

Waltham Forest Early Years Parental Declaration Form

User guide for completing the digital parental declaration form for childcare providers

Table of Contents

1.0 Introduction.....	2
2.0 How the form works.....	2
3.0 Completing the Digital Parental Declaration Form	2
4.0 Step 1: Childcare Provider and Child’s Details	4
4.1 Step 2: Parent/Carer Details	5
4.2 Step 3: Child’s Eligibility.....	6
4.3 Step 4: Document Check.....	8
4.4 Step 5: Setting and Attendance Details	10
4.5 Splitting Entitlements with Multiple Childcare Provider.....	11
4.6 Submitting the Form	12
5.0 Example Parental Declaration Form for 38weeks Provider	13
5.1 Example Parental Declaration Form for 48weeks Provider	15
6.0 Parent/Carer View	18
6.1 Submission from Parent/Carer to Provider.....	21
7.0 Signed form from Parent/Carer to Childcare Provider	23
8.0 Final Completed and Signed Parental Declaration Form.....	28

1.0 Introduction

In order to complete the digital parental declaration form, please follow the link below to the hub page:

<https://thehub-beta.walthamforest.gov.uk/early-years-financial-guidance#parental>

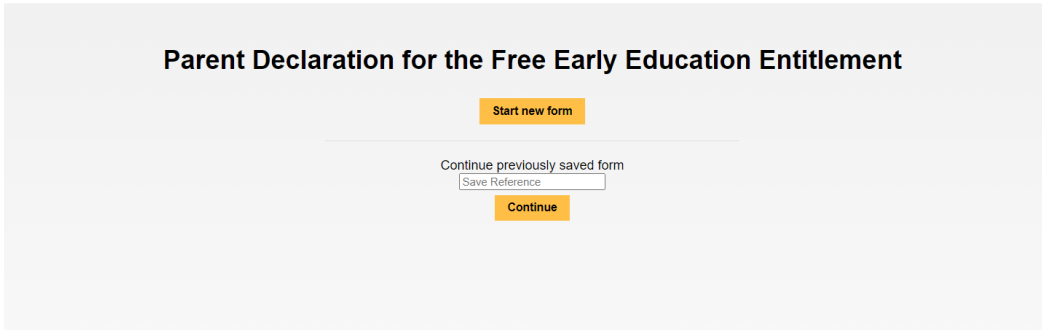
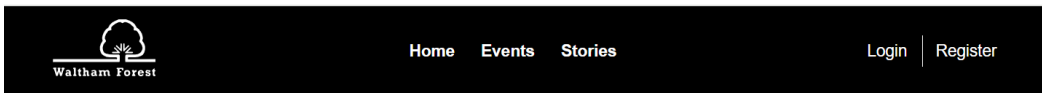
2.0 How the form works

1. The childcare provider completes the form using the information obtained from the parent/carer through registration form or any other documentation.
2. Once completed by the childcare provider, the completed form will be automatically sent to the parent/carer's email address for their signature. **Ensure that the correct email address has been used.**
3. The parent/carer will receive an email from walthamforest@victoriaforms.com with a link to access the parental declaration form for review and sign off.
4. If the parent/carer does not sign off on the information that has been completed by the childcare provider, the form will be emailed back to the childcare provider with the notes/comments provided by the parent/carer to update the parental declaration form.
5. Once the form has been updated and submitted by childcare provider based on the information received from the parent/carer, then the form will be emailed again to the parent/carer for sign off.
6. The parent/carer will receive the email to review and sign off. Once the form has been reviewed with no issues, the parent/carer will then sign off the form.
7. The childcare provider will receive an email to sign off the parental declaration form.
8. A copy of the signed and completed form will be sent to both the parent/carer and the childcare provider email addresses for their own records. A copy will be sent to the LA for auditing purposes.
9. Childcare Providers should follow all GDPR and Data Protection policies when storing the completed digital form.

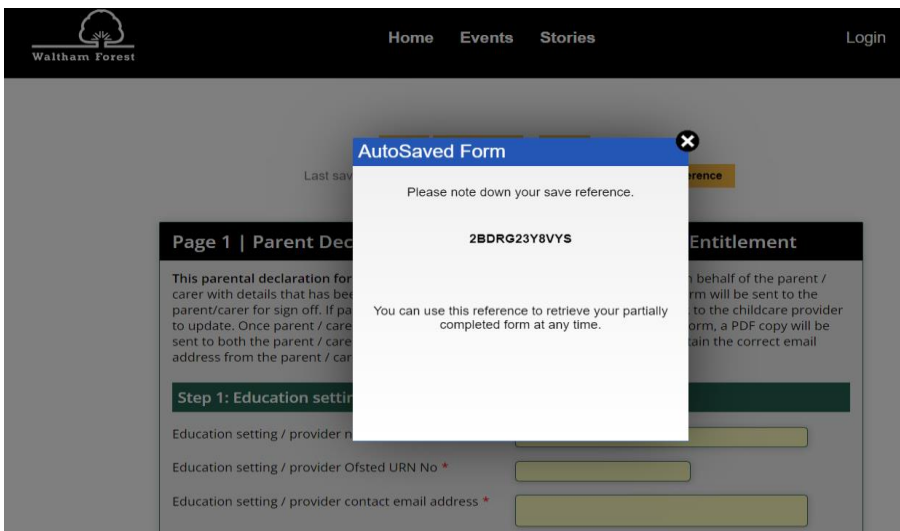
3.0 Completing the Digital Parental Declaration Form

Click the link provided on the hub page <https://thehub-beta.walthamforest.gov.uk/early-years-financial-guidance>. Once the form opens, you can choose to start a new form or

continue a previously saved application provided you have the reference number. You do not need to log in or register to complete the parental declaration form.



Once you click on start new form, you will be giving a reference number, **please ensure that you save the reference number** so you can use it to retrieve your partially completed form at any time.



There is no **'save'** button to save any uncompleted form as the form auto saves itself. You will need to close the parental declaration form window to exit the form. You would be able to retrieve the uncompleted form by re-opening the link to digital parental declaration form and entering the reference number provided to you when you initially started the form.

Please note, the uncompleted/unsubmitted form will retain in the system for up to 30 days. Any unsubmitted forms after 30days will be deleted by the system automatically.

4.0 Step 1: Childcare Provider and Child's Details

Next

In step 1, page 1 you need to fill in the childcare provider details and child's details.

Page 1 | Parent Declaration for Childcare Provider

This parental declaration form needs to be completed by the parent / carer with details that has been provided to the childcare provider. The completed form will be sent to the parent/carer for sign off. If parent / carer does not sign off, the form will be sent back to the childcare provider to update. Once parent / carer and Childcare Provider has signed off the completed form, a PDF copy will be sent to both the parent / carer and the childcare provider. Please ensure that you obtain the correct email address from the parent / carer.

Step 1: Education setting / provider and child's details

Education setting / provider name *

Education setting / provider Ofsted URN No *

Education setting / provider contact email address *

The ? are help text to know the details required in the field

Child's legal family name * ?

Child's legal forename(s) * ?

Name by which the child is known (if different from above)

Date of birth * ?

Gender *

Address *

Postcode *

Addresses should be written across 2 or more lines

Tick the boxes as applicable to each child on what has been provided to the childcare provider.

Next **Select Page** **Help**

Postcode *

The Parent / Carer has provided the childcare provider documentation as proof of child's legal name, forename and date of birth (as recorded on their birth certificate).

Please select which document that has been provided by parent / carer to childcare provider. *

Birth Certificate

Passport

The Parent / Carer has provided the childcare provider documentation as proof of address.

Please select which document that has been provided by parent / carer to childcare provider *

Utility Bill (no more than 3 months old)

Council Tax Statement (no more than 12 months old)

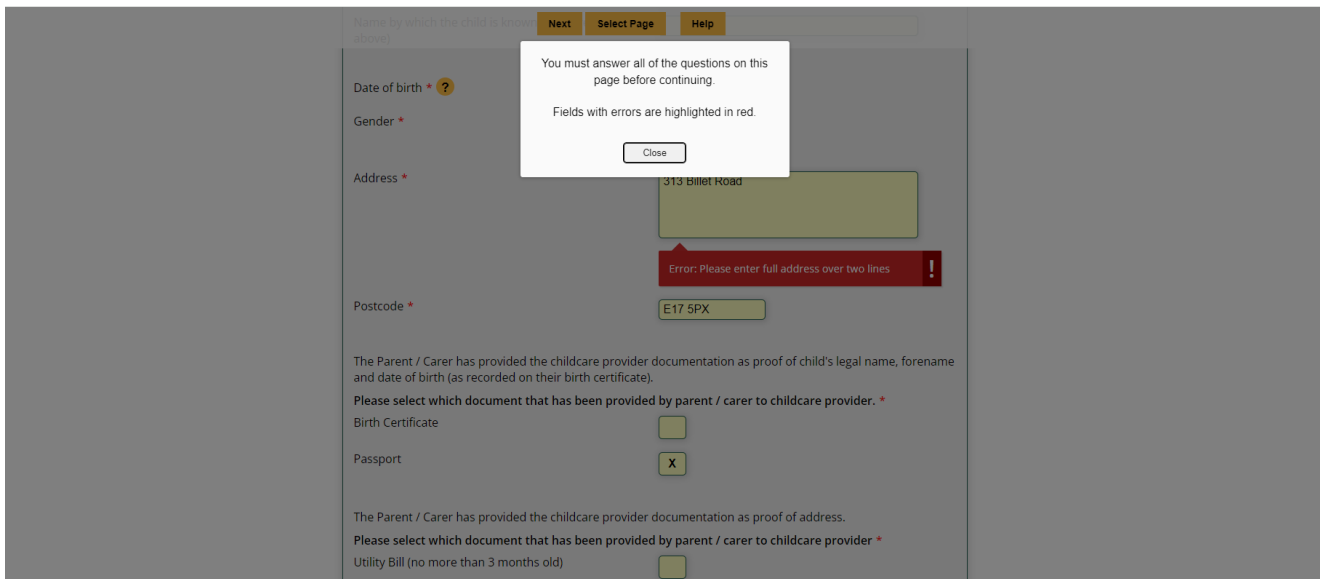
Bank statement (no more than 3 months old)

