

# Hertfordshire parent declaration form



I confirm I have read the privacy statement in full and that a copy has been made available to me on request. This includes why we need your family information, what we will do with it, how long we will keep it, what are your rights, clarification on eligibility and using your Childcare Support hours. By completing this parent declaration form, I am agreeing to the privacy notice.

## Child details

Boxes marked with a \* are mandatory

First name\*

Middle name (s)

Surname\*

Date of birth\* (dd/mm/yyyy)

Sex\*

National health number\* (NHS)

Ethnicity\*

Address\* (with postcode)

Early Years Pupil Premium (EYPP) extended criteria (please only tick if applicable)

Adopted

Child arrangement order

Child looked after

Special guardianship order

None

You will need to add all the child's details in these boxes and must include the child's NHS for us to be able to claim.

Early Years Pupil Premium (EYPP) is additional funding that may be available to the Nursery to support with your child's learning and development. Some of the criteria for this is:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax, not including any benefits you get

For more information please visit this website:

[Get extra funding for your early years provider - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Parent/carer details

This information is required to confirm eligibility for EYPP and Childcare Support. The Early Years Service may contact you by email to gather feedback on the Childcare Support entitlements.

Please ensure you enter the details of the parent who has applied for Childcare Support.

Email\*

First name\*

Surname\*

Date of birth (dd/mm/yyyy)\*

National Insurance Number\*

In this section you will need add the parents' details. If you are eligible for the 9 months-2 years 15 hours and 3 and 4 years old 30 hours the parent's detail must be from the parent who has generated the code.

### For staff only

Child's passport/birth certificate number

Document number recorded by:

Date document number recorded (dd/mm/yyyy)

This section needs to be completed ahead of each term with updated information based on what you plan to claim. **You will then need to keep this form safe** and return it to your provider before the start of the next term with the new term boxes filled in.

You will need to tick NO in this section as we do not offer a stretched offer. All children received 38 weeks of funding per year.

You will be given The Working Parent's Entitlement code to confirm your eligibility to claim funding and this can be found on your childcare portal. **This code is needed for any funding for children 9 months-2 years and 3 and 4 year olds who qualify for the 30 hours funding.**

We can only claim for the hours your child attends the setting -  
Nursery day = 7 hours  
Full Day = 9 Hours  
Extended Day = 10 Hours

Term Dates

Summer Term- 1<sup>st</sup> April -31<sup>st</sup> August **(13 funded weeks)**

Autumn Term- 1<sup>st</sup> September to 31<sup>st</sup> December **(14 funded weeks)**

Spring Term- 1<sup>st</sup> January- 30<sup>th</sup> April **(11 funded weeks)**

**Childcare Support entitlement**

- Autumn period (1 September – 31 December) – 14 weeks term time
- Spring period (1 January – 31 March) – 11 weeks term time
- Summer period (1 April – 31 August) – 13 weeks term time

Is this a stretched offer?  Yes  No If yes, how many weeks across the year?

(If you spread your Childcare Support hours over more than 38 weeks, this is known as the stretched offer)

Two year old reference code: (families receiving additional government support) you will need to apply via the HCC website

Childcare Support eligibility code: (for working families entitlement)

	Autumn	Spring	Summer
Start date	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. days per week	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours per week	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Childcare Support hours per week	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of weeks	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete if child is in receipt of Disability Living Allowance (DLA)

DLA form reference number

DLA form start date (dd/mm/yyyy)

DLA form expiry date (dd/mm/yyyy)

This allows the early years provider to claim Disability Access Fund (DAF) which supports your child to access their childcare. DAF can only be claimed by one provider.

The **'Total Childcare Support hours per week'** are if you are claiming 15- or 30-hours funding for your child.

## Splitting your Childcare Support

Does your child attend another childminder/day nursery/pre-school/school nursery for their Childcare Support entitlement. If yes, name?

Please note, all early years providers must agree on the Childcare Support hours offered.

### Parent declaration

I confirm that my child  is attending the early years provider(s) for the Childcare Support entitlement.

I understand how the Childcare Support entitlement will be delivered for my child. If my child is receiving a stretched offer and reverts to the term time offer, the number of Childcare Support hours available each week may be affected.

I have been made aware of any additional charges, including those for meals, nappies or trips.

I will make every effort to ensure my child attends the Childcare Support hours agreed. I am aware that to continue receiving Childcare Support (for working families) that I need to recheck my eligibility code every 3 months as a minimum, in my government gateway childcare service account.

Name\*

Date\* (dd/mm/yyyy)

Signature\*

Any changes to the declaration must be noted below and signed by the parent/carer during the year.

**Please note you will need recheck your eligibility code every 3 months in your government gateway account.**

In this section will need to sign to sign all information is correct that has been provided