



Early Childhood Education Foundation Report and Claim Form

A separate form must be filled in for each term.

The completion of the report and claim form is required to ensure funding is received for each term. This form is to be completed by the early childhood service provider and returned to ELAA at the commencement of each term for a further payment to be made.

1. Early childhood service details (please print)

Name of service: _____

Postal address: _____

Suburb/town: _____ P/code: _____

Phone: (_____) _____

Current Teacher's/Director's name: _____

Contact details of the service provider representative

Name (please print): _____

Position: _____

Contact phone (H/M): (_____) _____

2. Details of child (please print)

Family name: _____ Given names: _____

Date of birth: _____

1. Please indicate: Term 1 Term 2 Term 3 Term 4

2. Amount claimed for next term \$ _____

3. Is the child enrolled for the new term? Yes No



Early Childhood Education Foundation Report and Claim Form *continued*

4. What were the average hours of attendance per week over the last term? _____

5. Is the family still experiencing a similar level of financial hardship? Yes No

To assess the final term's payment, a letter from the family or from the service on behalf of the family, must be attached to the claims form demonstrating how the funding and support has benefitted the family/child.

All unspent monies must be returned to the Early Childhood Education Foundation.

Declaration by service provider representative:

I, _____ certify the above details are true and correct.

Position: _____

Signature: _____ Date: _____

Faxes/emails will not be accepted, original signature required.

Early Childhood Education Foundation,
c/o ELAA, PO Box 1246 Collingwood Vic 3066

ELAA respects and values the privacy of all personal and health information provided to us. We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment protected from unauthorised access, modification or disclosure. Our Privacy Policy is based on the 10 Privacy Principles outlined in Schedule 1 of the Privacy and Data Protection Act 2014, and the Health Privacy Principles outlines in Schedule 1 of the Health Records Act 2001.

OFFICE USE ONLY

Approved by: _____ Date: _____