

# BROMLEY EARLY YEARS PARENT CONTRACT

This form **must** be completed before your child accesses funded childcare.



ALL Early Years providers are required by law to keep a record of children's details who are claiming the Funded Entitlement. Completing this form and providing a copy of your child's Birth Certificate is a condition of your child receiving funding with this provider. Parent Contracts must be kept for 7 years and made available for audit purposes.

## CHILD DETAILS

Legal First Name:		Date of Birth:	
Legal Middle Name/s:		Gender:	
Legal Surname:		Home Address & Postcode:	
Preferred Surname:			

My child receives Disability Living Allowance:	YES   NO	I would like this provider to claim DAF* for my child:	YES   NO
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## CHILD'S ETHNICITY

The information below is a statutory requirement from the Department of Education (DfE) and assists the local authority to compile statistics on early education from different ethnic backgrounds. This is optional but helps to ensure all children have an opportunity to access funded early education to fulfil their potential. If you do not wish to give these details, please tick the 'Refused' box. **NOTE:** These categories are provided by the DfE\*\*

White or White British		Black or Black British		Mixed/Dual Background		Asian or Asian British	
Chinese		Refused		Any Other Ethnic Group			

## PARENT/CARER DETAILS

Title:		Title:	
Legal First Name:		Legal First Name:	
Legal Surname:		Legal Surname:	
Date of Birth:		Date of Birth:	
NINO or NASS***:		NINO or NASS***:	
Email Address:		Email Address:	

\*The Disability Access Fund (DAF) is designed to support children with disabilities or special educational needs and is paid directly to the provider to help them make reasonable adjustments to their setting. More details can be found at [www.bromley.gov.uk/help-childcare-costs](http://www.bromley.gov.uk/help-childcare-costs)

\*\*DfE ethnicity codes can be found at: [www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code](http://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code)

\*\*\*NINO = National Insurance Number. NASS = National Asylum Support Service Number. By giving these details you agree that your provider can check eligibility for Under 2YO Working, Together for 2s, 2YO Working, 3&4YO Extended, and EYPP. More details can be found at: [www.bromley.gov.uk/childcare](http://www.bromley.gov.uk/childcare).

## FUNDED ENTITLEMENT HOURS

Provider Name:		Provider Postcode:	
Funding Start Date:			
I would like to claim the funded entitlement over:		weeks of the academic year. 38 is term time / 39-52 is stretched	
Together for 2s code:	EY2_SENT	Working Eligibility code:	HMRC

PATTERN OF ATTENDANCE	Booked Hours	Under 2YO Working*	Together for 2s*	2YO Working*	3&4YO Universal	3&4YO Extended*
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL						

\*[eligibility code required](#)

## NOTICE TO LEAVE

You are not obliged to give notice for the funded hours however, we respectfully ask that you give as much notice as possible whilst also paying due regard to the provider's notice period for non-funded hours.

## DECLARATION

I declare that my child **does** ☐ **does not** ☐ attend another setting. *Please state where and the number of funded hours they access:*

Provider Name:		Term time <input type="checkbox"/> Stretched <input type="checkbox"/>	Hours:	
I agree to notify this early years provider of any changes in my child's circumstances				
I understand that I can claim up to 570 hours or 1140 hours if I meet the eligibility criteria, per academic year				
I understand my child could lose their funded entitlement if they do not attend regularly without a reason for their absence				
I declare that my child receives no funded education other than stated above (including other Local Authorities)				
I agree that this provider can contact my previous or other providers (if this applies)				
I will endeavour to give this provider as much notice as possible for funded hours				
I give permission to this provider and LBB to retain copies of necessary documents relating to my child's funded entitlement				
I understand that I should keep a copy of this completed and signed Parent Contract				
I have read this provider's Admission Policy for funded entitlement and understand the terms				

## IMPORTANT - DATA PROTECTION CONSENT

Your signature on this form is your explicit consent for the Early Years Provider and Local Authority to process personal data relating to you and your child in accordance with the Data Protection Act and UK General Data Protection Regulation. The information given will be entered onto a computer database and held by the London Borough of Bromley. Personal data will only be shared as is necessary and always in a fair and lawful manner. The personal data and information provided will be shared with other agencies as per the above statement and any Privacy Notice supplied by your provider and only kept for as long as necessary. For more details visit [www.bromley.gov.uk/PupilPrivacyNotice](http://www.bromley.gov.uk/PupilPrivacyNotice)

PARENT/CARER		PROVIDER	
I declare that the information I have supplied is correct to the best of my knowledge at the time of completion			
Print Name:		Print Name:	
Signature:		Signature:	
Date:		Date:	

## AMENDMENTS TO THE CHILD'S FUNDED ENTITLEMENT HOURS WITHIN A YEAR OF SIGNING THE ORIGINAL CONTRACT

Funding Start Date:				Eligibility code:		
I would like to claim:	BOOKED	U2YOW*	TF2s*	2YOW*	3&4YO UNI	3&4YO EXT*
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
TOTAL						

PARENT/CARER		PROVIDER	
I declare the information I have supplied is correct to the best of my knowledge at the time of completion			
Print Name:		Print Name:	
Signature:		Signature:	
Date:		Date:	