

DCYA REF NO: _____
(EXISTING PROVIDER)

TRANSFER FORM

Training and Employment Childcare Programmes (TEC)

Part A – To be completed by existing TEC Service (BLOCK CAPITALS)

I, _____ **Manager/Owner** (circle as approp.)
of _____, DCYA Ref No: _____
where _____ has been attending the under a TEC Programme, confirm that
I have been informed that s/he will not be attending this service from **Date:** ____/____/____
I understand that no further capitation will be paid by DCYA to this service in respect of this child.
Signed _____ **Date:** ____/____/____

Part B – To be completed by Parent/Guardian (BLOCK CAPITALS)

I, _____ Parent/Guardian of _____
Child's PPS No. is _____, apply for my TEC capitation to be transferred
to _____ TEC service, effective from **Date:** ____/____/____.
And that I have given the required two weeks notice of same to _____
TEC Service.
Signed _____ **Date:** ____/____/____

Part C – To be completed by the New TEC Service (BLOCK CAPITALS)

I, _____, **Manager/Owner** (circle as approp.) at _____
_____ DCYA service **Ref. No:** _____, have allocated a place on a
TEC Programme to the above child from **Date:** ____/____/____.
Signed _____ **Date:** ____/____/____

TEC – Transfer to another TEC service

03/09/2014