**CHILDREN TRANSFERING PROVIDERS MID-TERM**

**To be completed by the existing provider:**

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| --- |
| **Section 1: Child’s Details** |
| Legal Surname/Family Name: | Legal Forename (s): |
| Name by which child is known, if different: | Child’s Date of Birth: |

**Section 2: Existing Provider**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXISTING PROVIDER NAME:** | **EXISTING PROVIDER ADDRESS:** | **CONTACT DETAILS** | **ANTICIPATED END DATE:** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **REASON FOR TRANSFER** |  |
| Unexpected relocation in Sheffield (e.g. fleeing domestic abuse, interim accommodation in another area of the city following homelessness) | Yes / No |
| As a result of child protection the child is placed in the care of others such as foster care | Yes / No |
| Change of family circumstances (e.g. relocation due to job change at short notice) | Yes / No |
| Short notice of a change of work location or times, for example a parent on zero hours contract (where the current provider is unable to offer flexibility required). | Yes / No |
|  Unforeseen closure of a setting leading to a parent/carer needing to find an alternative childcare place for their child(ren) |  |

**Existing Provider’s Declaration**

**Name (Please print)**

**Signed Date**

On completion of this form, a copy must be retained for your records and a copy shared with the new provider.

**For the Parent / Carer:**

If you have accessed FEL/WPE at any other Provider for your child named above, you must declare it to your **new Provider, if not you may be liable for any double funded claims made on the child’s behalf**.

**To be completed by the new Provider:**

It is the responsibility of the new provider to ascertain that the child is not in breach of any Parent/Carer Agreement with the previous Provider. This only applies to existing children accessing FEL/WPE in Sheffield.

**Section 3: New Provider Details**

|  |  |
| --- | --- |
| **New Provider Name:****START DATE:**  | **New Provider Address:****Postcode:** |

|  |  |  |
| --- | --- | --- |
| **Checks** |  | **Total** |
| FEL/WPE hours taken in the child’s Funding Year checked? | Yes / No |  |
| Number of sickness occurrences, in the Funding Year checked? | Yes / No |  |
| Number of holidays taken in the Funding Year checked? | Yes / No |  |
| Satisfied the notice period has been met? | Yes / No |  |
| Has an agreement been made with the previous provider to waive the 4 weeks notice period with previous Provider?  | Yes / No |  |
| New Parent/Carer Agreement Completed | Yes / No |  |

**New Provider’s Declaration**

**Name (Please print)**

**Signed Date**