**IMPORTANT NOTES:**

1. You must have a fully completed parental agreement in place for all children that you claim funding for.
2. Providing a parental agreement is in place for every child, which reflects the EEF hours that have been agreed you can decide how frequently you complete them. For example, some settings choose to issue them termly, others recomplete them every academic year.
3. You must use the parental agreement template supplied by Lancashire County Council and must not delete or amend any of the fields/wording.
4. You may choose to add additional fields to the parental agreement providing such fields do not contravene any of the national requirements as set out in the Early Education and Childcare Statutory Guidance for Local Authorities.
5. Without a completed parental agreement, you do not have the necessary consents in place to claim the funding on the parent's behalf and you are in breach of the terms and conditions of funding.
6. Having a fully completed parental agreement helps to protect you with any parental disputes, overclaims and helps to ensure you do not have any funding withdrawn.
7. The parent and provider must sign the parental agreement**,** otherwise it is invalid.
8. You must provide the parent with a paper or electronic copy of the signed parental agreement.
9. **You are only permitted to claim the hours as agreed in the parental agreement**. Claiming more hours than those agreed is a breach of the terms and conditions of funding and any overpayments will be reclaimed. If this practice is identified by the EEF team, it could also result in a full audit undertaken by the Council's Internal Audit Service.
10. Where a child is not accessing their full entitlement of 570 funded hours and/or 570 extended/expanded hours, to calculate the number of hours that need to be claimed in the headcount/census you need to divide the annual number of funded hours and/or extended/expanded hours by 38 weeks (as providers are funded on a term time only basis).
	* For example a 2YO child accesses 10 hours per week over 48 weeks of the year/480 hours in total per year. Settings would claim 12.63 hours in the headcount/census each term.
	* Hours can only be stretched over an academic year (1st September to the following 31st August), if a child starts partway through the academic year or only qualifies to claim the entitlement partway through the academic year they will only be able to claim pro-rata using the funding still available for the remainder of the academic year. i.e. if a child starts on the 1st January or only becomes eligible to claim the funding from 1st January, they will only be able to claim for Spring = 165 hours and Summer 195 hours. And the same if a child only starts 1st April or only becomes eligible to claim the funding from the 1st April, they will only be able to claim the funding for the Summer term = 195 hours.

**Section 1: Placement Details**

* All sections must be completed.

**Section 2: Child & Family Details**

* Child name – enter the child's legal forename and surname. Also enter the name by which child is known, if different from their legal name.
* Child date of birth – enter the correct date of birth as seen in the evidence supplied by the parent.
* Child ethnicity – wherever possible please endeavour to record the child's ethnicity unless a parent has chosen not to tell you. Where that is the case please record as 'not stated'.
* Child gender – enter child's gender e.g. female, male.
* Child address and postcode – enter the full postal address.
* Proof of DOB – you must see evidence of the child's date of birth to ensure it is the term after they have turned 2 or 3 e.g. birth certificate, passport.
* You must keep a copy of the proof of child's date of birth and ensure it is stored securely (electronic or paper copy) as outlined in the Funding Agreement.
* You will be asked for a copy of the evidence of child's date of birth when we undertake audit checks.
* In exceptional cases a parent may not have evidence of their child's date of birth e.g. if they are a refugee, if this is the case please contact the EEF team to discuss.
* Proof of DOB seen by – enter the name of staff who has verified the child's date of birth.
* You must answer Yes or No to the DLA and DAF questions by circling.
* Parent Carer Details - it is in your interest to ensure this section is fully completed so that we can confirm eligibility for the Early Education Funded entitlement and EYPP funding where applicable – this will ensure you do not miss out on any funding that may be due to you.
* If this section is left blank, we cannot undertake an EYPP check for eligible children.
* Please **also ensure you tick the EYPP consent button in the Provider Portal** when you are submitting the headcount claims for parents who have provided you their details, as without the parent's consent we cannot undertake an EYPP check.
* 2YO golden ticket voucher code – **must** be completed where applicable. Remember you must have seen the LCC eligibility letter from the parent before offering a 2YO funded place.
* Working parents' eligibility code **must** be completed where applicable. Also check that the start date and end dates of the code to ensure they are valid for the term you are wanting to claim extended/expanded hours for.

