



PARENT/CARER/PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 2 YEAR OLDS Period 1 Autumn Term - 2026/27 - 210 or 420 Funded Hours

Child's Details: To be completed by parent/carer of the child - **PLEASE COMPLETE ALL SECTIONS**

First Name:		Middle Name(s):					
Legal Family Last Name:		Preferred Family Last Name:					
Child's Permanent Address Including Post Code:							
Sex: Male ☐ / Female ☐ (please tick)		Child's Date of Birth: ____ / ____ / ____					
Child's Ethnic Origin – please tick one of the following:							
White	British (WBRI)	☐	Asian or Asian British	Asian or Asian British – Bangladeshi	☐		
	Irish (WIRI)	☐		Asian or Asian British – Indian	☐		
	Traveller of Irish Heritage (WIRT)	☐		Asian or Asian British – Pakistani	☐		
	Gypsy/Roma	☐		Any other Asian Background	☐		
	Italian	☐	Black or Black British	Black or Black British – African	☐		
	White Other Background	☐		Black or Black British – Caribbean	☐		
Mixed	Mixed – White and Black African	☐	Chinese	Any other Black Background	☐		
	Mixed – White and Black Caribbean	☐			☐		
	Mixed – White and Asian	☐	Any Other Ethnic Background		☐		
	Any Other Mixed Background	☐	Prefer not to say	☐	Not Obtained	☐	
Please tick the appropriate box below to state whether your child has a Special Educational Need and Disability (SEND)							
No Special Educational Need ☐		SEN Support ☐		Education Health and Care Plan ☐			
Is your child eligible and in receipt of Disability Living Allowance (DLA)? (If yes, you must also provide a copy of your child's DLA award letter, see page 3 for further information)				Yes ☐	No ☐		
If your child is splitting their funded entitlement across two providers, please nominate the main setting where the local authority should pay the Disability Access Fund?				Setting Name: _____			
For your provider to claim 2-year-old funding for your child, you must provide your eligibility code. If you have a code for Early Learning for 2-year-olds funding (can be a mixture of letters and numbers) and an 11-digit code, we must have both codes. If you are providing an 11-digit code, you must also provide your National Insurance number on page 2.							
Eligibility code for Early Learning for 2-year-olds funding (please give a copy of your eligibility proof from your Local Authority to your provider)							
Eligibility code for 2-year-old funding for working parents/carers							
Child's Start Date for this term: ____ / ____ / ____				Child's End Date for this term: ____ / ____ / ____			
My Child is attending the following settings; <u>Ofsted Registered Name please</u> Please enter setting names in the below boxes A, B . <u>The setting you are completing this form for should be in box A</u> Please enter total Funded Hours per day - (Based on your child's regular pattern of attendance)							
Setting Names:		Mon	Tue	Wed	Thu	Fri	Total FUNDED hours per week
A.							
Please confirm which code this provider is claiming under: Early Learning for 2-year-olds ☐ Working parents/carers ☐							
A. Part of stretched offer: Yes ☐ No ☐		Number of stretched or term time weeks expected to claim within the year: _____ It is always 38 if claiming term time, if claiming under stretched offer, please ask your provider					
Non-Funded Hours at above setting (paid for)							
Other Providers: Funded Hours only Settings Names:		Mon	Tue	Wed	Thu	Fri	Total FUNDED hours per week
B.							
Please confirm which code this provider is claiming under: Early Learning for 2-year-olds ☐ Working parents/carers ☐							
B. Part of stretched offer: Yes ☐ No ☐		Number of stretched or term time weeks expected to claim within the year: _____ It is always 38 if claiming term time, if claiming under stretched offer, please ask your provider					
Eligible Dates of birth for Period 1		1 st September 2023 – 31 st August 2024					
Department for Education Period 1 Dates		1 st September 2026 - 31 st December 2026					

