

## Parental Statement of Undertaking (PSOU)

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

This agreement allows a childcare provider to collect information from their parent / carer of the funded child to enable a claim to be made for FEEE and must be returned along with a copy of your child's Birth Certificate prior to your start date. This agreement must be made available to Leicestershire County Council for audit purposes. All fields must be completed on this agreement, where applicable to ensure the relevant eligibility checks can be performed and the children receive all funding they are entitled to.

### SECTION 1 – CHILDCARE PROVIDER DETAILS

<b>Childcare Provider Name:</b>	
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### SECTION 2 – CHILD'S DETAILS

<b>Child's Legal Forename:</b>	
<b>Child's Legal Surname:</b>	
<b>Child's Date of Birth:</b>	
<b>Child's Start Date for Funding:</b>	
<b>Child's Ethnicity:</b>	
<b>Child's Gender:</b>	
<b>Child's Address:</b>	
<b>Child's Postcode:</b>	

### SECTION 3 – PARENTS / CARERS DETAILS

	Parent / Carer 1	Parent / Carer 2
<b>Parent's / Carer's Title:</b>		
<b>Parent's / Carer's Full Name:</b>		
<b>National Insurance or NASS No.:</b>		
<b>Parent's / Carer's Date of Birth:</b>		
<b>Parent's / Carer's Email Address:</b>		
<b>Parent's / Carer's Contact Tel No.:</b>		
<b>Address including postcode (if different from the child's):</b>		

### SECTION 4 – 2 YEAR FUNDING FOR FAMILIES RECEIVING ADDITIONAL FORMS OF SUPPORT

If you have been successful in receiving a 2-Year Voucher Code, please enter in the box below. Please note that once you are in receipt of the 2-Year Funding for families receiving additional forms of support, even if a parent's or carer's circumstances change, the funding can continue to be claimed until the child is of eligible age to receive the 3- and 4-year funding.

If your child is 2 years old and eligible for both the families receiving additional forms of support and working parent entitlements, settings should use the additional support funding code issued by the local authority in the first instance. The rationale for this is that children in receipt of the families receiving additional forms of support entitlement cannot

lose eligibility for the 15 hours once they are taken up. This protects the continuity of provision until the child becomes eligible for the 3- & 4-year-old 15 hours universal entitlement should parental circumstances change.

<b>2-Year Voucher Code issued by a Local Authority:</b>	
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<b>If you consent to the setting checking your eligibility for the 2-year funding for families in receipt of additional support, please tick here:</b>	
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**SECTION 5 – WORKING PARENT ENTITLEMENT ELIGIBILITY CODE (applicable for children aged 9-months and upwards who are eligible on this funding stream)**

Please enter the child’s Eligibility Code issued by **HMRC from your Childcare Choices account** in the box below.

<b>11-Digit Eligibility Code issued by HMRC:</b>	
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Childcare provider to insert estimated dates when a parent / carer will need to reconfirm their Eligibility Code in the boxes below:

Check with HMRC	1 <sup>st</sup> Check by date	2 <sup>nd</sup> Check by date	3 <sup>rd</sup> Check by date	4 <sup>th</sup> Check by date
<i>Estimated Reconfirmation Dates</i>				
Check with HMRC	5 <sup>th</sup> Check by date	6 <sup>th</sup> Check by date	7 <sup>th</sup> Check by date	8 <sup>th</sup> Check by date
<i>Estimated Reconfirmation Dates</i>				
Check with HMRC	9 <sup>th</sup> Check by date	10 <sup>th</sup> Check by date	11 <sup>th</sup> Check by date	12 <sup>th</sup> Check by date
<i>Estimated Reconfirmation Dates</i>				

**SECTION 6 – 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. If you think your child would be eligible for EYPP, please tick the box below to give your consent for the provider to request a check from the local authority.

<b>If you think your child is eligible to receive EYPP, please tick here if you want to give this provider permission to check:</b>	
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**Other qualifying criteria for EYPP**

Please tick and complete if you are able to let us know if the child meets one of these criteria. Your childcare provider may ask to see legal documentation so that they can obtain the funding for your child.

- Currently in care, state which Local Authority
- Previously in care in England or Wales for a minimum of 24 hours
- Has been adopted from care in England or Wales
- Has left care under a special guardianship order or residence order in England or Wales

**SECTION 7 – DISABILITY ACCESS FUND (DAF)**

If your child is eligible for Disability Living Allowance (DLA) your childcare 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 children who are in receipt of FEEE funding. 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 childcare provider to contact the local authority and we will arrange support.

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

<b>If your child is eligible to receive DAF, please tick here if you want this provider to receive it:</b>	
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**SECTION 8 – ADDITIONAL CHILDCARE PROVIDERS THAT THE CHILD ATTENDS**

If your child is claiming funding at more than one childcare provision, you will need to discuss with the childcare provider how the FEEE hours will be split between them.

You cannot exceed your allocated government funded hours.

If you do not reconfirm your eligibility for the extended / expanded hours in time, your funding will cease. The local authority will need to know which childcare provider they continue funding the universal hours to (applicable to 3- & 4-year funding only). Please ensure that you complete the boxes below, to enable the childcare provider to forward this information to the local authority – you will need to clearly state the number of hours you intend to use at each provider.