**Section 3: Early Education Funded (EEF) Hours**

To ensure that parents are clear how their funded entitlements are being taken/allocated, you **must** ensure table 1 is fully completed as follows:

**Table 1 EEF Weekly Hours**

* Days/EEF session start and end times/total funded hours per day.
* You **must** specify the sessions/times **and** total funded hours per day, split by funded hours and/or extended/expanded hours that have been agreed for each day of the week.
* This is so that parents can clearly see what elements of the day are 'Government funded' and so that they also understand any hours over and above those outlined in the parental agreement will need to be paid for privately.
* The EEF sessions must be shown as a zero cost so this must not be changed on the parental agreement template.
* Additional charges – where any additional charges apply for meals/snacks/consumables these must be completed for each day of the week & EEF session.
* Total weekly EEF hours – enter the total funded hours for the week split by funded and/or extended/expanded. It cannot exceed 15 funded or 15 extended/expanded and must add up to the totals entered for each day.
* Number of weeks per year - enter the number of weeks that the child is accessing their funded entitlements over, for funded hours and/or extended/expanded hours.
* Total EEF hours per year – calculate the annual number of funded and/or extended/expanded hours by multiplying the total weekly hours by the number of weeks in the year.
* The annual total cannot exceed 570 funded and/or 570 extended/expanded.
* Hours available for banking – where the total weekly hours agreed is less than the annual entitlement of 570 funded or 570 extended/expanded, you may allow the parent to bank all/some of their hours to be used at a later point in the term/year. If this is the case enter the total number of hours that are available for banking.
* Total weekly charge for meals/snacks/consumables – Add up the additional charges that apply so that the parent is very clear what charges they will be expected to pay whilst accessing their funded entitlements. Please remember any charges cannot be a condition of accessing a place.

**Table 2 Banked Hours**

* Where a parent is taking less than their annual entitlement you cannot assume that the parent will want to bank hours, so these must be agreed with the parent, at the outset, which term the parent would like to use their banked hours.
* Where a parent is unsure if they will need to bank any hours to be used later, you may decide to claim the additional hours as and when needed on an ad hoc basis via the supplementary process rather than having to repay the funding.
* For all banked hours used you must also keep a record of the actual dates that these have been taken, for audit purposes.
* If at the end of the academic year the parent has not used all the hours that have been banked, you must notify the local authority so that these can be re-paid.
* Enter the number of funded and/or extended/expanded hours that you have agreed to bank for each term.
* Enter the total banked hours for the year (i.e. sum of the 3 terms banked hours).
* Enter the total number of EEF hours for the year (i.e. annual EEF hours in table 1 plus annual banked hours in table 2).
* To work out how many hours need to be claimed in each termly headcount, divide the total number of EEF hours (i.e. sum of table 1 and table 2) by 38 weeks. This is because the headcount claims/Provider Portal calculates it over a 38 week period.

**Section 4: Accessing EEF Entitlement Across Multiple Childcare Providers**

* It is important that you check with parents if they are taking any of their funded entitlements with another provider.
* Where a parent is splitting their entitlements with more than one provider you should also check the number of hours per week that they are accessing with other providers and how many weeks they are taking it over to ensure the parent does not exceed their annual entitlements of 570 funded and/or 570 extended/expanded.
* It is the parent/carer's decision which provider will claim the funded hours and which provider will claim the extended/expanded hours. This is NOT the decision of the provider.
* If your child is in receipt of DLA and splitting the EEF entitlements across two or more settings, please nominate the main setting who will claim the DAF
* Enter the name of the setting who will be claiming the DAF.

**Section 5 Notice Period**

* You must ensure you complete the notice period that is required in the event the parent wishes reduce the number of funded hours, or move their child to a different provider.
* If the notice period is left blank, the parental agreement and notice period is invalid, and you could lose out on funding.

**Section 6 Declaration**

* Prior to signing the agreement, you must ensure you have given the parent a copy of Appendix 1 which outlines the terms and conditions of funding so that they fully understand what they are signing up to. Appendix 1 can be provided electronically by email if you prefer not to give a printed copy.
* You must ensure the parent and provider have **both** signed the parental agreement. These must be 'wet' signatures. A photo of the parent's and setting's signature can be inserted electronically if you do not want to print the parental agreements, however you cannot just type the name of the setting or parent, it must be a real signature.
* If both parties do not sign the parental agreement, it is invalid, and funding may be reclaimed.

**Please see next page for a number of examples of how the parental agreement should be completed:**

**Example 1 – 30 Hours Stretched for 3 & 4 year olds**

* Child is eligible for 30 hours and attends Monday – Thursday, full days.
* The setting is open from 7:30-18:00, 51 weeks of the year.
* The maximum number of funded hours which can be claimed in a day is 10.
* The setting is flexible in how it offers the funded sessions and allows parents to take the EEF hours at any time during the day.
* Setting has agreed the family can take their full entitlement of 1140 hours per year stretched over the 51 weeks (11.18 universal hours and 11.17 extended hours, total of 22.35 hours per week).