Tenancy Agreement or mortgage statement (no more than 12 months old)

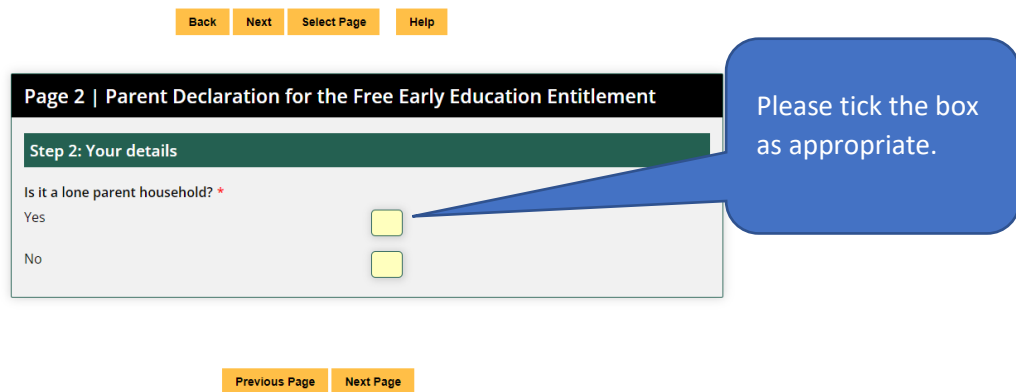
Other (for example, a letter from Home Office)

Click "Next Page to continue"

If there are any errors while completing the form, there will be a 'pop up' error box which will show you what the error is and how to correct the error as seen in the below figure:



4.1 Step 2: Parent/Carer Details



Page 2 | Parent Declaration for the Free Early Education Entitlement

Step 2: Your details

Is it a lone parent household? *

Yes

No

Parent / Carer 1

Legal family name * ?

Legal forename(s) * ?

Date of birth * ?

National Insurance Number ?

NASS Number ?

Email address *

Confirm email address *

I confirm that I have the correct email address for parent / carer *

Telephone number *

If a lone parent household is selected, only one parent/carer details is required.

Page 2 | Parent Declaration for the Free Early Education Entitlement

Last saved: 15:44:59 - 05/08/2024 [Click here for your Save Reference](#)

Step 2: Your details

Is it a lone parent household? *

Yes

No

Are full details available for the second parent or carer? *

Yes

No

Parent / Carer 1

Legal family name * ?

Legal forename(s) * ?

Date of birth * ?

National Insurance Number ?

NASS Number ?

Email address *

If this is not a lone parent household, please select No and you will have the option to choose if you have the full details of both parent/carer or one details. Complete the section with information you have

Ensure that you have the correct email address for the parent/carer as this is the email address that the completed parental declaration form will be sent to. You will be unable to retrieve if sent to the wrong email address.

4.2 Step 3: Child's Eligibility

This section is about the child's eligibility. Choose the type of application the child is eligible for.

Please be reminded that a child is eligible the term after their 9month, 2year old, 3year old birthdays. Terms are 1st September, 1st January and 1st April.

Page 3 | Parent Declaration for the Free Early Education Entitlement

Step 3: Your child's eligibility

What type of application are you making? *

Under 2-year-old application (from 9 months to 2-year-old)

Childcare provider should be provided with the 2YO eligibility code

2-year-old application

Childcare provider should be provided with the 2YO eligibility code

3- & 4-year-old application

Childcare provider should be provided with the eligibility code where eligibility is for the working families entitlement of up to 30hours per week

Under 2s from working families will be eligible for 15 hours per week from September 2024.
Some 2-year-olds are entitled to 570 free hours a year. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

Is your child splitting their free entitlement across two or more settings? *

Yes

No

Tick the type of application you are making.

Tick Yes or No if child is splitting their free entitlement across two settings

Back Next Select Page Help

Disability Access Fund

If a parent / carer is receiving Disability Living Allowance Payments for their child, the childcare provider can claim Disability Access Funding (DAF). The purpose of DAF is to support providers to make reasonable adjustments and build capacity within their setting to support their child's individual needs. DAF is paid to the childcare provider.

Is the parent / carer in receipt of Disability Living Allowance (DLA) in respect to their child? *

Yes

No

Tick Yes or No if parent/carer is in receipt of DLA

Back Next Select Page Help

Is the parent / carer in receipt of Disability Living Allowance (DLA) in respect to their child? *

Yes Last saved: 15:56:02 - 05/08/2024 [Click here for your Save Reference](#)

No

Has parent / carer given consent for the childcare provider to claim Disability Access Funding (DAF) in order to support their child's needs? *

Yes

No

Tick Yes or No if parent has consented for the childcare provider to claim DAF.

You will need to provide your school or childcare provider with your latest DLA award letter from DWP in order for them to claim this funding.

As you are splitting free entitlement across two or more settings, please nominate the main setting where the local authority should pay the DAF *

Early Years Pupil Premium

... may be available through the Early Years Pupil Premium (EYPP), paid to early years providers to support the provision of extra support for your child. EYPP is used to improve teaching and learning and resources so as to impact positively on your child's progress and development.

Has parent / carer given the consent for the childcare provider to claim Early Years Pupil Premium (EYPP) Funding in order to support your child's needs? *

Yes

No

[Previous Page](#) [Next Page](#)

If Child is splitting Free entitlements across two sites, parent/carer would need to have confirmed with the childcare provider the main setting for LA to pay DAF to.

Tick Yes or No to confirm that Parent/Carer has given consent to claim EYPP.

EYPP funding was extended to 2 years old from April 2024 and to under 2 years old from September 2024. Please obtain the consent from parent/carer to assess their child for an EYPP funding. Once you obtain the consent, you should ensure that you also tick the consent box on parent/carer's details tab on Early Years Provider's Portal to allow us assess children for EYPP funding.

Please note, eligible children can also receive the holiday food vouchers during half terms from their provider or LA.

4.3 Step 4: Document Check

This section is to confirm the document check, the type of application being made and provide the eligibility codes for funding and DAF (if applicable).

All eligibility codes for free childcare entitlement should be validated through the Early Years Provider Portal.

[Back](#) [Next](#) [Select Page](#) [Help](#)

Page 4 | Parent Declaration for the Free Early Education Entitlement

Step 4: Document check (To be completed by school or childcare provider)

Documentary proof of date of birth seen *
For example: Birth Certificate, Passport

Documentary proof of address seen *
For example: Utility bill, Bank statement

Date document details recorded *
by school or childcare provider

Documents recorded by
Name of staff member *

Signature of staff member *

Tick as appropriate for documents received and sign.

Double click the signature box to sign

or example: Utility bill, Bank statement

Draw my signature

[Clear](#)

[Close without signing](#) [Cancel](#)

Sign in the 'pop up' box and confirm signature once signed.

[Back](#) [Next](#) [Select Page](#) [Help](#)

Please select which document type is being used *

1. Working Families eligibility code from HMRC Childcare choices for Under 2's (Child's eligibility commences from the term after the child is 9 months old or the term after eligibility code has been received - whichever is later)
2. Working Families eligibility code from HMRC Childcare choices for 2YOs (Child's eligibility commences from the term after the child is 2YO or the term after eligibility code has been received - whichever is later)
3. 2 Year old benefit related criteria eligibility code from online EY Parent's Portal (Child's eligibility commences from the term after the child is 2YO or the term after eligibility code has been received - whichever is later)
4. Working Families eligibility code from HMRC Childcare choices for 3 & 4YOs (Child's eligibility commences from the term after the child is 3YO or the term after eligibility code has been received - whichever is later)
5. Universal offer for 3&4 YOs (15hrs) (Child's eligibility commences from the term after the child is 3YO)

Please note that School Terms commence on 1st January, 1st April and 1st September.

Working families document eligibility code (11 characters long) *

Tick the type of document provided by parent to confirm eligibility for FEEE funding

For working families eligibility code, enter 11 digit code and for 2YO benefit related criteria, enter 6 characters code.

[Back](#) [Next](#) [Select Page](#) [Help](#)

Last saved: 16:09:19 - 05/08/2024 [Click here for your Save Reference](#)

Please note that School Terms commence on 1st January, 1st April and 1st September.