Other Childcare Provider Names:	2-Year Hours for Families who are receiving additional forms of support or Universal Hours for 3-and 4-year-olds only requested at each childcare provider per week (up to 15 hours in total)	Working Parent Entitlement hours requested at each childcare provider per week (up to 30 hours in total)	Term Time / Stretched?

**SECTION 9 – ATTENDANCE DETAILS**

Please complete the below table – on the first row, you should state how many hours in total your child will be using at this childcare provider, this should include funded and non-funded hours. On the second and third row, you should state how many **funded hours** in total your child will be using at this childcare provider. In the final 2 boxes of the second and third 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 childcare provider will discuss with you how they offer the government funding at their setting.

<b>If stretching hours, please tick here:</b>	
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Number of funded and non-funded hours to be attended at the childcare provider in total:	Mon	Tue	Wed	Thu	Fri	Total Hrs attended per week	
Total number of <b>universal</b> (15 hours for all 3- & 4-year-olds) / <b>funded</b> (15 hours for 2-year-olds in receipt of additional support funding) 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
Total number of <b>extended</b> (additional 15 hours for 3- & 4-year-olds entitled to the Working parent Entitlement) / <b>expanded</b> (30 hours for children aged from 9-months to 2-years-old entitled to the Working Parent Entitlement) 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>Childcare provider to include any comments, if applicable, where hours vary weekly:</b>
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Total number of <b>universal</b> (15 hours for all 3- & 4-year-olds) / <b>funded</b> (15 hours for 2-year-olds in receipt of additional support funding) FEEE hours claimed in the following periods (including hours attended at other settings):	Autumn	Spring	Summer
Total number of <b>extended</b> (additional 15 hours for 3- & 4-year-olds entitled to the Working parent Entitlement) / <b>expanded</b> (30 hours for children aged from 9-months to 2-years-old entitled to the Working Parent Entitlement) FEEE hours claimed in the following periods (including hours attended at other settings):	Autumn	Spring	Summer

**SECTION 10 – ADDITIONAL CHARGES**

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
<b>Additional charges for consumables or additional charges per day</b>						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

**SECTION 11 – PARENT DECLARATION**

**Please tick the boxes below to confirm that you have read and understood the terms and conditions**

To continue to receive the Working Parent Entitlement, I will need to re-confirm with HMRC that I am still eligible every 3 months. <b>I am aware that it is the parent’s / carer’s responsibility to do this and failure to do so could leave us liable to pay any fees for the hours our child is at the childcare providers.</b>	<input type="checkbox"/>
I will discuss with my chosen childcare provider(s) about how and when I can access the government funding before agreeing to my child attending. The childcare provider sets their own FEEE policy and how parents / carers can access government funded hours. I have read these policy documents.	<input type="checkbox"/>
If I want my child to attend the childcare provider for more than the allocated government funded hours, any additional hours will have to be paid for at the childcare providers published rate. I will ask my childcare provider for a breakdown of costs per month / year.	<input type="checkbox"/>
As well as additional hours, government funding does not cover meals, snacks, consumables, trips, other services or extras. I will need discuss these additional charges with my childcare provider and refer to the settings charging policy.	<input type="checkbox"/>
I am aware that invoices and receipts should be clear, transparent and itemised as 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.	<input type="checkbox"/>
If any of my funded days fall on a Bank Holiday, the childcare provider should try to offer me an alternative session, however, I am aware that may not always be possible.	<input type="checkbox"/>
If my child’s hours change, I will ensure I complete a new PSOU form immediately.	<input type="checkbox"/>
If my child leaves prior to the end of a period, and I intend to claim elsewhere, I will inform the childcare provider as soon as possible to allow continuation of funding. <b>If I leave a childcare provider, funding will follow my child. However, I’m aware that if I have signed a contract which includes a notice period, and I leave before this date, the childcare provider can charge me privately for this time at their published rates.</b>	<input type="checkbox"/>
Children’s attendance should be regular – if my child cannot attend any sessions due to sickness, holidays or appointments, I will telephone my childcare provider to inform them of my child’s absence and understand that consistent poor attendance and any unauthorised non-attendance may result in my child’s funding being withdrawn and incurring the cost of the childcare providers published rates.	<input type="checkbox"/>
I understand that I will be required to commit to the sessions my child is booked in for and will drop off at the session start time and pick up at the session end time, to ensure that the local authority does not reclaim any funding from the childcare provider when carrying out their audits. I am aware that if this does occur, that I am liable for any reclaimed funds.	<input type="checkbox"/>
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 childcare provider to claim the government funded hours on behalf of my child.	<input type="checkbox"/>
I authorise Leicestershire County Council to exchange information I have provided on this agreement with my child’s childcare provider and other local authorities to ensure funding is not being exceeded across differing local authorities.	<input type="checkbox"/>
I can 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 my childcare provider to claim the FEEE and other funding (as applicable) on behalf of my child.	<input type="checkbox"/>

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

By signing this document, you are agreeing to all of the information stated in Section 11:

<b>Parent / Carer with legal responsibility:</b>	<b>Childcare provider:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Print Name:</b>	<b>Print Name:</b>
<b>Date:</b>	<b>Date:</b>