**Table 1 – Early Education Funded (EEF) Weekly Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(If applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 07:30 -17:30 | 10 | 10 |  | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** | 07:30 -17:30 | 10 | 1.18 | 8.82 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** | 07:30 - 09:50 | 2.35 |  | 2.35 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Total Weekly EEF Hours** | 22.35 | 11.18 | 11.17 | **£0.00** |  |
| **Number of weeks per year** **(e.g. 38, 47, 51, 52 etc)**  |  |  | **£0.00** |
| **Total EEF hours per year** **i.e. weekly hours x no of weeks**  |  |  | **£0.00** |  |
| **Hours available if banking (if applicable)**  |  |  | **£0.00** |  |
| **Total weekly charge for meals/ consumables (if applicable)** | **£15.00** |

* In the above example the setting could charge for ½ hr from 17:30-18:00 if the parent did not want to collect at 5:30 and can also charge for meals, snacks and consumables but any charges must not be a condition of accessing the funded place.
* As the setting is claiming for the full entitlement, they should claim the maximum hours on each headcount e.g. autumn 15 funded and 15 extended/expanded hours over 14 weeks = 420 hours, spring 15 funded and 15 extended/expanded hours over 11 weeks = 330 and summer 15 funded and 15 extended/expanded hours x 13 weeks = 390.

**Example 2 – 2 Year old Golden Ticket Family Term Time Only (LCC 6 digit code)**

* Child is eligible for 15 funded hours per week and attends Monday – Friday morning sessions
* Setting is open from 07:30 to 18:00, 51 weeks of the year
* The setting offers the funded sessions as mornings (09:00-12:00) or afternoons (12:00-15:00) per day, on a term time only basis

**Table 1 – Early Education Funded (EEF) Weekly Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(if applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 09:00-12:00 | 3 | 3 |  | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** | 09:00-12:00 | 3 | 3 |  | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** | 09:00-12:00 | 3 | 3 |  | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** | 09:00-12:00 | 3 | 3 |  | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** | 09:00-12:00 | 3 | 3 |  | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Total weekly EEF hours**  | **15** | **15** |  | **£0.00** |  |
| **Number of weeks per year** **For example, 38, 47, 51, 52 etc.** | **38** |  | **£0.00** |
| **Total EEF hours per year** **i.e. weekly hours x no. of weeks** | **570** |  | **£0.00** |  |
| **Hours available for banking (if applicable)** | **0** |  | **£0.00** |
| **Total weekly charge for meals/consumables (if applicable)** | **£12.50** |

**Example 3 – 30 Hours Term Time Only for 3&4 Year Old**

* Child attends 3 full days per week, term time only
* Setting is open from 07:30 to 18:00 51 weeks of the year
* The maximum number of funded hours which can be claimed in a day is 10
* Funded sessions are offered as full days (10hrs 08:00-18:00) mornings (3 hrs 09:00-12:00) or afternoons (3 hrs 12:00-15:00) per day, on a term time only basis

**Table 1 – Early Education Funded (EEF) Weekly Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(if applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 08:00-18:00 | 10 | 10 |  | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** | 08:00-18:00 | 10 | 5 | 5 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** | 08:00-18:00 | 10 |  | 10 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Total weekly EEF hours**  | **30** | **15** | **15** | **£0.00** |  |
| **Number of weeks per year** **For example, 38, 47, 51, 52 etc.** | **38** | **38** | **£0.00** |
| **Total EEF hours per year** **i.e. weekly hours x no. of weeks** | **570** | **570** | **£0.00** |  |
| **Hours available for banking (if applicable)** | **0** | **0** | **£0.00** |
| **Total weekly charge for meals/consumables (if applicable)** | **£15.00** |

**Example 4 – 2 Year old working families Term Time Only (Childcare Choices 11 digit code)**

* Child is eligible for 15 expanded hours per week and attends Monday – Friday morning sessions
* Setting is open from 07:30 to 18:00, 51 weeks of the year
* The setting offers the funded sessions as mornings (09:00-12:00) or afternoons (12:00-15:00) per day, on a term time only basis

**Table 1 – Early Education Funded (EEF) Weekly Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(if applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 09:00-12:00 | 3 |  | 3 | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** | 09:00-12:00 | 3 |  | 3 | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** | 09:00-12:00 | 3 |  | 3 | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** | 09:00-12:00 | 3 |  | 3 | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** | 09:00-12:00 | 3 |  | 3 | £0.00 | £2.50 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Total weekly EEF hours**  | **15** |  | **15** | **£0.00** |  |
| **Number of weeks per year** **For example, 38, 47, 51, 52 etc.** |  | **38** | **£0.00** |
| **Total EEF hours per year** **i.e. weekly hours x no. of weeks** |  | **570** | **£0.00** |  |
| **Hours available for banking (if applicable)** |  | **0** | **£0.00** |
| **Total weekly charge for meals/consumables (if applicable)** | **£12.50** |

