

Name of Child: \_\_\_\_\_

**Parent/Guardian Contract**

**Government Free Childcare (Funded Early Years Educational Entitlement)**

<b>Please indicate how you wish to receive your hours (please tick one)</b>	✓	✓
Up to 15 hours per week over 3 terms totalling 38 weeks (maximum 570 hours per year)		
11.5 hours per week over 50 weeks (maximum 570 hours per year)		
Up to 30 hours per week over 3 terms totalling 38 weeks (maximum 1140 hours per year)		
23 hours per week over 50 weeks (maximum 1140 hours per year)		

**I am eligible for 30 hours funding and my reference code is:**

Please note that funded hours are offered according to availability at individual sites. Further information is available from nursery management.

Please indicate in the table how you wish to use your child's funded hours and any additional hours or sessions you require.

	Hours		Meals			Total daily hours
	From	To	B £1.50	L £2.50	T £2.00	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
					<b>TOTAL</b>	
					hours	

Meals, extra hours and sessions are optional and are charged at Sunhill Daycare rates.

**TERMS & CONDITIONS**

1. I/we understand that funded sessions are offered over 10-hour blocks, or 8-1 or 1-6 sessions. I understand that any additional hours are charged at the higher hourly rate (the below 8hrs a day rate).
2. I/we have received detailed information from Sunhill Daycare and have been advised of any additional services available which must be paid for. Meals are chargeable all year round for funded places. Once a child begins to claim any funding, the hourly rate no longer includes meals. I/we understand that where meals are selected, these will be added to my child's account for the whole period. If meals are not selected, I will provide my child with a healthy packed meal following company healthy eating guidance (we are unable to reheat meals provided by parents).
3. I/ we understand that fully funded (Government Free Childcare) places are subject to availability and Sunhill Daycare reserve the right to change the times and days of funded attendance.
4. I/we understand any changes made to the pattern of hours confirmed in this agreement, must follow the formal session change procedure. I/we understand Sunhill Daycare reserves all rights regarding the changing of sessions and is not obliged to allow alterations to session patterns.
5. I/we understand that no more than 15/30 hours per week across 38 weeks or 11.5/23 hours per week over 50 weeks can be claimed. I/we also understand that if the free entitlement is being claimed at MORE THAN ONE PROVIDER, only the 38 week termly option is available and NOT the 50 week stretched offer. I/We understand that a change in the funding option selected throughout the year may result in an overclaim, of which I/we will cover the costs for.
6. I/we understand my/our child is expected to attend Sunhill Daycare for the hours claimed. If your child does not attend regularly, Sunhill Daycare may be required to repay funding and reserves the right to request confirmation and explanation of non-attendance.
7. I/we understand the provider cannot be changed within the period of this claim agreement without express permission of Sunhill Daycare and the Local Authority. This will only be agreed in exceptional circumstances.
8. I/we agree to accept liability for administration and legal cost of recovery of any overpayment made due to a false declaration on this form.
9. I/we understand this declaration and contract is a binding agreement which will remain in place until the end of the claim period, start of a new contract or until such a time as my/our child is no longer eligible for funded early years entitlement. Sunhill Daycare reserves all rights and privileges.

**DECLARATION**

I/we confirm that I/we have read, understood and agree to the Terms and Conditions. I/we confirm that the information provided on this contract is correct and that should this information change I/we will inform Sunhill Daycare immediately.

Signature of parent/s or carer/s.....

Print name/s..... Date.....