PARENT/CARER/PROVIDER AGREEMENT FORM

FOR NURSERY EDUCATION FUNDING FOR 2 YEAR OLDS

Period 1 Autumn Term - 2026/27 - 210 or 420 Funded Hours

Early Years Pupil Premium (EYPP), Free School Meals (FSM) and/or childcare for working parents/carers: (See page 3 for further information) Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Families can apply for FSM at any time and are entitled to receive this support as soon as their school or local authority has verified their eligibility. Providing the information below may enable your provider to receive the EYPP and/or FSM. If your child attends a school run nursery and they attend before and after the lunch break, they may be eligible for FSM. Please ensure that the National Insurance Number belongs to the named person, and please provide the date of birth (DOB) of this person if you want to check eligibility for EYPP and/or FSM. To claim childcare for working parents/carers, you do not need to provide your DOB but you MUST provide your NI or NASS number.									
Please inform us if your child is looked after by a local authority					Child in care (looked after) ☐				
Please inform us if your child has left care (in England and Wales) through the following:									
Adoption ☐			Special Guardianship ☐			A Child arrangement order ☐			
Parent/Carer 1					Parent/Carer 2				
First Name					First Name				
Last Name					Last Name				
Parent/Carer 1 DOB for EYPP and/or FSM		___ / ___ / ___			Parent/Carer 2 DOB for EYPP and/or FSM		___ / ___ / ___		
Email					Email				
Contact Number					Contact Number				
National Insurance Number					National Insurance Number				
National Asylum Support service (NASS) Number					National Asylum Support service (NASS) Number				

Only for children attending a school run nursery and they attend before and after lunch or who will attend a school:

If your family has no recourse to public funds, please provide your child's school with evidence that you meet the criteria.									
☐ I give consent for Central Bedfordshire council to check if my child is eligible to receive Pupil Premium/FSM									

I authorise this provider to pass on my details to Central Bedfordshire council to allow checks for my eligibility to EYPP, Pupil Premium (PP)/FSM, Funded Early Education Entitlement (FEEE) as required, enabling the appropriate funding streams to be paid to my provider and for my child to access free school meals if applicable. I have seen a copy of the Privacy Notice - https://www.centralbedfordshire.gov.uk/info/11/children_and_young_people/1090/privacy_notice_nursery_education_funding

I, the parent / carer understand:

- That the entitlement must be free at the point of delivery and that I cannot be charged for this in advance.
- That I am entitled to claim for no more than the maximum number of funded hours for each period across a maximum of 2 providers and that any hours my child attends over this will be charged to me by the childcare provider(s).
- Optional additional services such as meals, snacks, drinks, trips and extra activities such as music, dance etc., are not covered by the FEEE and the provider can make additional charges. It is my responsibility to ask whether charges apply before using the additional services and I will have to pay fees for these services if I want to receive them.
- That I cannot change provider(s) within one term of this agreement, unless the reason for it is covered by the one of the circumstances detailed in the guidance notes of this form and I have advised the childcare provider and the Local Authority.
- That my child will be regularly attending the nursery education hours as indicated above and that if my child is attending more than one provider; all providers and the total number of hours I am looking to claim at each provider have been listed on this form.
- That if I have given any false information on this agreement, I may be asked to reimburse the provider.
- That I have shown the provider proof of my child's current address and date of birth.
- That if I opt to access the funding on a stretched offer, for the hours to remain the same each week, if I choose to change my hours or switch to term time, I may risk using all my entitlement before the end of the 3rd term. This could mean I may have to pay for any hours over and above the entitlement.
- That if I choose to send my child to a school run nursery/pre-school within the first 4 weeks of the school term that my childcare provider may charge me for the hours that my child attended with them from the beginning of the term.
- When my child starts reception class, I am not able to claim funding at any other provider if the school has a staggered start date.
- That I have read and fully understood the guidance for parents/carers completing the agreement form.