**Example 5 – Partial 30 Hours including banked hours 3&4 year old**

* Child is eligible for 30 hours per week, attends 6.5 hours per day, 4 days a week term time only
* The setting is open from 7:30-18:00, 51 weeks of the year
* The setting is flexible in how it offers the funded sessions and allows parents to take the EEF hours at any time during the day, offering term time only places or stretched
* Child attends on a term time only basis but parent would like their child to attend for 6.5 hours a day during some of the school holidays. Setting/parent have agreed they will use the banked hours as follows:
	+ 4 days autumn term = 26 hours
	+ 2 days spring term = 13 hours
	+ 10 days summer term = 65 hours

***Table 1 – Early Education Funded (EEF) Weekly Hours***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(if applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 08:45-15:15 | 6.5 | 6.5 |  | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** | 08:45-15:15 | 6.5 | 6.5 |  | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** | 08:45-15:15 | 6.5 | 2 | 4.5 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** | 08:45-15:15 | 6.5 |  | 6.5 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| Total weekly EEF hours  | **26** | **15** | **11** | **£0.00** |  |
| Number of weeks per year For example, 38, 47, 51, 52 etc. | **38** | **38** | **£0.00** |
| Total EEF hours per year i.e. weekly hours x no. of weeks | **570** | **418** | **£0.00** |  |
| Hours available for banking (if applicable) | **0** | **152** | **£0.00** |
| Total weekly charge for meals/consumables (if applicable) | **£20.00** |

***Table 2 - Banked Hours***

|  |  |  |
| --- | --- | --- |
| **Term** | **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** |
| **Autumn** |  | 26 |
| **Spring** |  | 13 |
| **Summer**  |  | 65 |
| **Total banked hours**  | 0 | 104 |
| **Total EEF hours per year agreed (i.e. table 1 plus table 2)** | **570** | **522** |
| **Total Hours to be claimed in headcount (i.e. total EEF hours divided by 38 weeks)** | 15 | 13.73 |

**Example 6 – Partial 30 Hours Stretched for 3&4 year old**

* Child is eligible for 30 hours and attends Monday & Tuesday, full days
* The setting is open from 7:30-18:00, 51 weeks of the year
* The maximum number of funded hours which can be claimed in a day is 10
* The setting offers the funded sessions based on 10 hours per day/20 hours per week stretched over 51 weeks of the year
* Parent does not want to bank any hours

**Table 1 – Early Education Funded (EEF) Weekly Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **EEF Session Times** | **Total Funded Hours per Day** | **Early Education Funded Hours****(Zero cost to parent)** | **Daily Charges for Meals/ Consumables****(if applicable)** |
| **No. of Funded Hours****(2YO Golden Ticket & 34YO Universal Hours)** | **No. of Extended/****Expanded Hours****(Working Families' Entitlements)** | **£** | **£** |
| **Mon** | 07:30 -17:30 | 10 | 10 |  | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Tue** | 07:30 -17:30 | 10 | 1.17 | 8.83 | £0.00 | £5.00 |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Wed** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Thu** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Fri** |  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
|  |  |  |  | £0.00 | £ |
| **Total weekly EEF hours**  | **20** | **11.18** | **8.82** | **£0.00** |  |
| **Number of weeks per year** **For example, 38, 47, 51, 52 etc.** | **51** | **51** | **£0.00** |
| **Total EEF hours per year** **i.e. weekly hours x no. of weeks** | **570** | **450** | **£0.00** |  |
| **Hours available for banking (if applicable)** | **0** | **119.67** | **£0.00** |
| **Total weekly charge for meals/consumables (if applicable)** | **£15.00** |

* In the above example the setting could charge for ½ hr from 17:30-18:00 if the parent did not want to collect at 5:30 and can also charge for meals, snacks and consumables but any charges must not be a condition of accessing the funded place.
* As the parent is not accessing their full entitlement the setting can only claim a total of 1020 hours rather than the full entitlement of 1140.
* At headcount, the setting therefore needs to claim a total of 26.84 hours each term, made up of 15 funded hours, and 11.84 extended/expanded hours. i.e. 1020 hours per year divided by 38 term time only weeks (as the Provider Portal is set up to pay on ta term time only basis).