

## Parental Statement of Undertaking (PSOU)

*This is an agreement between the provider and parent outlining the terms and conditions for the take up of the Free Early Education Entitlement (FEEE) – (government funded childcare).*

Dear Parent/Carer,

The Free Early Education Entitlement (FEEE) is 570 hours of government funded childcare for all children 3 and 4 year olds and eligible 2 year olds for a minimum of 38 weeks of the year. You may want to discuss with your provider if they offer stretched government funding for more than 38 weeks. (Stretched funding is taking less government hours over more weeks).

### **2 Year Old Funding**

Some 2 Year Old children are eligible for 570 government funded hours for 38 weeks of the year. If your child is eligible you need to give your provider your 2 Year Old code along with the email stating that your child is eligible.

### **15 Hours Universal Entitlement**

All 3 & 4 year olds (the term after their 3<sup>rd</sup> birthday) are eligible for 15 hours per week of government funding for 38 weeks of the year (this is known as the Universal Offer). This offer equates to a maximum of 570 hours per year.

### **30 Hours Extended Entitlement**

Eligible working parents may be able to access an additional 15 hours per week (for up to 38 weeks) of government funded childcare, equating to a total of 1140 hours per year. If you believe you may qualify for the extended entitlement you should check your eligibility by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you are eligible you will receive a 30 hour Code from HMRC. You need to provide this code along with this form to enable your provider to validate your code and claim the government funding on your behalf.

To continue to receive the 30 hour extended entitlement, you will need to re-confirm with HMRC that you are still eligible every 3 months. **Please be aware that it is your responsibility to do this and failure to do so could leave you liable to pay any fees for the hours your child is in the setting.**

Check with HMRC	1 <sup>st</sup> Check date by	2 <sup>nd</sup> Check date by	3 <sup>rd</sup> Check date by	4 <sup>th</sup> Check date by
<i>Provider insert estimated dates</i>				

### **Disability Access Fund (DAF)**

If your child is eligible for Disability Living Allowance (DLA) your provider can access additional funding called Disability Access Funding (DAF). The DAF supports childcare providers in making reasonable adjustments to their settings to enhance access and inclusion for all 3 & 4 year old children – this funding is not available for 2 year olds. If you think you may be eligible for DLA and would like support to complete the form, the local authority can help with this. Please ask your provider to contact the local authority and we will arrange support.

**You can only nominate one provider for the DAF.** Your chosen provider will ask you to provide evidence of your access to DLA for the child (usually a letter).

If your child is eligible to receive DAF and would like this setting to receive it, please tick here:	
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### **Early Years Pupil Premium (EYPP)**

This is an additional sum of money paid directly to childcare providers, on behalf of children whose parents / carers are in receipt of certain benefits, to enable them to enhance the quality of the child's early years' experience. Childcare providers accessing this funding will work with you to look at how best to develop your child's progress and learning. **You can only nominate one provider to receive this funding and it is only paid on the 15 Universal hours.**

If your child is eligible to receive EYPP and would like this setting to receive it, please tick here and ensure you have filled in your DOB and National Insurance Number below:	
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	Reference Number	Date of check(s)	Validity end date
<b>30 hours reference number (DERN) if applicable:</b>			
<b>2 year old reference number if applicable</b>			n/a
<b>EYPP</b> <i>To be checked by the provider. Please tick yes if eligible.</i>	Yes	No	n/a

### Accessing your funding

Please ensure you discuss with your chosen provider(s) about how and when you can access your government funding before agreeing to your child attending the setting. To enable settings to be viable businesses, it is childcare provider's responsibility to set their FEEE policy and how parents can access government funded hours. Please ensure you read these policy documents.

Please fill in the details below and return them to your provider with a copy of your child's Birth Certificate prior to your child's start date.

<b>Provision name:</b>	<b>Child's legal name:</b>		
<b>Child's date of birth:</b>	<b>Child's start date:</b>		
<b>Child's address:</b>		<b>Child's postcode:</b>	
<b>Parent / Carers name:</b>	<b>Relationship to child:</b>		
<b>Contact Tel No:</b>	<b>Parent / Carer Date of Birth (<i>Only fill out this box if you wish to claim EYPP for your child</i>):</b>		
<b>Email address:</b>	<b>Parent / Carer National Insurance / NASS Number):</b>		

If your child is claiming funding at more than one provider, you need to discuss with your setting how the hours will be split between the provisions - you cannot exceed your allocated government funded hours.

<b>Name of other Provision(s) you child is attending</b>	<b>Start date</b>	<b>Number of government hours intended to be taken at another setting(s)</b>

If you are eligible for the 30 hours Extended Entitlement, and your child is attending more than one provider, you will need to decide which provider receives the Universal hours and who will get the Extended Entitlement. If you fall out of eligibility for the 30 hours or do not reconfirm in time, the local authority will need to know which provider they must continue funding the Universal hours. Please ensure that you complete the boxes below, to enable the provider to forward this information to the local authority.

	<b>Universal Hours</b>	<b>Extended Entitlement</b>
<b>Provider Names:</b>		

### Record of hours claimed per week

Please complete the below table to show how many hours your child will be using at the setting. On the second row, you should include either the total FEEE hours claimed per week if your child attends term time only **or** the total hours claimed per week if they are stretching their hours, meaning one box should be left empty. Stretched funding means taking less hours over more weeks. Your provider will discuss with you how they offer the government funding at their setting.

Total number of hours to be attended at the setting:	Mon	Tue	Wed	Thu	Fri	Total Hrs per week	
Total number of FEEE hours to be funded by the LA:	Mon	Tue	Wed	Thu	Fri	FEEE hours claimed per week if term-time	FEEE hours claimed per week if stretched

<b>If stretching hours, please tick here</b>	
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### Additional to your funded hours

- You may want your child to attend the setting more than the allocated government funded hours. Any additional hours will have to be paid for at the providers published rate, you may be able to ask your provider for a breakdown of costs per month/year.
- As well as additional hours, government funding does not cover meals, snacks, consumables, trips, other services or extras. You will need to discuss these additional charges with your provider.
- Additional extras can include the following (this list is not exhaustive) nappies, sun cream, daily online observations, forest schools, sports & music sessions led by external providers, cooking & other specialist activities, specialist resources and offsite outings including transportation.

### Invoicing

Invoices and receipts should be clear, transparent and itemised. This allows parents/carers to see that they have received their government funding completely free of charge and clearly shows costs for additional hours and extras.

- If your funded day falls on a Bank Holiday, the provider should try to offer you an alternative session, however, that may not always be possible.
- The hourly rate for additional hours may fluctuate depending on the day of the week and the number of hours that you require – your invoice will not exceed the daily rate.
- A daily rate is only applicable if your child is attending a session for a full day without any funded hours being taken.
- FEEE hours are completely free of charge for childcare, however, there may be charges for additional hours, meals, extra-curricular activities and consumables etc. Please refer to your settings charging policy.

If your child's hours change, please **ensure you complete a new PSOU form immediately**. If your child leaves prior to the end of a period, and you intend to claim elsewhere, please ensure you inform the setting as soon as possible to allow continuation of funding.

### Parent / Carer declaration

I (name) .....

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) .....  
to claim the FEEE and other funding (as applicable) as agreed above on behalf of my child.

I understand that the information I have provided must be shared with the local authority and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the government funded hours on behalf of my child.

The local authority's notice can be found by clicking this link [LCC's Fair processing notice](#)

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