Working families document eligibility code (11 characters long) *

DAF Eligibility Code From LBWF Early Years and Childcare Service *

DAF eligibility code (12 characters long - for example: LBWFDFAxxxxx) *

[Previous Page](#) [Next Page](#)

If you selected Yes to DAF funding in step 3, then you will need to provide the DAF eligibility code provided to you by the LA

4.4 Step 5: Setting and Attendance Details

This section focuses on recording the attendance details and pattern of take up of childcare at the childcare provider.

Chargeable Hourly rate: This is the hourly rate that is chargeable in addition to any free childcare taken up.

If you offer a sibling discount to a child, please reduce your hourly rate to indicate/show the discount provided (e.g. chargeable rate is £8/hour, with 15% discount the hourly rate will be £6.80/hour).

If you offer different hourly rate/charges for morning and afternoon sessions, please work out the average hourly rate that you will be applying for chargeable hours and add the comment to 'charges for consumables' text box to explain your workings (e.g. 8:30-15:30 (7hours) chargeable hours at £7/hour, 15:30-18:30 (3hours) chargeable hours at £10/hour, therefore, your average hourly rate will be £7.90)

weekly entitlement as of Back Next Select Page Help

	Weeks per year					
	38	48	49	50	51	52
15 hours per week	15hrs	11hrs 53mins	11hrs 36mins	11hrs 24mins	11hrs 11mins	11hrs
30 hours per week (eligible families)	30hrs	23hr 46mins	23hrs 18mins	22hrs 48mins	22hrs 22mins	22hrs

Referencing the above table, I confirm that parent / carer is taking up their child's entitlement over the following number of weeks per annum * -

38 weeks

48 weeks

49 weeks

50 weeks

51 weeks

52 weeks

Other

Childcare provider's hourly rate for chargeable childcare hours *

Tick the number of weeks child will be taking up their entitlement over.

Enter the hourly rate for chargeable childcare hours.

Please note, the number of weeks attended/completed on the parental declaration form should match the invoices provided to parents/carers. However, on the Synergy platform (Early Years Providers Portal), the funding system can only accommodate two "patterns of delivery" i.e. 38weeks or 52weeks which providers are paid for by LA according to the headcount submission. Therefore, our expectation is that any provider that is opened for over 48weeks+ and providing invoices to parents/carers based on stretched funding hours would claim the funding on Synergy for 52weeks.

Total weekly cost Back Next Select Page Help

Details to provide

My child will commence their free early education entitlement place from *

Give times in 24-hour clock, e.g. 19:00

Monday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Net hours should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Enter the start date for the FEEE place for the child.

Ensure that you use the reference table for the numbers of free hours per week to work out the chargeable hours.

Record the start time and end time for each of the days of attendance.

Tick this box for the days the child does not attend.

4.5 Splitting Entitlements with Multiple Childcare Provider

If you have selected that the child is splitting entitlement with another childcare provider, you will need to complete the details of the splitting based on the information that has been provided to you by the parent/carer.

Page 6 | Parent Declaration for the Free Early Education Entitlement

Step 5: Setting and attendance details

Please read the statement below. You will be asked to sign this page later in the process.

Statement 2 - I am taking up my child's free childcare at more than 1 childcare provider

First provider name *

Ofsted URN No *

I confirm that in addition to the provider detailed above, my child takes up free early hours with another provider as outlined below:

Over how many weeks per annum? *

38 weeks

51 weeks

Other

Second provider name *

Complete section as needed based on information provided to you by parent/carer.

Tuesday

Attendance hours (e.g. 5:00 is five hours) *

Free Early Education Hours (e.g. 5:00 is five hours) *

Check this box if the child does not attend on this day

Wednesday

Attendance hours (e.g. 5:00 is five hours) *

Free Early Education Hours (e.g. 5:00 is five hours) *

Check this box if the child does not attend on this day

Thursday

Attendance hours (e.g. 5:00 is five hours) *

Free Early Education Hours (e.g. 5:00 is five hours) *

Check this box if the child does not attend on this day

Friday

Attendance hours (e.g. 5:00 is five hours) *

Free Early Education Hours (e.g. 5:00 is five hours) *

Check this box if the child does not attend on this day

In this section for the attendance, the signature box below is for the parent/carer to complete, therefore, you can select next page to move to the end of form.

Parent / Carer name *

Parent / Carer signature *

Date *

[Previous Page](#) [Next Page](#)

4.6 Submitting the Form

At the end of form, note your reference number if you need to revisit the form.

Back Select Page Help **Submit ✓**

Last saved: 16:52:03 - 05/08/2024 [Click here for your Save Reference](#)

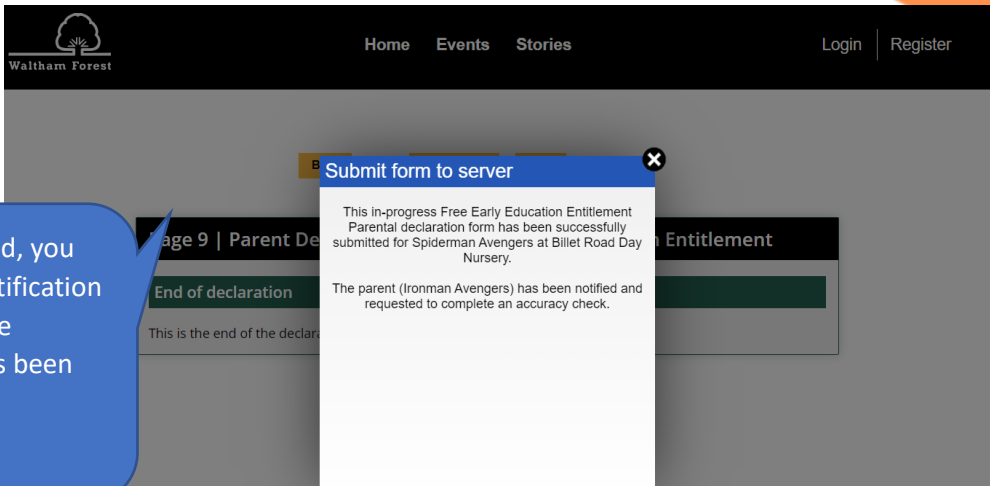
Page 9 | Parent Declaration for the Free Early Education Entitlement

End of declaration

This is the end of the declaration. There are no further pages available.

[Previous Page](#) **Submit ✓**

Click Submit. Once submitted, this will be emailed to the parent/carer for review and sign off.



Once submitted, you will get the notification pop up that the submission has been sent to the parent/carer

5.0 Example Parental Declaration Form for 38weeks Provider

A completed example for a 2YO child taking up a 15hours childcare place for 3days a week over 38weeks.

15 hours per week **Back** **Next** **Select Page** **Help** 49 50 51 52
 11hrs 24mins 11hrs 11mins 11hrs

30 hours per week (eligible families)	30hrs	23hr 46mins	23hrs 18mins	22hrs 48mins	22hrs 22mins	22hrs
---	-------	-------------	--------------	--------------	--------------	-------

Referencing the above table, I confirm that parent / carer is taking up their child's entitlement over the following number of weeks per annum * -

38 weeks

48 weeks

49 weeks

50 weeks

51 weeks

52 weeks

Other

Childcare provider's hourly rate for chargeable childcare hours *

Enter the details of attendance for each days.

Details to provide

My child will commence their free early education entitlement place from *

For the following hours:
Please give times in 24-hour clock, e.g. 19:00

Monday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Enter the daily charge for meals, snacks and consumables.

Tuesday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Wednesday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Thursday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Friday

Attendance start time *

Attendance finish time *

(start time to end time you have entered for this day)

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Friday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Totals

Total number of hours attended per week

Total number of attendance hours that are free

Total number of chargeable childcare hours

Total charge for childcare hours

Total cost for additional charges (meals and snacks)

Total charges for consumables

Total weekly cost

Provide details of what the charges for consumables throughout the week relates to.

The cost of consumables are generally items that are specific to your child/ren and should not include costs generally associated with running the business e.g. toys, paper, cleaning materials, utilities etc.

Trips, outings and specialist tuition charges may be occasional charges and therefore may be provided separately just prior to delivery. These charges should be made clear in any fees and charges information provided by the childcare provider and included in parent / carer invoice.

The consumables charge relates to nappies, wipes and nappy cream at £3per day

In the totals, this is automatically calculated based on the hours recorded in the daily hours.

The text box should be used to detail what the consumables charges are for or any other notable details relating to the childcare charges.

[Previous Page](#) [Next Page](#)

In the scenario above, the total number of hours attended for 24.75 hours was automatically converted by system into hours and minutes as 25 hours and 15 minutes.

5.1 Example Parental Declaration Form for 48weeks Provider

A completed example for a 2YO child taking up a 15hours childcare place for 3days a week over 48weeks.

