

## PARENT DECLARATION FORM - FREE PRE-SCHOOL YEARS FUNDING

### PART 1

### CHILD DETAILS

(Please complete in BLOCK CAPITALS)

Legal First Name

Middle Name(s)

Legal Last Name

Date of Birth

Address  
(including  
**Postcode**)

Birth Certificate or  
Passport Number  
as proof of child's  
identity

Birth Cert.  Passport

### PART 2 CLAIM DETAILS

Please complete the table below for ALL the Free Early Years Funded provision your child attends. Providers are day nurseries, independent schools and pre-schools in Guernsey and Alderney.

**Provider A**

**Provider B**

Number of Free Early Education  
Hours claimed per week

Number of Free Early Education  
Hours claimed per week

Number of Non Funded Hours  
per week

Number of Non Funded Hours  
per week

Yearly  Full Term  Half Term

Yearly  Full Term  Half Term

If applying within a  
term only

If applying within a  
term only

Total number of Free Early Education Hours claimed per week

Maximum 15 hours – 38 weeks per year

### Parental Declaration

I declare our parental joint income to be less than £150,000 per annum therefore qualifying my child access to this funding. I further declare that to the best of my knowledge the information given on this form is correct and complete and I understand that any false statements are fraudulent and as such I may be required to pay back any fraudulent claims. I authorise any officer of the Committee for Education, Sports & Culture (ESC) to contact and obtain information from any other States of Guernsey service to confirm or provide details as sought by the ESC. I have read and understood the information attached to this form and agree to abide by the policies and procedures it sets out. I understand that my child is entitled to a maximum of 15 hours per week for 38 weeks term time only of Free Pre-School Education Funding. This can be taken at a maximum of TWO Providers. I will be charged for any additional hours taken over and above the Free Pre-School Education entitlement by the Provider(s). I must inform my Provider(s) of any changes to the provision my child takes.

Parents / Carers Name  
(please print) & Sign

Relationship  
to the child

Provider A Name (please  
print) & Sign

Date

Provider B Name (please  
print) & Sign

Date

## Information for Parents

### 1. Free at the point of delivery

Free Early Education Entitlement must be provided free at the point of delivery, this means that Providers cannot charge parents for any part of their free hours which are then refunded at a later date or charge a deposit or charge a top-up fee (the difference between what a Provider would normally charge for a non-funded session and the amount they receive from the States of Guernsey to deliver the Funded place). Once you complete and submit your PD Form you are committing to attending the Provision for a term/two terms or a full year. Half term requests will be for changes of circumstance such as moving house, moving to the island or a breakdown in relationships during this time.

States of Guernsey guidance states the following in relation to the free early education places:

- If Providers charge for any goods or services, for example meals, uniform, optional extras or additional hours of provision outside of the free early education place, this should not be a condition of children accessing their free place.
- Ensure that parents can clearly see, from the information they receive from their Provider, that they have received their child's full 15 hour place completely free.

If the Free Early Education place accessed by a child covers a lunch/snack period, there are three options:

- The Provider can choose to include the cost of the lunch/snack within the free hours
- The Provider can make a charge for lunch/snack and the parent/carer pays the additional charge.
- The parent/carer can bring a packed lunch/snack for the child.

If hours are taken over lunchtime and the parent/carer does not want to / cannot afford to pay for a lunch for their child, they must be given the option of providing a packed lunch with no charge incurred by the parent.

Any charges made for lunch / snacks or additional hours should be clearly explained to the parent/carer. We recommend that all Providers should ensure parents have full written details of their funding structure prior to their child taking up a place at their provision.

### 2. Charging for additional childcare

Providers should clearly show on the invoice to parents the number of free hours which have been deducted in respect of their child's free place. Additional charges, such as lunch/snack costs and charges made for attendance **outside** of the free entitlement hours should be clearly stated on the invoice and be delivered in line with the guidance set out above.

If a child does not attend for three consecutive days and you have not informed the Provider why your child is absent, the Provider will contact you to determine the reason for absence. It is important to understand the place is funded by The States of Guernsey and should be used on a regular basis. If attendance does not improve, a letter will be sent to you explaining that if you do not use your place within the next two weeks it may no longer be available. Copies of any correspondence will be kept and a

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note made on the register. Exceptions will be made for individual circumstances such as children with additional needs or vulnerable children.

### **3. Extended Holidays**

Children may be absent due to extended family holidays but parents must inform the Provider of the period your child will be absent. During absence the child's place will be funded for a maximum of 3 weeks per term if the Provider has a return date for that child. If the holiday extends beyond 3 weeks or the child does not return, Providers must inform the SEYA as funding may be reduced.

If your child returns at a later date their funded place may not be available until the start of the following term. Any decision regarding providing a place for a returning child will be the Providers.