Parent/Carer Full name:			
Signature:		Date:	
			
i By signing this form, you agree to the local authority using the information you have provided to enable your child's Pre-school/Nursery/childminder/School to claim for the Funded Early Education Entitlement for 9months to 4-year old's, FSM/PP, if relevant and for the Early Years Annual / School Census data collection. The personal data collected in this form will be used for this purpose only and will be stored on a secure system. I have seen a copy of the Privacy Notice - https://www.centralbedfordshire.gov.uk/info/11/children_and_young_people/1090/privacy_notice_nursery_education_funding			

**PLEASE DO NOT RETURN THIS PAGE TO YOUR PROVIDER WITH THE PARENT/CARER AGREEMENT FORM –
IT IS FOR INFORMATION TO PARENTS/CARERS ONLY**

This parent/carer agreement form collects information to assess which funding you are entitled to including 15 Hours Early Learning for 2-year-olds, 30 hours funding under 2-year-old funding for working parents/carers, Early Years Pupil Premium and Disability Access fund. This funding agreement should be reviewed and/or updated each time the child's circumstances change or if they are eligible for a new early education and childcare Entitlement.

Early Learning for 2-year-olds funding:

Criteria for this funding is shown on this webpage:

https://www.centralbedfordshire.gov.uk/info/315/help_with_childcare_costs/1757/funded_childcare_for_2_year_olds

Parents/carers must apply for the funding before they can take up a place. If successful, parents/carers will be given an EY voucher code. Parents/carers must attach a copy of this code to the parent/carer agreement form, which usually comes in the form of an email or letter to their childcare provider. If a parent/carer receives a code from another local authority, they can provide this proof instead.

2-year-old funding for working parents/carers:

Parents/carers of 2-year-olds will need to meet the criteria in order to be eligible for funded childcare for working parents/carers. Parents/carers need to visit <https://beststartinlife.gov.uk/> to check their eligibility and to apply for the funding. Parents/carers will be notified through their government gateway account if they are entitled to a 30 hours place and issued with an 11-digit code, which will include a date for reconfirmation. Parents/carers must keep their code valid by the dates HMRC set. Codes usually start with 500..... Some parents/carers may have codes that start with 400 or 114. Parents/carers need to present the code to a provider who is offering some, or all the 30 hours, along with their National Insurance number. The provider will have access to undertake their own eligibility check via a secure online portal and will add the details to the portal and to the school census (if applicable).

Parents/carers who have an EY voucher code under the additional support criteria and a working parent/carer eligibility code, then the maximum that can be claimed is 30 hours per week. They will be able to claim 15 hours under additional support and a further 15 hours under the working parents/carers entitlement.

Setting and Attendance Details:

You need to agree and complete this agreement form with each setting your child attends for their early education entitlement of 15/30 hours per week in order to ensure that funding is paid fairly between them. Your child can attend a maximum of two providers in a single day and if your child attends up to two settings the funding will split fairly between the settings.

Early Years Pupil Premium:

The Early years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families who meet certain criteria, please see the following web address:

https://www.centralbedfordshire.gov.uk/info/315/help_with_childcare_costs/1760/early_years_pupil_premium

If you believe that your child may qualify for the EYPP please ensure your details are provided on the parent/carer agreement form under **'Early Years Pupil Premium (EYPP), Free School Meals (FSM) and/or childcare for working parents/carers'** to enable the local authority to confirm eligibility. **If your child claims with more than 1 provider, the EYPP will be paid out based on a proportional split of hours or under the Early Learning for 2 year olds hours.**

Free School Meals:

Children who are a) registered pupils of schools (including school-based nurseries and maintained nursery schools) and b) attend both before and after the lunch break may be eligible for a free school meal. From 1 September 2026, eligibility for free meals is being extended to all families on universal credit.

Please see the following web address for more information:

https://www.centralbedfordshire.gov.uk/info/53/benefits/4/free_school_meals

Families with no recourse to public funds (NRPF) are eligible for a free school meal if they hold no more than £16,000 in a capital and meet the relevant income threshold:

- £22,700 for families outside of London with 1 child
- £26,300 for families outside of London with 2 or more children
- £31,200 for families within London with 1 child
- £34,800 for families within London with 2 or more children

Families will need to give a copy of their NRPF status to their school by providing a letter from the Home Office, an ASPEN card or showing their visa. To prove income, they can provide a copy of their payslip, P60, bank statement or a letter from their bank or employer.

