



Dear Parent/Carer

IMPORTANT NOTE: Government Funding Information

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 by the first session that your child is in, (in the new term), so that we are 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 new Term.** **Please complete and return electronically if possible, or print and return the forms in your child's book bag. If you are unable to print a copy please arrange to collect a hard copy from preschool.**

IMPORTANT: The 30 hours funding has now been introduced for 3 and 4 year olds so please pay special attention to this section regarding this. If you wish to access the additional funding, you will need to go online and apply (www.gov.uk/childcare-calculator) If you are eligible you will be given a unique code which needs to be included on your funding declaration form. You will need to confirm eligibility **every 3 months** online 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 to apply. 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.**

We 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, or scan it and email it to us 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. Please be mindful to the number of settings your child attends to minimise the risk of Covid 19 contamination.

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, or email, 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, please make sure that you let us know. 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 just so that we have a record of where your child is claiming their funding.**

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

Breakfast Club between 7.30am to 0830am = 1 hour

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, 8 hours if your child is attending breakfast club.

Please remember that unless you have applied for the extended hours (up to 30 hours), your child's funding on their declaration form 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 do not hesitate to email preschool@elburtonprimary.co.uk.