

## Parental Contract For Free Nursery Place

**IMPORTANT – before completing this form you must read the terms and conditions over**

### Agreement

This agreement dated ..... is between  
 ..... (name of childcare provider) and  
 ..... (parent/guardian of child named below)

### **Child's Details**

Child's Legal Surname	Child's First Name	Address and Postcode	DOB

### **Parent / Guardians' Details**

Parent/guardian's legal surname	Parent/guardian's first name	National Insurance Number	DOB

**Term:** Autumn  Spring  Summer

Ethnicity	WOTH	Any other White background	WBRI	White: British
	MWBA	Mixed White/Black African	BAFR	Black African
	BOTH	Any other Black background	CHIN	Chinese
	MOTH	Any other mixed background	MWAS	Mixed white Asian
	OOTH	Any other ethnic background	AIND	Indian
	AOTH	Any other Asian background	NOBT	Info not obtained

I also give permission for registration at my local children centre: Yes  No

### **Details of early education funding required**

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

**Total funded hours claimed with this provider**

### **Details of early education funding required at another provider including maintained nurseries**

Name of additional provider:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

**Total funded hours claimed with additional provider**

*I have examined the original copy of a document presented by the parents as the above child's birth certificate and confirm that the date of birth provided on this form agrees with that on the birth certificate.*

*I understand that incorrect amounts paid as a result of inaccurate information provided to Swindon Borough Council by this organisation will be automatically recovered from any future funding payments due.*

*I understand that knowingly providing false information to secure payment of money not lawfully due is a criminal offence and will be referred to the relevant authorities.*



## Terms and Conditions (Parent/Carer)

I, the parent/guardian with parental responsibility of the child named overleaf agree that I:

- understand that the free entitlement can only be taken between the hours of 7:00 am and 7:00 pm, within set hours as decreed by the chosen provision and any hours taken over and above the must be agreed and paid for to the childcare provider;
- understand that the 38 weeks can be stretched throughout the year, if offered by the provider, if my full hours entitlement are not taken each week;
- understand that my child can attend more hours than the allocated free hours per week at a private, voluntary or independent establishment for an additional cost agreed between the provider and myself. This is subject to the conditions and policies of the provider;
- understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider on a termly basis and if my child does not attend on a regular basis then the allocated hours may be withdrawn;
- understand that the hours stated overleaf cannot be changed except by mutual agreement. The following exceptions apply:
  - if the family leaves the area
  - if the family's circumstances change i.e. new job / unemployment
  - if the child has a long term sickness
  - to accommodate changing shift patterns
  - if the provision is not appropriate to the child's needs
- will notify the provider of my child's absence and the reason will be recorded in the register;
- will declare to the provider details of the actual number of hours taken elsewhere to ensure that my child is not claiming more than the free entitlement;
- understand that knowingly providing false information to secure payment of money not lawfully due is a criminal offence and will be referred to the relevant authorities;

## Terms and Conditions (Childcare Provider)

I, the Childcare Provider will:

- provide the allocated free hours with **no** additional costs, other than the optional additional services that we have agreed. (A separate contract and clear pricing structure will cover the additional services);
- have examined the original copy of a document presented by the parents of the child indicated on this contract as the child's birth certificate and confirm that the date of birth provided on this form agrees with that on the birth certificate;
- understand that incorrect amounts paid as a result of inaccurate information provided to Swindon Borough Council by this organisation will be automatically recovered from any future funding payments due;

**SIGNED (Parent/Carer):** .....

**SIGNED (Childcare Provider):** .....

I understand that personal information on children attending an early years education setting will be held by Swindon Borough Council for the purposes of the administration of early years funding in compliance with the Data Protection Act 1998.