Continued onto next page...

Disability Access Fund:

Two-year-old children who are in receipt of child disability living allowance and are receiving funded childcare are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £975 per eligible child, if you are splitting hours with different settings it is important that you nominate the setting you wish to receive this fund on the parent/carer agreement form and attach a copy of your child's disability living allowance letter from DWP to the parent/carer agreement form.

- **Based on eligibility your child is entitled to a maximum of 570/1140 hours over 38 weeks of the year (term time).** The maximum Nursery Education Funding a parent/carer can claim per week for each child is 15/30 hours. If you wish to claim the maximum 15/30 hours, you can do this over no more than 38 weeks of the year, which equals 570/1140 hours in total. You can claim a maximum of 10 hours on one day. The minimum is 1 hour. If you use your funded nursery education hours over 2 days or more, you can claim the maximum of 15/30 hours per week. With the agreement of your childcare provider, you can stretch your 570/1140 hours over more than 38 weeks per year, in accordance to the funding periods we set, however over the year you will not receive more than 570/1140 hours.
- Your child can attend up to two providers in order to receive their funded entitlement. Please discuss with your providers how many hours you wish to claim with each provider and record this on the parent/carer agreement. **Please note if a claim is submitted for more than one provider and the total hours claimed amount to more than the maximum funded entitlement for the period, the local authority will contact all providers regarding the over claim of funding and a decision will need to be taken as to where the funding will be allocated. If your child attends for more than the maximum funded hours for each period, you will have to pay the provider/ providers for the additional hours.**
- You should only claim for the number of hours you know your child will be **regularly** attending and no more. **You are not required to deduct hours for holidays and short absences.**
- **Please state on the parent/carer agreement form whether your child is attending another provider and the total number of funded hours for the period you wish to claim with that provider. Please remember that this includes school nurseries/pre-schools, lower and special schools and any providers outside of the local authority.**
- A parent/carer agreement form must be completed for each term that you make a claim. It is a formal agreement between the provider and the parent/carer of the child. This parent/carer agreement form will be signed by the parent/carer and uploaded to a secure system by the provider to Central Bedfordshire Council.
- The parent/carer agreement form, along with providing evidence of your child's identity, date of birth and current address (with correct postcode), is your provider's assurance that they have done what they can to minimise the possibility of fraudulent applications for funding. It will also help if double funding has occurred and the Council investigates the matter.
- Parent/Carer agreement can only be broken or amended under the following circumstances:
 - If the family leaves the area
 - If the family's circumstances change i.e. new job / unemployment
 - Child with a long-term sickness
 - To accommodate changing shift patterns
 - Provision not appropriate to the child's needs
 - Space becomes available
- If a parent/carer wishes to increase or change their child's attendance after headcount has taken place and this change is not covered by the above list of reasons the provider will be entitled to charge for these additional hours. If your child attends a school run provision and the change occurs after school census week, then the school is entitled to charge you for any additional hours.

DELAYED ADMISSIONS

Parents/carers should be aware that the scheme allows school nurseries / pre-schools to make appropriate arrangements for phasing intakes of eligible pupils in the first 4 weeks of term. As the child is on roll, he/she will be included on schools' claim for funding. Provided that admission is not delayed beyond the first 4 weeks of term, the school can claim the full amount.

Therefore, parents/carers who choose to send their child to a day nursery/private, voluntary or independent pre-school/childminder whilst waiting to be admitted to a school nursery/pre-school during the first 4 weeks of term will not be eligible for any additional funding. In these circumstances the childcare provider may charge the parent/carer for the hours accessed whilst the child is awaiting a phased intake into the school. If entry into the school is beyond the first 4 weeks of the term, the childcare provider may claim funding.