I understand that if I stop using this service, my child's weekly entitlement will reduce to 4 hours per week. [Click here for your Save Reference](#)

Last saved: 16:52:03 - 05/08/2024

	Weeks per year					
	38	48	49	50	51	52
15 hours per week	15hrs	11hrs 53mins	11hrs 36mins	11hrs 24mins	11hrs 11mins	11hrs
30 hours per week (eligible families)	30hrs	23hr 46mins	23hrs 18mins	22hrs 48mins	22hrs 22mins	22hrs

Referencing the above table, I confirm that parent / carer is taking up their child's entitlement over the following number of weeks per annum * -

38 weeks

48 weeks

49 weeks

50 weeks

51 weeks

52 weeks

Other

Childcare provider's hourly rate for chargeable childcare hours *

Total charges for consumption: £0.00

Last saved: 16:52:03 - 05/08/2024 [Click here for your Save Reference](#)

Total weekly cost: £11.00

Details to provide

My child will commence their free early education entitlement place from *

For the following hours:
Please give times in 24-hour clock, e.g. 19:00

Monday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Charges for consumables: £0.00

Last saved: 16:52:03 - 05/08/2024 [Click here for your Save Reference](#)

Check this box if the child does not attend on this day

Tuesday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Wednesday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Attendance finish time *

Last saved: 16:52:03 - 05/08/2024 [Click here for your Save Reference](#)

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Thursday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

childcare time should match the start time to end time you have entered for this day

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Friday

Attendance start time *

Attendance finish time *

Number of attendance hours that are free (e.g. 5:00 is five hours) *

Number of chargeable childcare hours (e.g. 5:00 is five hours) *

Note - the total combined free and chargeable childcare time should match the total time from the start time to end time you have entered for this day.

Additional charges (meals and snacks) *

Charges for consumables *

Check this box if the child does not attend on this day

Check this box if the child does not attend on this day

Last saved: 16:52:03 - 05/08/2024 [Click here for your Save Reference](#)

Totals

Total number of hours attended per week	<input type="text" value="30:00"/>
Total number of attendance hours that are free	<input type="text" value="11:53"/>
Total number of chargeable childcare hours	<input type="text" value="18:07"/>
Total charge for childcare hours	<input type="text" value="£148.56"/>
Total cost for additional charges (meals and snacks)	<input type="text" value="£12.50"/>
Total charges for consumables	<input type="text" value="£11.00"/>
Total weekly cost	<input type="text" value="£172.06"/>

Provide details of what the charges for consumables throughout the week relates to.

The cost of consumables are generally items that are specific to your child/ren and should not include costs generally associated with running the business e.g. toys, paper, cleaning materials, utilities etc.

Trips, outings and specialist tuition charges may be occasional charges and therefore may be provided separately just prior to delivery. These charges should be made clear in any fees and charges information provided by the childcare provider and included in parent / carer invoice.

The cost of consumables relates to nappies, wipes, sun cream and pro rated on attendance hours.

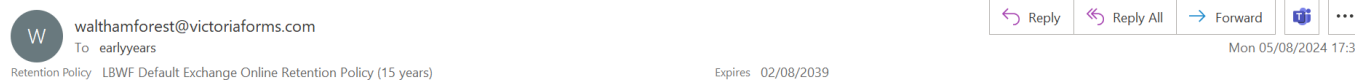
It is worth noting that the system converts the minutes into whole hours. In this example, 30:00hrs minus 11hrs 53mins = 18hrs 47minutes. The 47minutes is converted to hours, $47/60=0.7$. Therefore chargeable childcare hours is 18.07hours.

In the totals section, it is worth noting that the system converts the minutes into hours. In the example below, 30:00hrs minus 11hrs 53mins = 18hrs 47minutes. The 47minutes is then converted to hours, $47/60=0.7$. Therefore, chargeable childcare hours are 18.07hours.

6.0 Parent/Carer View

On Submission of the completed parental declaration form by the childcare provider, the parent/carer will receive an email notification about the form with the link to access the form as shown in the below figure:

Free Early Education Entitlement Parental declaration form check request - Spiderman Avengers at Billet Road Day Nursery



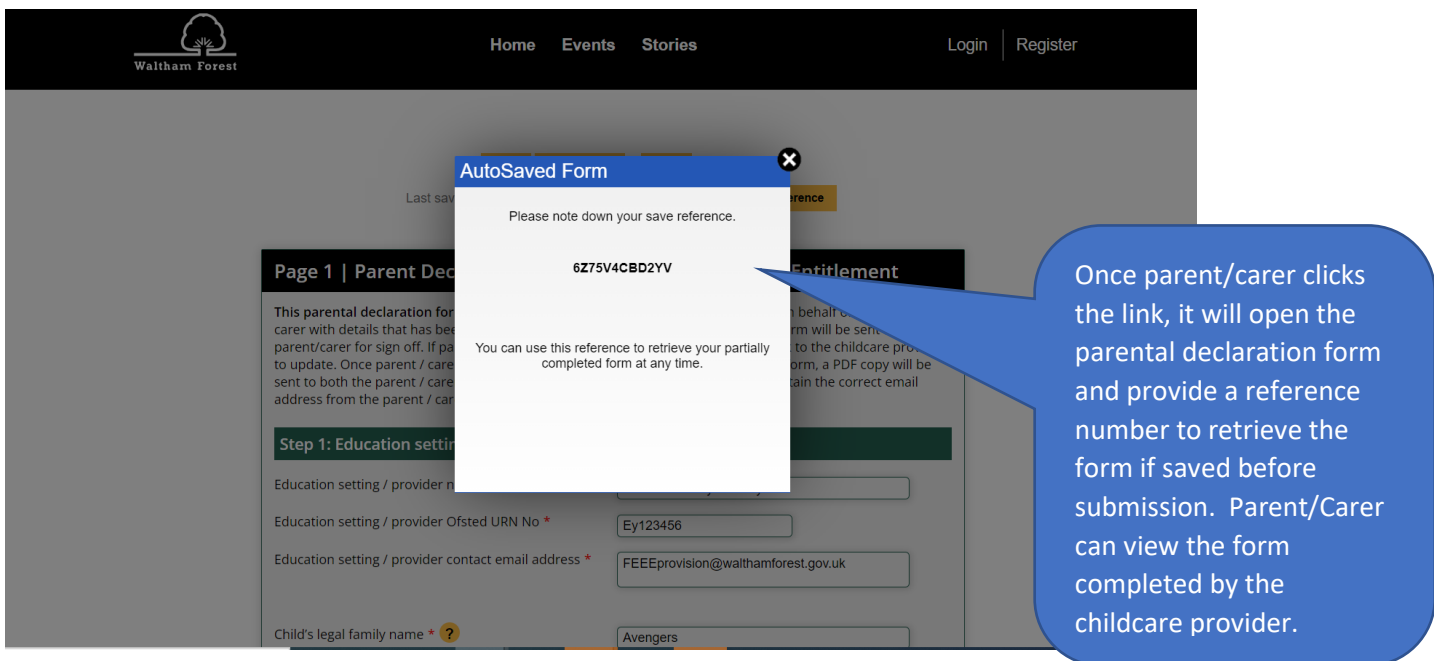
Dear Ironman Avengers,

Billet Road Day Nursery has completed the first stage of the Free Early Education Entitlement Parental declaration form Spiderman Avengers. The setting needs to know that they have the accurate details for you and your child before they submit the completed form - this involves you checking the information they have entered so far.

Please open the in-progress form and follow the instructions / questions presented on page seven.

<https://url.uk.m.mimecastprotect.com/s/5mMkCXQW9I36O0Xt6fgug6WKj>

--
Regards
Billet Road Day Nursery



There is no need to login/register to access the form. The Parent/Carer will go through each of the steps/pages of the completed parental declaration form to review for any issues.

[Back](#) [Next](#) [Select Page](#) [Help](#)
 Last saved: 17:49:32 - 05/08/2024 [Click here for your Save Reference](#)

Page 7 | Parent Declaration for the Free Early Education Entitlement

Parent checks and updates

The setting needs to know they have accurate details for you and your child before they submit your parental declaration form for the Free Early Education Entitlement. Please use the toolbar to check the information we have entered on the form. If there are any issues / mistakes that need correction, please select the steps these are in and then provide details.

You will have further opportunities to check the information again before signing and completing the declaration.

If you need guidance or assistance with this stage, then please contact your childcare provider.

First parent check

Please check through the information on the Parental Declaration Form for the Free Early Education Entitlement that the childcare provider has entered. If there are any issues / mistakes that need correction, please select the step(s) and provide details before submitting.

If there are no issues / mistakes that need correction, then you can sign this form before submitting it.

Steps with issues / mistakes *

Step 1	<input type="checkbox"/>
Step 2	<input type="checkbox"/>
Step 3	<input type="checkbox"/>
Step 4	<input type="checkbox"/>
Step 5	<input type="checkbox"/>
No issues in any steps	<input type="checkbox"/>

[Previous Page](#) [Next Page](#)

Parent/Carer can tick as applicable if there are any issues in any of the steps or no issues.

[Back](#) [Next](#) [Select Page](#) [Help](#)
 Last saved: 17:50:55 - 05/08/2024 [Click here for your Save Reference](#)

Steps with issues / mistakes *

Step 1	<input type="checkbox"/>
Step 2	<input type="checkbox"/>
Step 3	<input type="checkbox"/>
Step 4	<input type="checkbox"/>
Step 5	<input checked="" type="checkbox"/>
No issues in any steps	<input type="checkbox"/>

Please list the issues / mistakes that need correcting: *

In Step 5, my child will be starting on 1st October 2024 not in September.

Please submit this form to continue the process.

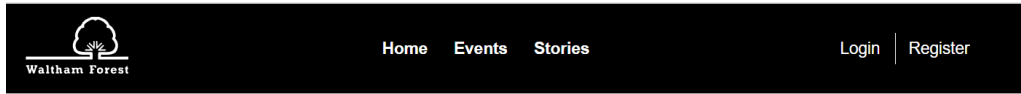
[Previous Page](#) [Next Page](#)

If there are any issues/mistakes, the parent/carers can tick the appropriate section and leave comment for the provider.

