Dear Parent/Carer

IMPORTANT NOTE: Government Funding for the Autumn Term 2020

Your child will be eligible for Government Funding in the coming Term. Government Funding is from the term after your child’s 3rd birthday. It is vital that you complete the Parent Declaration Form and return it to the office or electronically by the next session that your child is in, (in the new term), so that I am able to process your child’s claim at the end of headcount week. Please note that Parent declarations should be dated for the first week of the Autumn Term.

The 30 hours funding has now been introduced for 3 and 4 year olds so please pay special attention to the section regarding this. If you wish to access the additional funding, you will need to go online and apply ([www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)) If you are eligible you will be given a unique code which needs to be included on your declaration form. You will need to reapply for the eligibility every 3 months from when you first applied to make sure that your child will still receive the additional funding. You cannot wait until the term you need the extra funding to start. It needs to be in place beforehand. We recommend that you apply the month before the term you need it to start. This gives time for any problems to sort themselves out. It is a parent’s responsibility to make sure their funding eligibility is kept up to date. Each time you renew your eligibility, please bring in/ or email proof that you have done so. Screen shot or print out. Funding declaration forms need to be completed each term. **Failure to return the declaration form could result in your child’s loss of funding.**

I will also need a copy of your child’s birth certificate to keep on file (if you have not already provided one). Please ensure that you bring one into preschool as soon as possible, so that the necessary paperwork is not delayed.

If you have your funding shared between us and another setting, it is vital that the information that you fill in on your declaration form here, corresponds with the one that you complete at the other setting. A copy of your completed form should be kept so that you can pass it to the other setting and they can make sure it corresponds with information that you complete on their declaration form.

If your child is absent for any reason during headcount week (i.e. sickness or holiday), it is important that you complete an absence form from the office or provide a note, as any absences need to be recorded for the funding office.

Please note: Your child must regularly attend the hours that are being claimed and it is the parent’s responsibility to ensure good attendance and time-keeping. On all occasions when your child is sick or taking an arranged holiday, and absence slip must be completed. The funding office take regular absences seriously and in some circumstances may reclaim your child’s funding. Please complete and return your form even if you are taking all of your funding elsewhere.

Parent’s Guide to working out your child’s funded hours.

Breakfast Club between 8.00am to 0830am = 0.5 hours. (The first quarter of an hour from 0745 – 0800 will be charged at £1.

Morning Session 0830 – 11.30 = 3 hours

Lunch Time 11-.30 – 12.30 = 1 hour

Afternoon Session 12.30 – 15.30 = 3 hours

Therefore a full day works out to 7 hours.

Please remember that unless you have applied for the extended hours (up to 30 hours), your child’s funding should not exceed 15.0 universal hours which all 3 and 4 year olds are automatically entitled to.

Any hours that are not covered by your funding, and are paid for by you, should not be put on your declaration form. They will just be added to your bill.

If you are unable to work the hours out, please ask for help in the office.