

WHEN DO I COMPLETE A NOTIFICATION FORM?

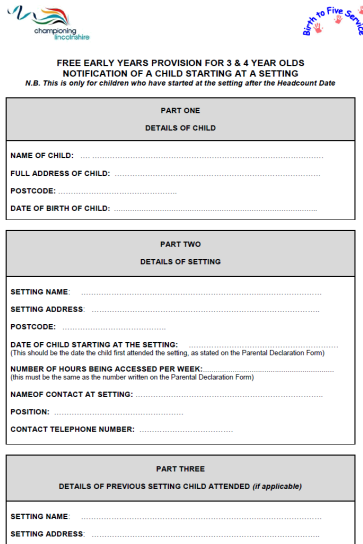
There are a number of occasions when you are required to complete forms to notify the Birth to Five Service of changes. Different notifications require the use of different forms, which are available to download at www.birthtofive.org.uk. This guidance clarifies which form you should use for each situation.

Notification of a Child Starting Form

This form may be used from the day after the Actual Headcount date up until the Interim Headcount date for payments.

For the autumn term from **13th October 2011** up until **9th December 2011**.

Forms will only be accepted during the specified periods each term and must be received within **two weeks** of the child starting at the setting. In order to receive payment the form must be completed in full.



FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS
NOTIFICATION OF A CHILD STARTING AT A SETTING
N.B. This is only for children who have started at the setting after the Headcount Date

PART ONE
DETAILS OF CHILD

NAME OF CHILD:
FULL ADDRESS OF CHILD:
POSTCODE:
DATE OF BIRTH OF CHILD:

PART TWO
DETAILS OF SETTING

SETTING NAME:
SETTING ADDRESS:
POSTCODE:
DATE OF CHILD STARTING AT THE SETTING:
(This should be the date the child first attended the setting, as stated on the Parental Declaration Form)
NUMBER OF HOURS BEING ACCESSED PER WEEK:
(This must be the same as the number written on the Parental Declaration Form)
NAME OF CONTACT AT SETTING:
POSITION:
CONTACT TELEPHONE NUMBER:

PART THREE
DETAILS OF PREVIOUS SETTING CHILD ATTENDED (if applicable)

SETTING NAME:
SETTING ADDRESS:

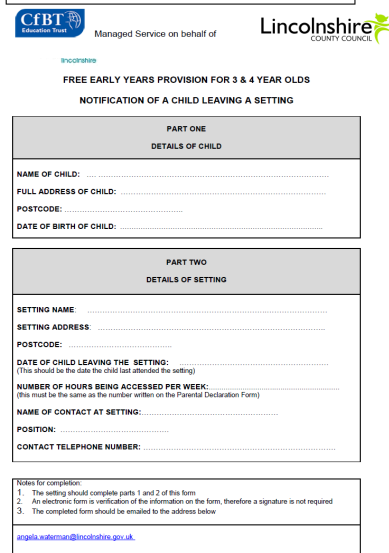
Notification of Child Leaving Form

This form should be completed whenever a child leaves your setting where their details were submitted on either an Interim data return or an Actual Headcount data return.

You are required to return this form within **two weeks** of a child leaving. This allows us to cross reference notices of children starting to ensure claims are valid.

We would not intend to recoup the funding from a child that has left after an Actual Headcount date, although we reserve the right to do this. Where we continue to fund a place there is an expectation that you will prioritise another eligible child to fill this vacancy.

Once another child starts you need to complete a **Notification of Child Starting Form** even if this falls outside the specified dates above, this informs us that you have filled the vacant place.



FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS
NOTIFICATION OF A CHILD LEAVING A SETTING

PART ONE
DETAILS OF CHILD

NAME OF CHILD:
FULL ADDRESS OF CHILD:
POSTCODE:
DATE OF BIRTH OF CHILD:


PART TWO
DETAILS OF SETTING

SETTING NAME:
SETTING ADDRESS:
POSTCODE:
DATE OF CHILD LEAVING THE SETTING:
(This should be the date the child last attended the setting)
NUMBER OF HOURS BEING ACCESSED PER WEEK:
(This must be the same as the number written on the Parental Declaration Form)
NAME OF CONTACT AT SETTING:
POSITION:
CONTACT TELEPHONE NUMBER:

Notes for completion:
1. The setting should complete parts 1 and 2 of this form
2. An electronic form is verification of the information on the form, therefore a signature is not required
3. The completed form should be emailed to the address below

angela.walker@lincolnshire.gov.uk

Stretched Offer Request Form



FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS
REQUEST TO DELIVER A STRETCHED OFFER

DETAILS OF SETTING

SETTING NAME:
SETTING ADDRESS:
POSTCODE:
NAME OF CONTACT AT SETTING:
POSITION:
CONTACT TELEPHONE NUMBER:

REASON FOR REQUESTING STRETCHED OFFER DELIVERY:

STRETCHED OFFER MUST BE TAKEN IN THE FOLLOWING WAY:

12 HOURS PER WEEK OVER 47.5 WEEKS PER YEAR

If you have a parent wanting to take the stretched offer and you can deliver this model then you must complete a form requesting authorisation to do this.

You need only complete one form per setting. Once this has been approved the stretched offer will be unlocked on the data exchange allowing you to enter this as an option.

The accepted offer is 12 hours over 47.5 weeks. You will receive payment in block hours for each term and will be expected to agree the attendance weeks in advance with the parent. This may mean parents accrue hours to be carried into the next funding period due to the number of weeks accessed in the current funding period.



**FREE EARLY YEARS PROVISION FOR 3 & 4 YEAR OLDS
NOTIFICATION OF CHANGE IN PROVIDER DETAILS**

This form is for updating details of Manager, Owner, Phone Number, Email Address, Hours of Opening, and Conditions of Registration.
PLEASE NOTE: BANK DETAILS should be amended on Change of Bank Details form.

PART ONE DETAILS OF SETTING	
Name of Setting:	
Ofsted URN:	
Address of Setting:	
Name of Manager:	
Name of Owner:	
Setting Tel No:	
Setting E-Mail Address:	
Hours of Opening:	
EYE Delivery Hours:	
Mailing Address: (if different from above)	
Name of contact at mailing address: (if appropriate)	

PART TWO CHANGE OF DETAILS (Please state any changes in the relevant boxes below)	
Name of Setting:	
Ofsted URN:	
Address of Setting:	



Managed Service on behalf of



Change of Provider Details

This form should be used to inform the Birth to Five Service of any changes to your setting details. This includes:

- Change of owner/ manager
- Name of setting
- URN
- Setting Address or telephone numbers or Email address or Mailing Address
- Conditions of registration
- Hours of opening
- Any significant event or issue that will effect the opening of the setting for more than 3 days



EARLY YEARS ENTITLEMENT

CHANGE OF BANK / BUILDING SOCIETY DETAILS

Setting Information <small>Should any of these details change, please inform the Birth to Five Service</small>	
Name of setting:	
Address of setting:	Postcode:
Telephone Number:	

Bank / Building Society Information <small>Should any of these details change, please inform the Birth to Five Service</small>	
Bank / Building Society Name:	
Bank / Building Society Address:	Postcode:
Account Number:	Sort Code:
Account Name:	

Joint Account	<input type="checkbox"/>
Individual Account	<input type="checkbox"/>

*NB: Please note that, unless you are a sole trader, your establishment's account must be set up for access by dual signature.

Are you a sole trader?	YES	NO
------------------------	-----	----

I / We confirm that this account is for the sole use of the above named institution:

Name:	Signature:
Name:	Signature:

Please return completed form to:



Managed Service on behalf of



Change of Bank Details

Where bank details change it is important that the Birth to Five Service is informed immediately. Unless we are informed payments will be made to the account details we hold on file.

Where payment is made to a previous account holder it will be the responsibility of the new account holder to negotiate the transfer of any Local Authority funding they believe they are entitled to.

NB: All forms need to be returned via email to angela.waterman@lincolnshire.gov.uk