Please note, the parent/carers will not be able to amend/update any details in the parental declaration form. They must select the 'Steps with issues/mistakes' in the table on page 7 of the form to let the childcare provider know what details need to be amended/corrected.

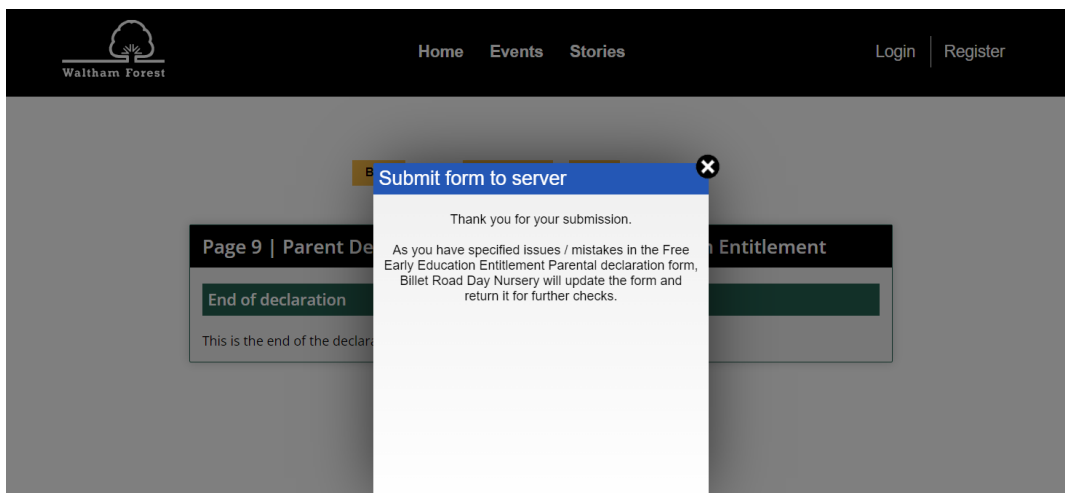
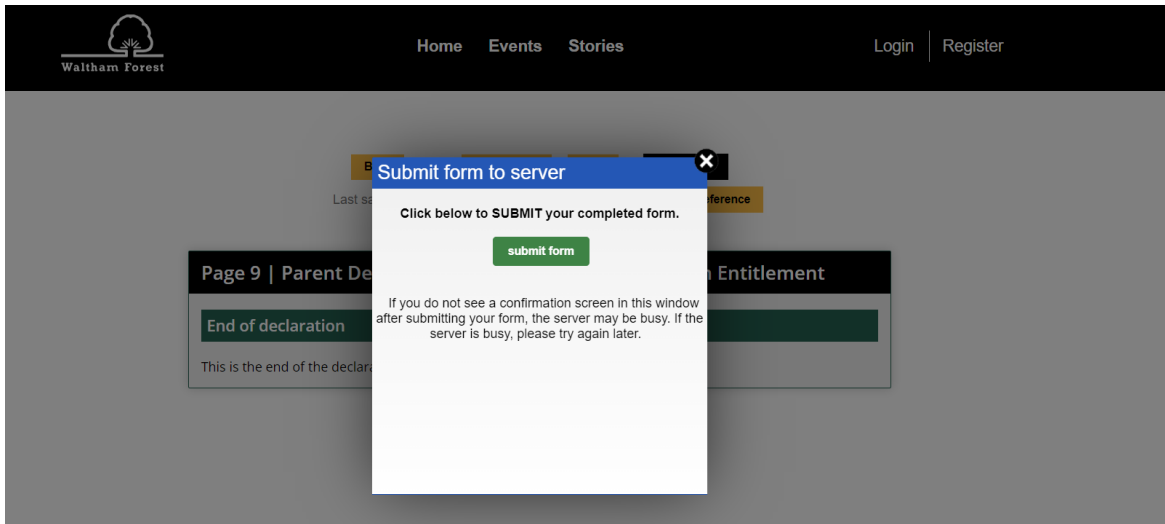
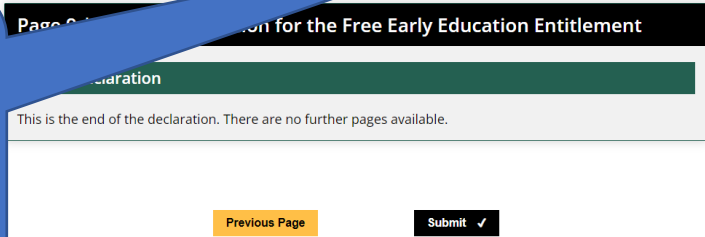
Once the provider amends/updates the form accordingly, the form will be returned to a parent/carers for a signature.

If there are no issues/mistakes on the form, the parent/carer can proceed to submitting the form.



Back Select Page Help Submit ✓
Last saved: 17:54:14 - 05/08/2024 Click here to Save Reference

Parent/Carer then submits the parental declaration form. If there are issues noted, the parent/carer will be unable to sign form as completed.






6.1 Submission from Parent/Carer to Provider

Once a parent/carer has reviewed the completed parental declaration form, if there are any issues/mistakes, the parent/carer will be unable to sign the form and the form will be emailed to the provider to update based on the notes of the parent/carer.

We will recommend ensuring that any issues are addressed with the parent/carer before any re-submission is made.

Free Early Education Entitlement Parental declaration form feedback - Spiderman Avengers at Billet Road Day Nursery

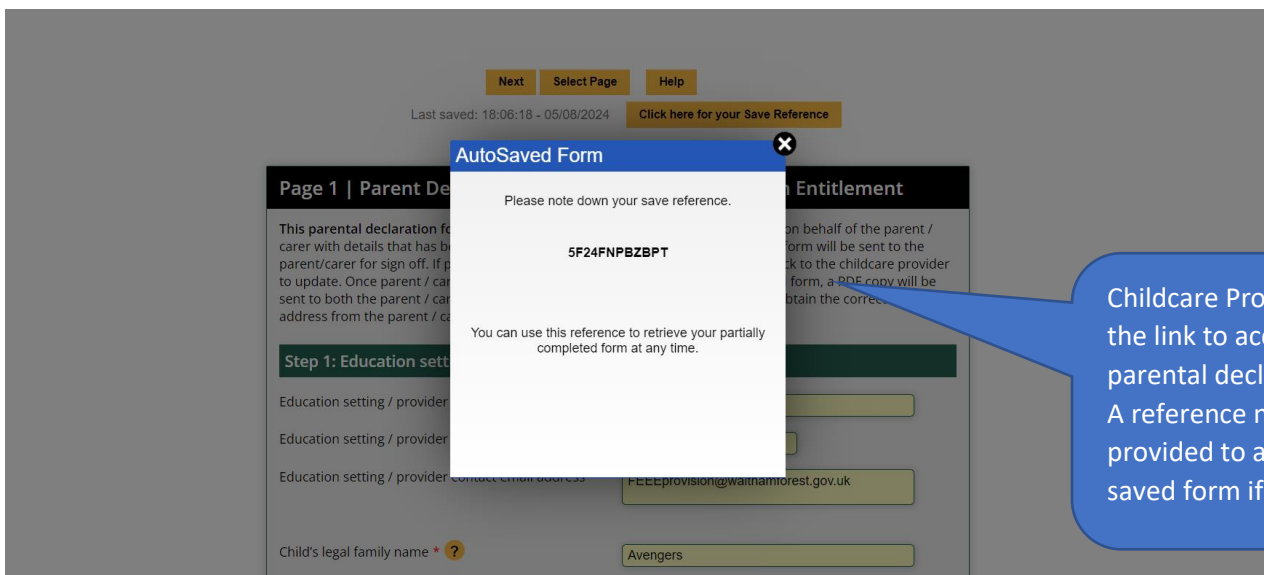
 walthamforest@victoriaforms.com
To FEEprovision
Retention Policy LBWF Default Exchange Online Retention Policy (15 years) Expires 02/08/2039
Reply Reply All Forward  
Mon 05/08/2024 17:5

Dear Billet Road Day Nursery,

The parent / carer (Ironman Avengers) has completed a check request and noted that some details are incorrect and need to be updated / corrected.

Please open the in-progress Free Early Education Entitlement Parental declaration form and see page seven for the listed issues / mistakes. Once these have been resolved, the form can be submitted again for the parent / carer to check -

<https://url.uk.m.mimecastprotect.com/s/orZ7CQkM8tmDoZjtxflujO6r2>



Next Select Page Help

Last saved: 18:06:18 - 05/08/2024 [Click here for your Save Reference](#)

AutoSaved Form

Please note down your save reference.

5F24FNPBZBPT

You can use this reference to retrieve your partially completed form at any time.

Childcare Provider clicks the link to access the parental declaration form. A reference number is provided to access the saved form if needed.

Page 7 | Parent Declaration for the Free Early Education Entitlement

Parent checks and updates

The setting needs to know they have accurate details for you and your child before they submit your parental declaration form for the Free Early Education Entitlement. Please use the toolbar to check the information we have entered on the form. If there are any issues / mistakes that need correction, please select the steps these are in and then provide details.

You will have further opportunities to check the information again before signing and completing the declaration.

