

DURHAM COUNTY COUNCIL
FINANCE - CHILDREN & ADULT'S SERVICES
FREE EARLY YEARS DECLARATION FORM

SECTION A: (Please complete in BLOCK CAPITALS) - For completion by Parent/Carer

NAME OF PROVIDER: _____

NAME OF CHILD: SURNAME: _____ FIRST NAME(S): _____

LEGAL SURNAME: _____

CHILD'S DATE OF BIRTH: _____

CHILD'S HOME ADDRESS **AND** POSTCODE: _____

TERM/YEAR: _____ START DATE: _____

SECTION B: (Please complete in BLOCK CAPITALS) - For completion by Parent/Carer

Please note that you cannot claim for more than 15 hours per week in total, and these hours must be taken over a minimum of 2 days in one week. A minimum of 2.5 funded hours must be taken in any one day's attendance. No session should be longer than 10 hours in any one day. No session should commence before 7 a.m. or end after 7 p.m.

I authorise this provider to claim for _____ funded hours per week.
(Please indicate hours by completing the appropriate boxes)

Name of Provider: _____

Mon.	Tues.	Wed.	Thurs.	Fri.	Total per week

SECTION C: (Please complete in BLOCK CAPITALS) - For completion by Parent/Carer

This section to be completed only in cases where children are receiving provision from an additional provider to the one above.

I confirm that my child also attends _____ (provider's name) for _____ funded hours per week. (Please indicate hours by completing the appropriate boxes)

Mon.	Tues.	Wed.	Thurs.	Fri.	Total per week

SECTION D: (For completion by Parent/Carer)

I declare that the information stated in Sections A-C is correct. If I have given any misleading information on this declaration I understand that I may be asked to reimburse the appropriate provider.

Signature of Parent/Carer: _____ Date: _____

SECTION E: (For completion by Provider)

Proof of eligibility received from Parent/Carer (please tick):

Birth Certificate Other SEN Code _____ Ethnicity Code _____

Notes for Provider: This form should be retained by you for a period of three years for possible audit purposes. A copy of this form should also be sent to the School Funding Team in County Hall if Section C has been completed by a parent/carer.