### **4. Staff Training Days / Public Holidays**

Providers must offer the full 38 weeks (or for registered number of weeks if less than 38 weeks) funding to all eligible children and therefore the funding cannot be claimed during a period of closure for staff training. Where a Provider has to close for training, the funding should be offered at an alternative time in compensation. However, there is no obligation to offer alternative provision due to public holiday closure.

### **5. Withdrawing from offering Free Early Education Places**

If a Provider wishes to withdraw from the directory and delivery of the funded places, they must inform all their parents by letter, giving at least half a terms notice to enable parents to make alternative arrangements.

### **6. Changing Early Years Providers during the term**

If you move from one Provider to another in the middle of the term, funding will **not** automatically be transferred to the new Provider. You will not be able to access a funded place at a different Provider until the notice period of 6 weeks has been honoured to terminate your contract with the Provider. The 6 weeks' notice period is calculated during States Schools term time only.

### **7. Further Information**

- a) Funding cannot be claimed until a Parental Declaration (PD) Form has been completed and signed by either the parent or the child's legal guardian.
- b) A PD Form must be completed at both Providers if a child is accessing their Free Early Education place across two Providers.
- c) The number of hours entered on the PD Form under "Number of Free Early Education Hours per week" must correspond to the number of hours submitted to the States Early Years Administrator (SEYA) and hence the number of hours to be funded by the States of Guernsey. This will be checked by the SEYA.
- d) The boxes indicating whether the child is attending for a full Term / Year must be ticked appropriately.
- e) Half Term attendance is applicable if applying within a term.
- f) The Provider will support you to complete the PD Form, understand what free entitlement your child is entitled to and how you can access this.

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- g) Parents must bring identification of their child, this needs to be either the child's birth certificate or passport to verify the child's name and date of birth. The passport or birth certificate number should be recorded on the PD form. This process is often incorporated into the Providers' registration process for new children. Providers should indicate which form of identification has been seen to confirm they have seen the documentation. If parent/carer are struggling to obtain either form of identification, please contact the SEYA.
- h) The PD will be available from the SEYA or your EY Provider as a paper or electronic copy. A copy will be sent to the SEYT. The Provider will keep an attendance register, for 4 terms and this can be made available if required.

## 1. Completing the PD Form

- a) Child's details – ensure you complete **all** your child's details including their full legal name, along with full address including postcode.
- b) Number of Free Early Education hours to be claimed at the provision. There will be a maximum of 15 hours a week over 38 weeks of the year before they start school in Reception class. Any additional weekly hours that are non-funded hours must also be included on the PD Form.
- c) Please indicate if you are committing to attend the Provision(s) for a full term or if you prefer a year (3 terms). Half term attendance should only be completed if you are applying within a term.

## 2. Parent Declaration

- a) Please ensure you read and understand the conditions and information included on the form before signing.

## APPEALS PROCESS for Parents - Free Early Education Funding

The following is the States Early Years Team (SEYT) Appeals process for:

- Parents or carers who are not satisfied that their child has received the free early education funding to which their child is entitled, or

All three and four year olds who meet eligibility criteria, are entitled to a free early education place, consisting of up to 15 hours per week, for 38 weeks of the year for the year before they start school. These places are available in all Early Years Provisions that are registered to provide free early years provision and can be with Pre-schools, Day Nurseries and Independent Schools.

**For Parents/carers**, in the first instance you should always contact the Provider(s) concerned to discuss the problem and if necessary go through the Provider's internal complaints procedure to try and resolve the problem. However, if you are not happy with the outcome then you can appeal to The States Early Years Team, through the following process:

All complaints will be dealt with in order of receipt, swiftly and courteously and be given equal importance.

### First Stage

This appeal must be made in writing to the Education Officer Early Years Lead.

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Education Officer – Early Year’s Lead, Education Services, La Rondin School and Centre, Rue des Landes, Forest, GY8 0DP.

You can expect them to respond to your query within 10 working days. However, if the problem is going to take longer to resolve you will receive an interim reply telling you a date by which you can expect a full response.

**Parents/carers** will need to provide the following information:

- Full name and date of birth of the Child concerned.
- Name and Address of the Provider where the child attends.
- If your child attends More than one Provider please give details of both.
- Total funding received at all Providers for the term concerned.
- Full details of the nature of the complaint.

## **Second Stage**

If she or he is unable to find a solution or you are still not satisfied with the response, then the matter will be referred to the Guernsey Early Years Partnership, an independent group with representation from Education and Health and Social Services sectors for their consideration at an Appeals meeting.

The parent will be able to attend the meeting or they can choose to have the appeal presented to the group by a member of the States Early Years Team.

## **Right to Appeal**

You can further appeal to the Administrative Decisions Review Board details can be found here:

<http://theoldsite.gov.gg/article/4704/Review-Boards-Administrative-Decisions>

Or contact the Secretary on 01481 717040.

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