



**Marian Mission Educational and Family Support Centre
Parental Payment Contract and Fee Sheet**

Parent Declaration for the free Early Education Entitlement

Step 1: Your Child's Details

*Child's Legal Family Name:		*Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
**Address:		Postcode:	

*Your chosen provider will need to see proof of your child's date of birth and the legal name and forename

Please tick which document you will provide with this form:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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**Your chosen provider will need to see proof of your address

Please tick which document you will provide with this form:

<input type="checkbox"/> Utility Bill (no more than 3 months old)	<input type="checkbox"/> Council Tax statement (no more than 12 months old)
<input type="checkbox"/> Bank statement (no more than 3 months old)	<input type="checkbox"/> Tenancy Agreement or mortgage statement (no more than 12 months old)
<input type="checkbox"/> Other eg. letter from Home Office (please specify):	

Step 1 complete? Tick here.

Step 2: Your Details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal Family Name:	Legal Family Name:
Legal Forename:	Legal Forename:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:

Step 2 complete? Tick here.

Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> Under 2-year-old application	<input type="checkbox"/> 2-year-old application	<input type="checkbox"/> 3- & 4-year old application
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Some 2-year-olds are entitled to 570 free hours a year. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some under 2's, 2YOs may be entitled to the working families 15hours (570hours) of childcare while 3- and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

Disability Access Fund

If your child is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:.....

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.

Do you wish to apply for EYPP for your child?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<input type="checkbox"/> Step 3 complete? Tick here.
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Step 4: Document Check

Documentary proof of DoB Type (e.g. Birth Certificate, Passport):		*30 hours eligibility code from online HMRC Childcare Solutions (e.g. 12345678912)	
Documentary proof of Address Type (e.g. Utility bill, bank statement):		2-year-old eligibility code from online EY Providers Portal (e.g XB8VFQ)	
Date document recorded (dd/mm/yyyy):		DAF Eligibility Code From LBWF early Years and Childcare Service eg LBWFDafxxxxx	
Document recorded by (Print name and signature of staff member):			

*Your child will be eligible for the 30 hours offer from the term after they turn three, or the term after you receive your eligibility code – whichever is later.

Please attach photocopy of the child's birth certificate or passport to this declaration to verify the child/ren's eligibility to access the grant. Please redact any sensitive information e.g. passport number.

Step 4 complete? Tick here.

Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

I understand that if I 'stretch' my entitlement over more than 38 weeks per annum (pa) this will reduce my weekly entitlement as detailed below:

	38 weeks per year	48 weeks per year	50 weeks per year	51 weeks per year	52 weeks per year
15 hrs p/w	15hours	11hrs 53minutes	11 hours 24 minutes	11 hours 11 minutes	11hours
30 hrs p/w (eligible families)	30hours	23hrs 46minutes	22 hours 48 minutes	22hrs 22 mins	22hours

My child will commence their free early education entitlement place from(date) for the following hours:

	Monday		Tuesday		Wednesday		Thursday		Friday		Total hrs	Total weekly Charge
	Start-Finish times	No of Hrs	Start-Finish times	No of Hrs	Start-Finish times	No of Hrs	Start-Finish times	No of Hrs	Start-Finish times	No of Hrs		
Example	9am-5pm	8hrs	9am-5pm	8hrs	9am-5pm	8hrs	9am-5pm	8hrs	9am-5pm	8hrs		
All Attendance hours												
Free Early education hours (A)												NIL
Chargeable childcare hours @ £ X per hour												
Additional Charges (food, nappies, transport etc)												
Total Weekly Cost												

Please sign either Statement 1 or Statement 2:

Statement 1:

I confirm that my child only attends the provider below and does not access a free place with another provider

Provider Name _____ Ofsted URN No. _____

Parent/Carer Print Name _____ Parent/Carer Signature _____ Date _____

Statement 2:

I confirm that in addition to the provider detailed above my child takes up free early hours with another provider as outlined below over **38 or 51** weeks per annum (delete as appropriate):

Provider Name _____

Ofsted URN No. _____

	Mon	Tue	Wed	Thu	Fri
Attendance Hrs (number)					
Free Early Education Hrs (number)					

Parent /Carer Print Name _____ Parent Carer/ Signature _____ Date _____

Step 5 complete? Tick here.

Step 6: Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (name) of (address)

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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 free entitlement funding as agreed above on behalf of my child.

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

*name must match to the one on Birth Certificate or adoption Certificate

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Marian Mission Childcare and Pre-School fees:

Fees and Payments

Fees are payable in advance by the first week of term. There is an option to pay in monthly instalments and with Childcare Vouchers.

Late Payment:

If you have difficulties paying the bill at any time, please discuss with pre-school as soon as possible. If we do not receive payment by the specified date parents will be reminded within two weeks. You will receive a written reminder after another two weeks and, if payment is not received by then, the place will be withdrawn, or reduced to funded hours only.

Notice Period and Refunds:

At the Marian Mission Centre, we require a two week notice period if you no longer require the place. Unfortunately, refunds cannot be made for absences through sickness or holidays.

We DO NOT accept payment by Cash or Cheque. Payment of fees:

Our Payment days are Mondays and **all fees must be paid one week/month in advance**. We accept payments **by Standing Order, Direct Debit and BAC online transfer**. Our Bank account Details. for BAC transfer is: **Barclays Bank**

Marian Mission for the Poor, Sort Code: 20-76-90; Acct No: 43265293

I agree to take responsibility for ensuring that I do not claim more than the 570 or 1140 hours that I am entitled to under the **FEEE** provision across two different Providers, including maintained and independent schools.

I agree to pay Marian Mission in ADVANCE for my booked sessions of their Childcare Services for my child/children and I accept the Marian Mission Booking, Attendance and Fee Policy that I have read,

(Signature)_____

(date)_____

Child's Name_____

(PLEASE PRINT)

Parent/Guardian (name/s)_____

(PLEASE PRINT)

National Insurance No.: _____

Days Privacy

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 London Borough of Waltham Forest. 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/guide-to-data-protection/principle-3-adequacy/>

Step 6 complete? Tick here.

This form is now complete