

## Parental agreement – NYC Guidance for Providers

A parental agreement is an agreement between a North Yorkshire funded early years childcare provider and parents whose children take up government funded hours. NYC provide a sample document that childcare providers can customise to reflect their offer.

### Purpose

The purpose of the parental agreement is to ensure that parents can make informed decisions on their choice of childcare. Providers must publish their admissions criteria and ensure that parents understand which hours/sessions can be taken as funded provision and any charges for extra services.

In accordance with the DfE statutory guidance, providers should make sure that all invoices and receipts are clear, transparent, and itemised allowing parents to understand any fees paid for additional hours or services where applicable. Charges can be made for meals, snacks, and consumables such as nappies or sun cream and for services such as trips or yoga. These charges must be voluntary for the parent. Where a parent is unable or unwilling to pay for meals and consumables, providers are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to bring their own meals.

Except for an absence due to illness, or other extenuating circumstances, parents must ensure that their child attends the funded hours that have been requested on the parental agreement. If a child's attendance is less than the signed for funded hours, a provider must speak to the parent and explain that the child must attend for the funded hours requested.

### Format

A parental agreement can be in a paper or electronic format. Either way it must also comply with General Data Protection Regulations. Copies of parental agreements will also be checked during any compliance check of early years funding carried out by the local authority.

A parental agreement must be completed for all eligible funded 2-, 3- and 4-year-old children, signed by either the parent or the child's legal guardian, before a child starts accessing their funded place, and must be in place for the duration that a child is accessing their government funded hours. The provider must keep a copy of the parental agreement. This is a requirement to prove the number of funded entitlement hours that the parent has requested you to claim on their behalf. The parental agreement will also be used support the information submitted via the Provider Portal and should be retained by the provider for 6 years.

The provider must ensure they see a form of identification, such as the child's birth certificate or passport to verify the child's full legal name and date of birth. Please note it is not necessary to keep copies of any DOB evidence.

Providers may wish to charge parents a deposit to secure their child's funded place, however the deposit must be refunded in full to parents within a reasonable time scale, for example two weeks after the headcount week.

The purpose of the deposit is to give providers certainty that a parent will take up the place.

### 2YO Funding

Funding for 2-year-olds can only be claimed if a parent/carer provide a letter from North Yorkshire Council confirming they are eligible to claim 2yo funding. Parental information submitted will be used by NYC to check/verify eligibility for 2-year-old funding, and that the parental application for 2YO funding to NYC has been successful.

## Questions and Answers

### **Do parental agreements have to be in place for all our funded children?**

*Yes, parental agreements must be completed and signed by both parties (i.e., the parent and provider) prior to the start of the funded place. You should not claim funding for children whose parents have not signed an agreement. All claims made on a termly headcount should also reflect the number of funded hours per week the parent has signed, and confirmed they wish to access with you, per week.*

### **Do providers need to complete a new parental agreement every term?**

*No, the agreement has been designed so that only one agreement needs to be completed for each child while they attend your provision - unless significant changes are made to the funded hours the parent wishes to access and for you to claim.*

### **What should I do with the parental agreement?**

*You should keep the original and give the parents a copy. There is no need to send them to the Early Years Funding Team unless specifically requested to do so, which may happen in the event of an over claim or a disputed claim. The retention period for completed parental agreements is 6 years.*

### **What if the child is attending another provider?**

*The parent must declare the name of the other provider, the number of hours and if accessing universal or extended that the child is accessing at the other provider. This reduces the possibility of any overclaim of funding*

### **I have a parent who has not signed a parental agreement.**

*You must make the parent aware that you will not be able to claim for the funded hours from the local authority until you have a signed agreement.*

### **I have a parent who claims they did not understand what they were signing when they signed the parental agreement and now want to change provider.**

*NYC allow parents the choice of where their child accesses their funded place. However, parents are responsible for reading the parental agreement before signing; if this is not possible due to sensory impairment or a language barrier the provider should ensure it is fully explained before asking the parent to sign.*