If you need guidance or assistance with this stage, then please contact your childcare provider.

First parent check

Steps with issues / mistakes *

Step 1	<input type="checkbox"/>
Step 2	<input type="checkbox"/>
Step 3	<input type="checkbox"/>
Step 4	<input type="checkbox"/>
Step 5	<input checked="" type="checkbox"/>
No issues in any steps	<input type="checkbox"/>

Childcare Provider will be able to identify the step(s) with issues and the comment provided by parent/carer.

Step 2 Step 3 Step 4 Step 5 No issues in any steps

Back Next Select Page Help

Last saved: 18:09:34 - 05/08/2024 [Click here for your Save Reference](#)

Please list the issues / mistakes that need correcting: *

In Step 5, my child will be starting on 1st October 2024 not in September.

Education setting only
Issues / mistakes corrected *

Any comments:

Tick once the issue has been rectified and add a comment.

Waltham Forest Home Events Stories Login Register

Page 9 | Parent Declaration for the Free Early Education Entitlement

End of declaration

This is the end of the declaration.

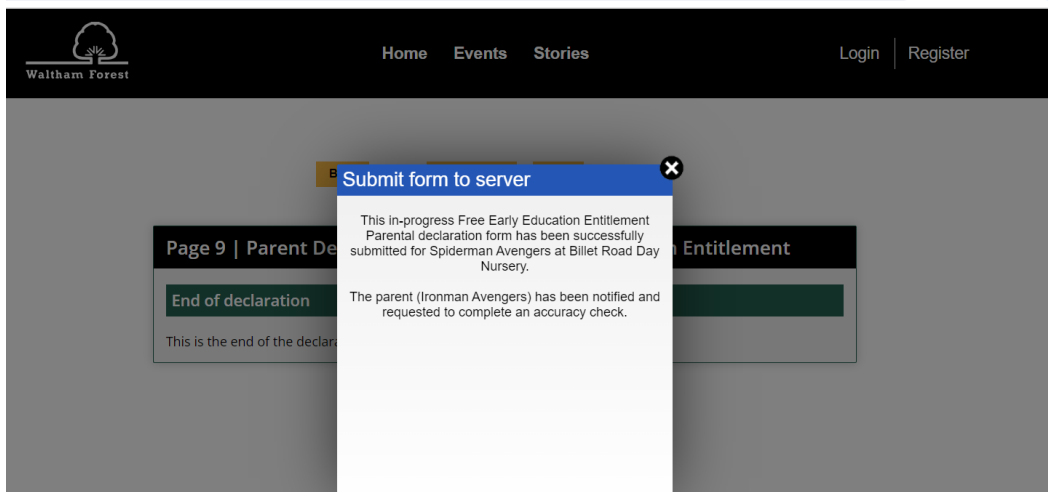
Submit form to server

Click below to **SUBMIT** your completed form.

[submit form](#)

If you do not see a confirmation screen in this window after submitting your form, the server may be busy. If the server is busy, please try again later.

Click Submit form to submit. Form will be sent to parent/carer for review.



7.0 Signed form from Parent/Carer to Childcare Provider

After the submission from childcare provider, the parent/carer will get an email notification as in the figure below:

Free Early Education Entitlement Parental declaration form check request - Spiderman Avengers at Billet Road Day Nursery

walthamforest@victoriaforms.com
 To earlyyears
 Retention Policy LBWF Default Exchange Online Retention Policy (15 years) Expires 02/08/2039

Dear Ironman Avengers,

Billet Road Day Nursery has updated the in-progress Free Early Education Entitlement Parental declaration form for Spiderman Avengers to correct the issues / mistakes you identified.

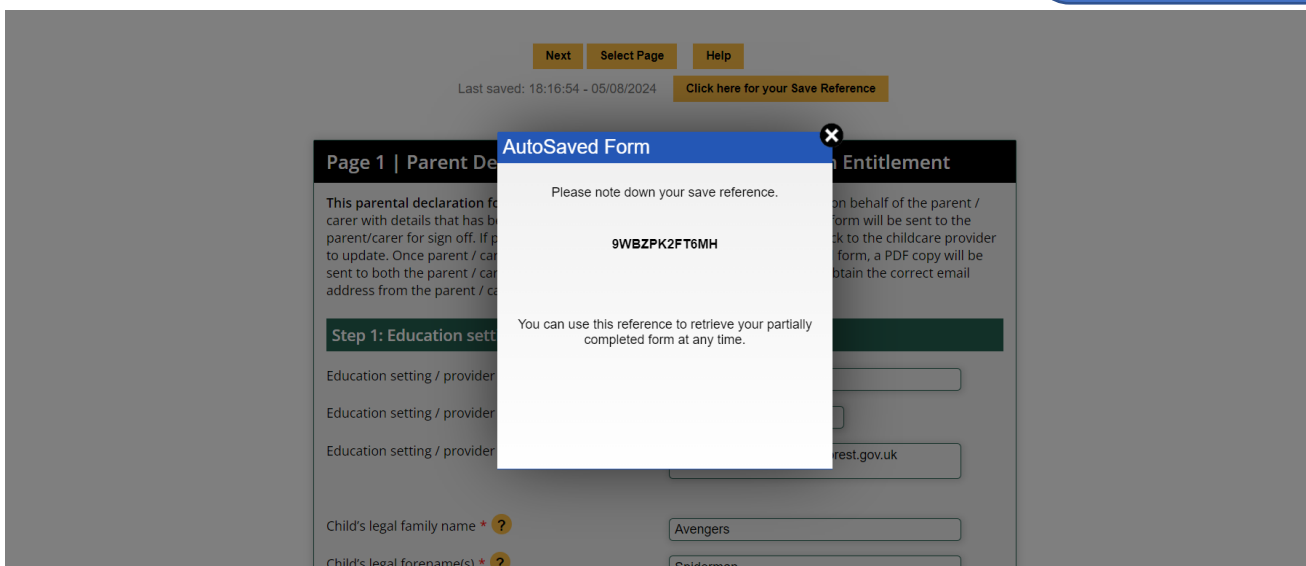
Please can you check the information that they have entered again to ensure accuracy. Please open the in-progress form and follow the instructions / questions presented on page seven.

https://url.uk.m.mimecastprotect.com/s/4mOPCw01qcXOYwRuVfMuY_4ag

Please note, you will not have the opportunity to request changes again so please check this carefully. You will receive a confirmation email once the form is submitted.

--
 Regards
 Billet Road Day Nursery

Click the link in the email to access the form.



[Back](#) [Next](#) [Select Page](#) [Help](#)

Last saved: 18:18:39 - 05/08/2024 [Click here for your Save Reference](#)

Education setting only

Issues / mistakes corrected *

Any comments:

Second parent check

The setting has made updates / corrections to the form according to your information (seen above). Please check through the information on the Parent Declaration again. If there are any issues / mistakes that need correction, please select the step(s) and provide details before submitting.
 If there are no issues / mistakes that need correction, then you can sign this form before submitting it.

Steps with issues / mistakes *

Step 1	<input type="checkbox"/>
Step 2	<input type="checkbox"/>
Step 3	<input type="checkbox"/>
Step 4	<input type="checkbox"/>
Step 5	<input type="checkbox"/>
No issues in any steps	<input type="checkbox"/>

Parent/Carer can go through the form for review and select steps with issues and comment.

[Back](#) [Next](#) [Select Page](#) [Help](#)

Last saved: 18:18:39 - 05/08/2024 [Click here for your Save Reference](#)

Second parent check

The setting has made updates / corrections to the form according to your information (seen above). Please check through the information on the Parent Declaration again. If there are any issues / mistakes that need correction, please select the step(s) and provide details before submitting.
 If there are no issues / mistakes that need correction, then you can sign this form before submitting it.

Steps with issues / mistakes *

Step 1	<input type="checkbox"/>
Step 2	<input type="checkbox"/>
Step 3	<input type="checkbox"/>
Step 4	<input type="checkbox"/>
Step 5	<input type="checkbox"/>
No issues in any steps	<input checked="" type="checkbox"/>

As you have reported no errors, please now sign the form in Steps 5 and 6 and submit this form to continue the process.

[Previous Page](#) [Next Page](#)

If there are no issues in any of the steps, parent/carers can tick the box to confirm.

In the signature section, there are two signatures required by the parent/carers. One signature is required to confirm that there were no issues on the form and the second signature is to confirm to claim the Free Early Education Entitlement (FEEE).

