (Maximum 13)	Hours
Funded Hours and Weeks		
Non-Funded Hours and Weeks		

I can confirm that my child will be claiming funded hours at this setting **only**. In addition, I understand and consent to the personal information I have provided on this form to be shared with local authority and Department for Education for the purpose of confirming my child's eligibility and enable this provider to claim the entitlement on behalf of my child. **Before signing please read the important information below/on the back of this form.**

Signed: Parent / carer	
Please print name	
Date	
Signed: Childcare Provider	
Please print name	
Date	

Important information: Please Read

Sole provider

The provider you have chosen should remain as the sole provider. The maximum number of funded entitlement hours per week that a provider can claim for your child is 15 hours, with no more than 10 hours being claimed in one day.

Funding transfers

Once you receive approval of your child's place, we cannot transfer funding mid-term on this program.

Understanding the funded entitlement

We make all calculations about your child's entitlement on the maximum of 15 hours of childcare per week. This is over 38 weeks per year in term time. Some providers will allow you to take fewer hours per week, but over a longer period. For example, 50 weeks. See below.

Stretched Offer

You must not claim for more hours than your child will be attending the setting. But if you get a stretched offer your provider will need to claim the maximum FEEE hours for the relevant term during the funded weeks. A stretched offer is when you take your entitlement over more than 38 weeks of the year. Your child may actually attend fewer hours per week. But if your provider stretches the FEEE you will still get your full entitlement. See the example below.

Summer term	Normal	Stretched
Number of weeks entitlement taken over	13 weeks	20 weeks
Number of hours per week you are entitled to	15 hours	9.75 hours
Number of hours per week the provider will claim	15 hours	15 hours
Number of FEEE hours that can be claimed	195 hours	195 hours

Additional charges

Providers may charge for any goods or services, such as:

- meals
- optional extras
- additional hours of provision

But they should not do so as a condition of children accessing their FEEE. Also, you do not have to access more hours than those funded under your funded entitlement.

Understanding your agreement with your provider

You must be clear about the terms and conditions of the agreement with your provider. This is important. They should give you a copy and it should tell you:

- your funded entitlement hours
- the cost of any extra hours
- any extra chargeable activities you have chosen to take.

Increasing the hours you wish your child to take

To claim funding from Essex County Council your provider must give us headcount data. It shows how many children claim FEEE at their setting. This means that you can't increase your child's funded hours after the headcount date. If you do, you will have to pay them for the extra hours of the remaining weeks in the term.

Your personal data

What we need

We only collect basic personal data about you and your child. It doesn't include any special types of information or details based on location. But it does include name, address, date of birth and NI number.

Why we need it

We need to know your basic personal data. We will share it with the local authority and Department for Education. They will check if your child is eligible for the extended funded entitlement with other government departments. We will not collect personal data that we do not need for these checks. We don't sell it to anyone else.

What we do with it

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way. We'll only make them available to those who have a right to see them. Our staff in the UK processes all personal data. But for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

How long we keep it

Under UK tax law we must keep your basic personal data (name, address and contact details) for a minimum of six years. After this time it will be destroyed.

Assessment Data

Essex County Council will collect assessment data for all funded 2 year olds. This information is used to inform decisions on how the Local Authority can better support your child and their childcare provider. If you do not wish for your child's assessment data to be shared, please email 2yearold@essex.gov.uk with their name, date of birth and the childcare provider's name.

What are your rights?

If you think the information we have about you is wrong, you can ask to see it. You can even have it corrected or deleted. If you wish to complain about how we have handled your personal data, contact our Data Protection Officer who will investigate the matter.

You can also complain to the Information Commissioner's Office (ICO) if:

- you are not satisfied with our response
- believe we are not processing your personal data according to the law

Visit [the ICO website](#) or email casework@ico.org.uk.

View [Essex County Council's Privacy Policy](#)

You can email our Data Protection Officer at DPO@essex.gov.uk.

If you prefer call 03457 430 430 and ask to speak to the Data Protection Officer.