Childcare Entitlements Parental Declaration Form

To be completed by Parent/Carer wishing to claim Free Early Education and Childcare for 9 months - 4 years old

From September 2026 (Confidential)

This Parental Declaration **will** be made available to The Education People and any person authorised by KCC for audit purposes

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

You need to complete a Declaration Form with each provider your child attends for their Childcare entitlements to ensure the provider/s can claim the funding from Kent County Council (KCC). Providers have a responsibility under the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR) and **must** provide you with a copy of their Privacy Notice before you read and sign this declaration, so that you understand how your data will be used.

Step 1: Your child's details - parents/carers to complete

Child Forename(s):		**Child Surname(s):**	
Name by which the child is known: (if different from above)			
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth			
Gender:		**Ethnicity:**	
Main Address of Child:			

Step 2: Your details - parents/carers to complete

	Parent / Carer 1	**Parent / Carer 2**
Surname:		
Forename:		
Date of Birth:		
National Insurance number or Asylum Support Reference Number: (previously NASS)		

Step 3: Document check - provider to complete

Documentary proof of DOB Type and reference number: (e.g. birth certificate, passport)			
Document recorded by: (name of staff member)		**Date document recorded:**	
Working Parent Eligibility Code:			
2-year-old EY Voucher Code:			

Step 4: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please indicate which entitlement(s) you will be using. If your child is 2 years old and eligible for both the Early Learning for 2 year olds (EL2) funding and the Working Parent Entitlement, your provider must use the EL2 15 funded hours first.

Type of Entitlement	What Does This Cover	Number of Hours Your Child Can Receive	Entitlement
For Children 2 Years Old & Families Receiving Early Learning for 2 Year Old (EL2) Funding	If Parents / Carers live in England and are in receipt of certain benefits. If a child is looked after by the local authority, has an EHC plan, gets Disability Living Allowance (DLA) or has left care under an adoption order, special guardianship order or child arrangements order - Eligibility for Early Learning for 2 year olds - Best Start in Life To apply to KCC for EL2 - Early Learning for 2 Year Olds - Kent County Council	Up to 15 hours a week across 38 weeks a year (570 hours a year)	Yes ☐ / No ☐
Universal Entitlement for 3- and 4-year-olds:	For all children starting the term after they turn 3 years old.	Up to 15 hours a week across 38 weeks a year (570 hours a year)	Yes ☐ / No ☐
Working Parent Entitlement for Children from 9 months old- 4 years old:	For those children in families where parents are working – see Eligibility for 30 hours childcare - Best Start in Life to check eligibility and apply.	Up to 30 hours a week across 38 weeks a year (1140 hours a year). For children aged 9 months - 4 years old, this can be combined with either of the above entitlements to a maximum of 30 hours.	Yes ☐ / No ☐
Providers could receive extra funding for your child:	Does your child receive Disability Living Allowance? *DAF (Disability Access Fund) is used by providers to make reasonable adjustments to support an individual child, or for the benefit of all children.*	☐ Yes / No ☐	
Early Years Pupil Premium (EYPP) can be paid to providers to give extra support for your child if any of the following apply:	a) Are you in receipt of Universal Credit b) Is your child currently / previously looked after by the Local Authority in England / Wales c) Are you an asylum seeker receiving support under Part 6 of Immigration & Asylum Act 1999? *EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.*	a) ☐ Yes / No ☐ b) ☐ Yes / No ☐ c) ☐ Yes / No ☐	

Step 5: Provider and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each provider your child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two providers in a single day and if your child attends more than one you cannot go over the weekly/termly allowance. If this happens the local authority will distribute the funding appropriately.

Provider Name:						**URN:**		
Child's start date:	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**	**Total weekly charge**	**No. of weeks per year (e.g. 38, 45, 51)**
Total funded entitlement hours attended per day							**£0.00**	
Total extra (chargeable) hours per day								
Total daily hours attended								

Please note if a provider is open less than 38 weeks you will not be able to access the full 570/1140 hours. If a provider stretches the entitlements the number of hours a week will be less than 15/30 hours a week but will equate to the full 570/1140 hours over the funded year.

A child's universal and working parent entitlement funded hours cannot be changed or increased after the designated Census Week, please speak to your provider for the dates. EL2 funded hours can be increased part way through a term.

If you change providers during a term and your child has already been funded for that term you will have to pay the new provider for the hours your child attends for the remainder of the term.

If your child is splitting their funded entitlement across more than one provider, please nominate your main provider:

Main Provider:	

Total funded entitlement hours attended per day

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**
Provider Name:						
Provider Name:						
Provider Name:						

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have a website, on local authority Family Information Services, for Kent, this is the KCC directory. These should be clear, up-to-date and easily accessible to parents, to enable them to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable them to understand the charges they are agreeing to:

If a separate list is to be supplied to the parent this must be attached to this declaration form for evidence of parent's choices. ('please see attached list' **must be written in the box)*

Note Free funding does not cover the cost of consumables. We charge an optional fee towards costs that are on top of the usual care. Snack, cooking ingredients and preparation for all three meals per day, sun creams, nappy creams, wipes amongst other things are all considered as extras. The charges for these are:

Breakfast £3.50
Morning Snack £3.00
Lunch £6.00
Afternoon Snack £3.00
Tea £5.00
Consumables £2.00 (wipes, nappy sacs tissues nappy cream sun cream)

We can provide all of these optional extras at a price of £16.50 for a full day funded session, £8.50 for a half day funded session. Please contact us at admin@fordcombepreschool.org if you have any questions or specific requirements on this subject.

By signing this declaration the parent agrees to take up these optional extras alongside the funded hours and the associated charges as listed above, and are aware that they can discuss alternatives with the provider.

By signing this declaration, the parent agrees that any optional hours or extras taken alongside the funded hours will apply for the full period that the child remains eligible for Free Entitlement Funding. If circumstances change, a new declaration must be signed to reflect those changes.

It is acceptable for the provider to print only the amended page, which must then be signed and dated by the parent and attached to the original document.

Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name) .....

of (address) .....

confirm that the information I have provided above is accurate and true. I understand

and agree to the conditions set out in this document and I authorise (Name of Provider/s)

……..

to claim entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

I understand that as part of KCCs audit process I may be contacted by KCC / The Education People to confirm details contained in this form.

Parent/Carer/Guardian with legal responsibility	**Childcare provider**
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Kent County Council is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes, the right to know the types of data being held, why it is being held and to whom it may be disclosed.

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Kent County Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

Further information on Kent County Council's early years and childcare privacy notice is available at: https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/early-years-and-childcare-privacy-notice

Useful Links for Parents

Best Start in Life - Best Start in Life – the government website on the Free Entitlements offer.

Help with childcare and free childcare places - Kent County Council – This link provides Kent's Children's Family Information Service (KCFIS) contact details, this team can support parents with funding queries. The website also includes information on finding a childcare provider, the eligibility criteria for each entitlement, and a link to the parent portal for applying for Early Learning for 2 Year Old Funding.