# Free early education entitlement for two-year-olds

## Parent / carer agreement form: Autumn Term 2021

You have received approval for two-year-old funding for your child. This means you can take up to 15 hours of free early years provision per week. It's known as your child’s free 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 free 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 16th September. 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** |  | **Ofsted registration** |  |

**Child’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forenames** |  | **Surname** |  |
| **Gender** | [ ]  Male [ ]  Female | **Date of birth (01/09/18 – 31/08/19)** |  |
| **Country of birth** |  | **First language** |  |
| **Ethnicity** |  | **Nationality** |  |

|  |  |
| --- | --- |
| **Address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post town** |  | **Postcode** |  |

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

|  |
| --- |
| [ ]  My child will be claiming funded hours at this setting **only**. [ ]  I wish my child to take up …… hours per week (maximum 15 hours), spread over …… weeks **(maximum 14 weeks)** with the provider named above. |
| 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 it

### Sole provider

The provider you have chosen will remain as the sole provider. It will be for the duration of the terms of funding that your child has been approved for. The maximum number of free entitlement hours per week that a provider can claim for your child is 15 hours, with no more than10 hours being claimed in one day.

### Funding transfers

Once you get approval of your child’s place, we cannot transfer funding on this program.

### Understanding the free 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.

|  |  |  |
| --- | --- | --- |
| **Autumn term** | **Normal** | **Stretched** |
| Number of weeks entitlement taken over  | 14 weeks | 17 weeks |
| Number of hours per week you are entitled to  | 15 hours | 12.35 |
| Number of hours per week the provider will claim | 15 hours | 15 hours |
| Number of FEEE hours that can be claimed  | 210 hours  | 210 hours |

### Additional charges

 If you are only accessing the FEEE, your provider should not ask you to pay extra.

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

* meals
* optional extras
* additional hours of provision

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

### 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](http://www.essex.gov.uk/privacy-notices/Pages/Default.aspx)

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.