Page 6 | Parent Declaration for the Free Early Education Entitlement

Step 6: Writing and attendance details

Attendance 2: I am taking up my child's free entitlement of more than 1 primary provider

Do not tick this box if you are not taking up your child's free entitlement with another provider as outlined below

Do not tick this box if the child does not attend on this day

Monday

Attendance hours (e.g. 5:00 to five hours) *

Free Early Education Hours (e.g. 5:00 to five hours) *

Check this box if the child does not attend on this day

Tuesday

Attendance hours (e.g. 5:00 to five hours) *

Free Early Education Hours (e.g. 5:00 to five hours) *

Check this box if the child does not attend on this day

Wednesday

Attendance hours (e.g. 5:00 to five hours) *

Free Early Education Hours (e.g. 5:00 to five hours) *

Check this box if the child does not attend on this day

Thursday

Attendance hours (e.g. 5:00 to five hours) *

Free Early Education Hours (e.g. 5:00 to five hours) *

Check this box if the child does not attend on this day

Friday

Attendance hours (e.g. 5:00 to five hours) *

Free Early Education Hours (e.g. 5:00 to five hours) *

Check this box if the child does not attend on this day

Parent / Carer name *

Click to sign

Once parent/carer ticks the no issues, then it proceeds to the signature page where the parent signs to confirm that there were no issues

Thursday

Attendance hours (e.g. 5:00 to five hours) * 10:00

Free Early Education Hours (e.g. 5:00 to five hours) * 5:00

Check this box if the child does not attend on this day

Friday

Attendance hours (e.g. 5:00 to five hours) * 10:00

Free Early Education Hours (e.g. 5:00 to five hours) * 5:00

Check this box if the child does not attend on this day

Draw my signature

Close without signing Cancel

Previous Page Next Page

Double click in the signature box to sign

Back Next Select Page Help

Check this box if the child does not attend on this day

Last saved: 18:19:45 - 05/08/2024 [Click here for your Save Reference](#)

Thursday

Attendance hours (e.g. 5:00 to five hours) * 10:00

Free Early Education Hours (e.g. 5:00 to five hours) * 5:00

Check this box if the child does not attend on this day

Friday

Attendance hours (e.g. 5:00 to five hours) * 10:00

Free Early Education Hours (e.g. 5:00 to five hours) * 5:00

Check this box if the child does not attend on this day

Parent / Carer name * Ironman Avengers

Parent / Carer signature *

Date * 05/08/2024

Error: This field is mandatory

Previous Page Next Page

Once signed, add the date.

Back Next Select Page Help
Last saved: 18:21:26 - 05/08/2024 [Click here for your Save Reference](#)

Page 8 | Parent Declaration for the Free Early Education Entitlement

Step 6: Parent / Carer / Guardian with Legal Responsibility Declaration

I

Of address

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(s)

To claim free entitlement funding as agreed above on behalf of my child

Parent / Carer / Guardian with legal responsibility

Signed *

Name

Date *

Childcare Provider

Signed *

Name

Date *

The name must match to the one on the Birth Certificate or Adoption Certificate.

Parent/Carer to double click to sign to agree to claim the free early education entitlement for the child.

Back Next Select Page Help
Last saved: 18:21:26 - 05/08/2024 [Click here for your Save Reference](#)

Page 8 | Parent Declaration for the Free Early Education Entitlement

Step 6: Parent / Carer / Guardian with Legal Responsibility Declaration

I

Of address

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(s)

To claim free entitlement funding as agreed above on behalf of my child

Parent / Carer / Guardian with legal responsibility

Signed *

Name

Date *

Childcare Provider

Signed *

Name

Date *

The name must match to the one on the Birth Certificate or Adoption Certificate.

Sign in the box and confirm signature.

Back Next Select Page Help
Last saved: 18:21:26 - 05/08/2024 [Click here for your Save Reference](#)

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(s)

To claim free entitlement funding as agreed above on behalf of my child

Parent / Carer / Guardian with legal responsibility

Signed *

Name

Date *

Childcare Provider

Signed *

Name

Date *

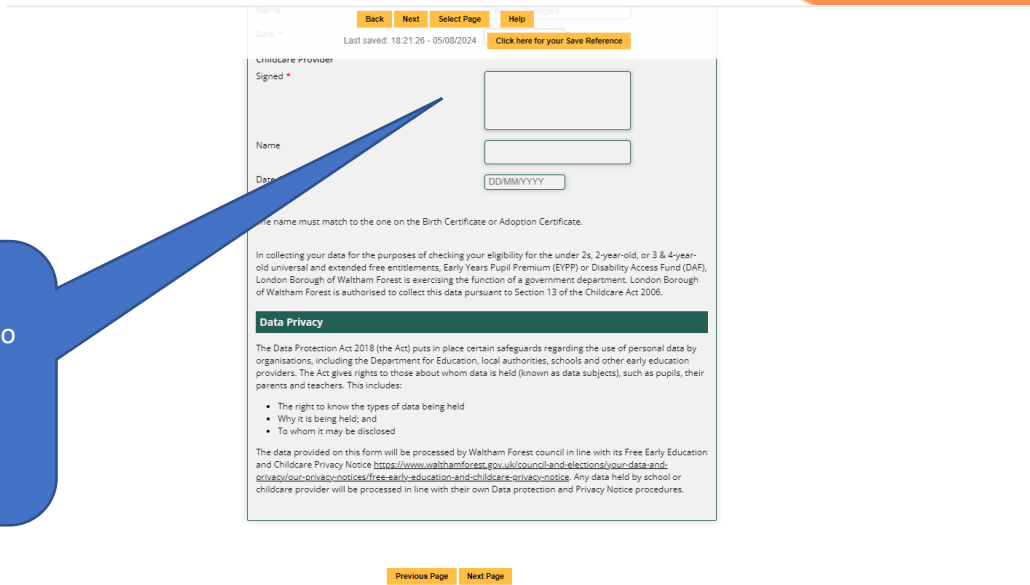
The name must match to the one on the Birth Certificate or Adoption Certificate.

In collecting your data for the purposes of checking your eligibility for the under 2s, 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by

Once signature is confirmed, it will appear in the box and parent/carer should add the date



Back Next Select Page Help

Last saved: 18:21:26 - 05/08/2024 [Click here for your Save Reference](#)

Childcare provider

Signed *

Name

Date of Birth DDMMYYYY

The name must match to the one on the Birth Certificate or Adoption Certificate.

In collecting your data for the purposes of checking your eligibility for the under 2s, 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

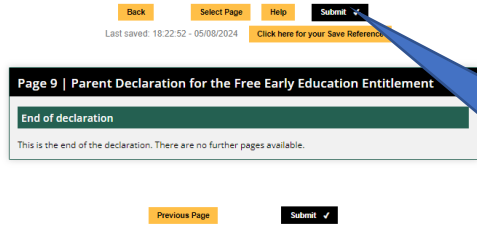
The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The rights to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

The data provided on this form will be processed by Waltham Forest council in line with its Free Early Education and Childcare Privacy Notice <https://www.walthamforest.gov.uk/council-and-elections/your-data-and-privacy/your-privacy-notices/free-early-education-and-childcare-privacy-notice>. Any data held by school or childcare provider will be processed in line with their own Data protection and Privacy Notice procedures.

Previous Page Next Page

The childcare provider will need to complete the signatures once received.



Back Select Page Help Submit ✓

Last saved: 18:22:52 - 05/08/2024 [Click here for your Save Reference](#)

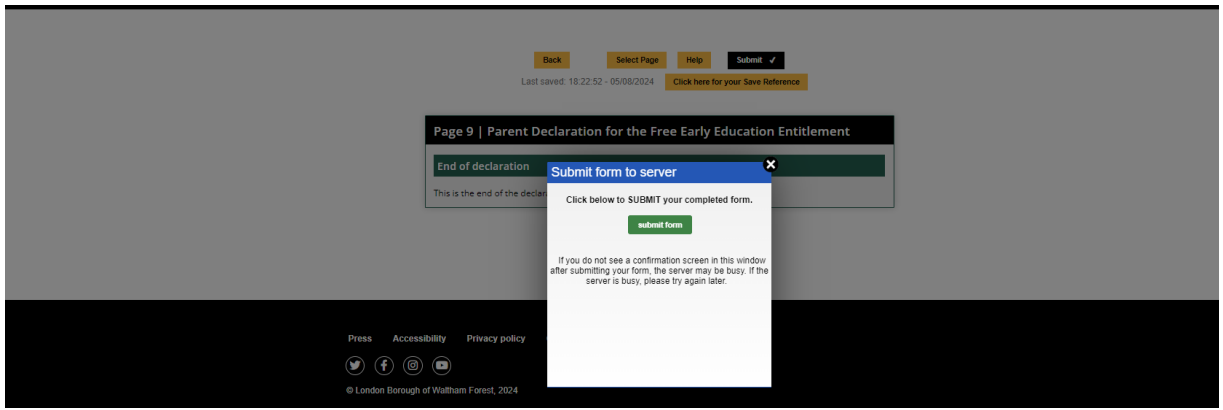
Page 9 | Parent Declaration for the Free Early Education Entitlement

End of declaration

This is the end of the declaration. There are no further pages available.

Previous Page Submit ✓

Parent/Carer click submit to submit the form to the childcare provider.



Back Select Page Help Submit ✓

Last saved: 18:22:52 - 05/08/2024 [Click here for your Save Reference](#)

Page 9 | Parent Declaration for the Free Early Education Entitlement

End of declaration

This is the end of the declaration.

Submit form to server

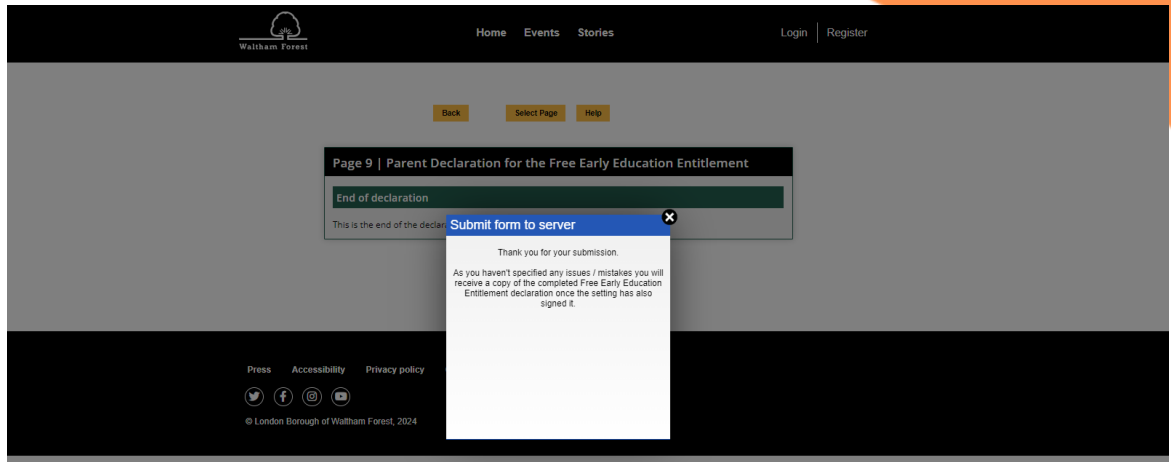
Click below to SUBMIT your completed form.

submit form

If you do not see a confirmation screen in this window after submitting your form, the server may be busy. If the server is busy, please try again later.

Press Accessibility Privacy policy

© London Borough of Waltham Forest, 2024



8.0 Final Completed and Signed Parental Declaration Form

After the submission from the parent/carer, the childcare provider will get an email notification as in the figure below:

Free Early Education Entitlement Parental declaration form feedback - Spiderman Avengers at Billet Road Day Nursery


 walthamforest@victoriaforms.com
 To FEEEprovision

Retention Policy LBWF Default Exchange Online Retention Policy (15 years) Expires 02/08/2039

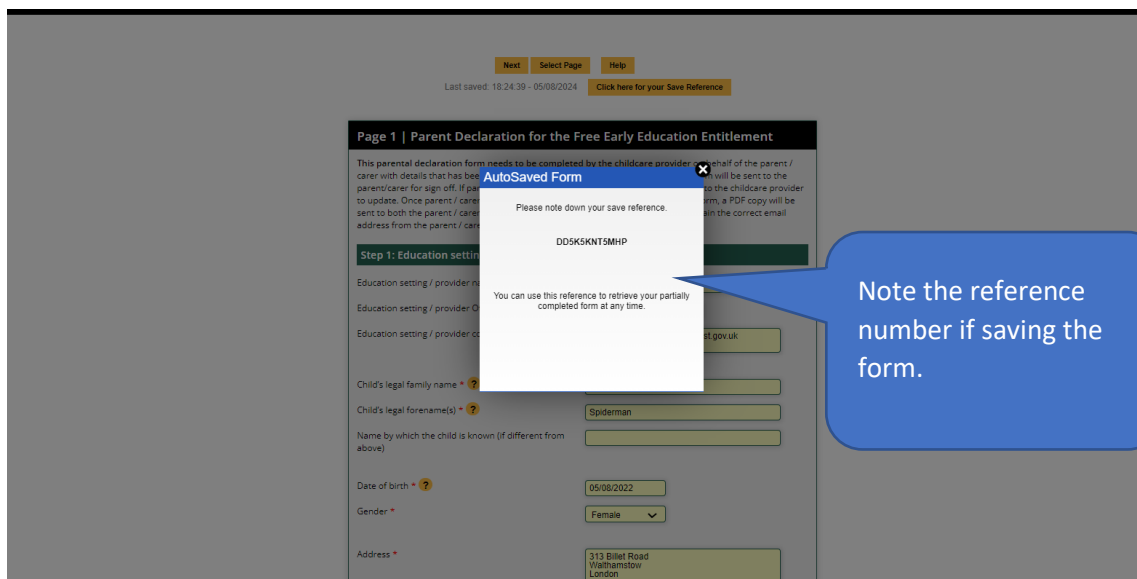
 Reply
  Reply All
  Forward

The parent Ironman Avengers has completed a check request and signed the Free Early Education Entitlement Parental declaration form.

There are no issues / mistakes to resolve. Please open the in-progress form which can now be signed.

<https://url.uk.m.mimecastprotect.com/s/KjlbC08KrFEgJ8uwfku1WAAd>

Click the link to access the submitted form.



Note the reference number if saving the form.

Page 8 | Parent Declaration for the Free Early Education Entitlement

Step 6: Parent / Carer / Guardian with Legal Responsibility Declaration

Of address: Ironman Avengers, 113 Blue Road, Waltham Forest, E17 9PX

Name of provider(s): Blue Road Day Nursery

Parent / Carer / Guardian with legal responsibility
Signed: [Signature]

Name: Ironman Avengers
Date: 05/08/2024

Childcare Provider
Signed: [Signature]

Name: [Redacted]
Date: 05/08/2024

The name must match to the one on the Birth Certificate or Adoption Certificate.

In collecting your data for the purposes of checking your eligibility for the under 2s, 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held, and
- To whom it may be disclosed

The data provided on this form will be processed by Waltham Forest council in line with its Free Early Education and Childcare Privacy Notice [https://www.walthamforest.gov.uk/education-and-early-childhood/childcare-privacy-notice](#)

Double click to add the Signature

Page 8 | Parent Declaration for the Free Early Education Entitlement

Step 6: Parent / Carer / Guardian with Legal Responsibility Declaration

Of address: Ironman Avengers, 113 Blue Road, Waltham Forest, E17 9PX

Name of provider(s): Blue Road Day Nursery

Draw my signature

Date: 05/08/2024

The name must match to the one on the Birth Certificate or Adoption Certificate.

In collecting your data for the purposes of checking your eligibility for the under 2s, 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held, and
- To whom it may be disclosed

The data provided on this form will be processed by Waltham Forest council in line with its Free Early Education and Childcare Privacy Notice [https://www.walthamforest.gov.uk/education-and-early-childhood/childcare-privacy-notice](#)

Sign in the box and confirm signature to be added to the form.

To claim free entitlement: [Back] [Next] [Select Page] [Help]

Last saved: 18:24:59 - 05/08/2024 [Click here for your Save Reference](#)

Parent / Carer / Guardian with legal responsibility

Signed * [Signature]

Name: Ironman Avengers
Date: 05/08/2024

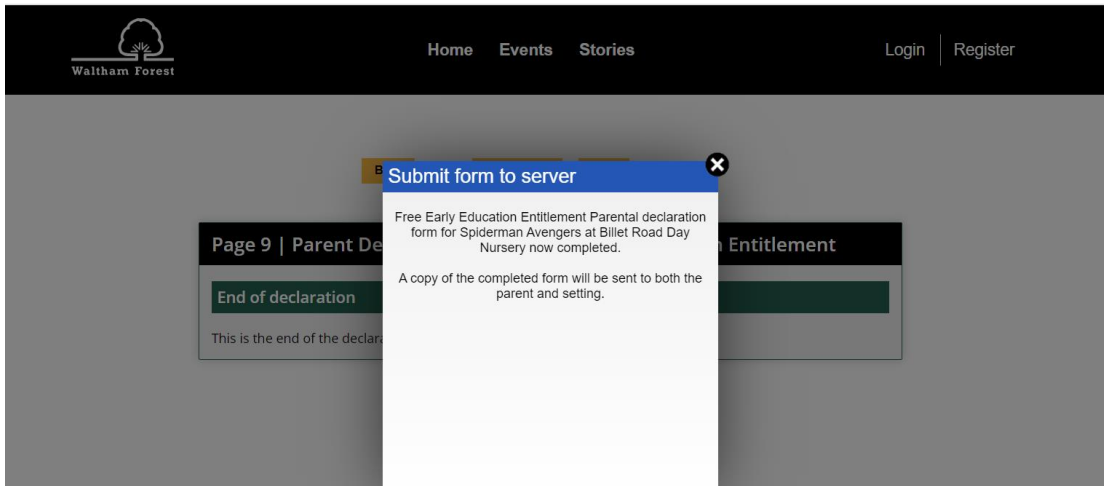
Childcare Provider
Signed * [Signature]

Name: TeVi
Date: 05/08/2024

The name must match to the one on the Birth Certificate or Adoption Certificate.

In collecting your data for the purposes of checking your eligibility for the under 2s, 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.


Add name of person signing the form and the date



Once the form has been signed and submitted by the childcare provider, an email notification with the copy of the signed parental declaration form will be sent to both the parent/carer and the childcare provider for their records. You do not need to send a copy to the Local Authority as a copy will be automatically sent to us on completion of the process.

The copy can be downloaded and saved.

Free Early Education Entitlement Parental declaration form complete - Spiderman Avengers at Billet Road Day Nursery


 walthamforest@victoriaforms.com
 To: FEEprovision; earlyyears; FEEprovision
 Retention Policy: LBWF Default Exchange Online Retention Policy (15 years) Expires: 02/08/2039
 Free Early Education Entitlement Parental declaration form - [D1261] at [D1259].pdf 576 KB

Dear Ironman Avengers and Billet Road Day Nursery,

Signatures have now been completed by both the setting and parent / carer for the Free Early Education Entitlement Parental declaration form for Spiderman Avengers at Billet Road Day Nursery has now been completed.

A full PDF of the completed form is attached to this message.