Essential Information for 30 Hours Place at St Bernadette's Nursery

Dear Parent/Carer of ……,

You have accepted a 30 hour / week place at St Bernadette's. The first 15 hours are funded for all 3-4 year olds. The additional 15 hours can either be paid for by yourself at £75 per week or, if you are a working parent, you may be eligible free 30 hours of childcare.

You can check whether you are eligible and apply for the 30 hours of free childcare, via Childcare Choices at: https://www.childcarechoices.gov.uk or the Childcare Calculator at: https://www.gov.uk/childcare-calculator

At the end of the application process, you will have a **Childcare Service Account**. In the "**Secure Messages**" section of your account, you will receive messages regarding your eligibility. If you are eligible for 30 hours, you will be given an 11 digit **'Eligibility Code**' for your child. These codes normally start with '5000' although some temporary codes start with '11'

In order to claim your funded place at St Bernadette's, it is essential that we receive this Eligibility Code, along with your national insurance number and your child's date of birth. Please complete the attached form with these details and the additional requested agreements and information. Without this information we will not be able to reserve the funded place for your child.

You will be prompted every three months to reconfirm the details you entered on your application are still accurate and check that you are still eligible. It is essential that you continue to reconfirm these details when prompted otherwise you will be charged directly by the school for the additional 15 hours.

It is essential that you check eligibility and provide the school with the eligibility code and additional information to ensure you can access a place to start in September.

Parents who need assistance to apply (or who do not have access to the internet) can call the childcare service Customer Interaction Centre on 0300 123 4097 and apply over the phone. Parents that complete their original application over the phone will need to phone the Customer Interaction Centre to reconfirm their eligibility.

Yours faithfully,

Image A – Viewing your 30 hours code in parent's childcare service account

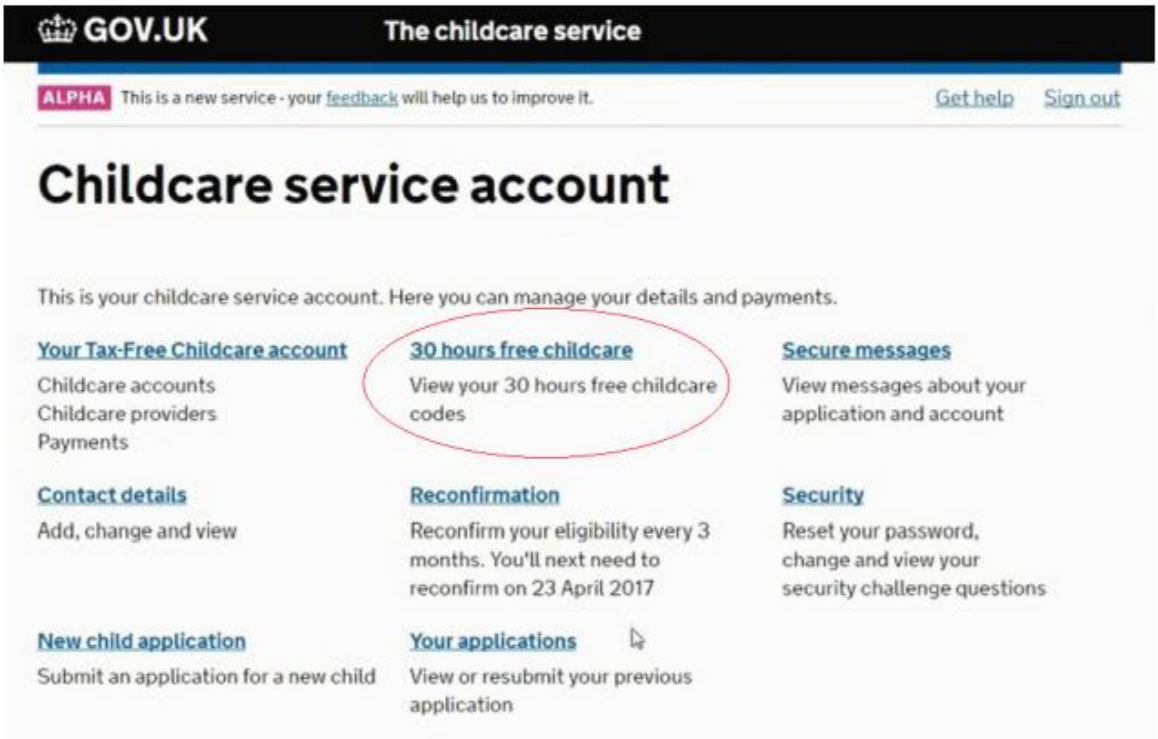

Image B – Eligibility Code on Secure Message

Dear <Parent Forename >

30 hours free childcare application for <Forename and Surname of child>

This letter confirms that you meet the income criteria for 30 hours per week of free childcare over 38 weeks of the year. Your child will also need to meet the age as set out below.

It's possible to stretch your entitlement, by taking fewer hours over more weeks of the year (such as 24 hours a week over 48 weeks of the year).

The eligibility code for **<Forename and Surname of child>** is **<child's eligibility code>**.

This code is important as you'll need it to get your 30 hours free childcare. You can find the code in your childcare service account if you need it at a later date. You should contact your childcare provider now to reserve your place. If your provider is not offering 30 hours, you can contact your local council to find out which providers are offering 30 hours in your area.

You can't use this code to claim 30 hours free childcare if your child is in full-time reception. If your child has reached compulsory school age, they won't be eligible for free childcare.

DRAFT

Essential Paperwork to Confirm 30 hours Place at St Bernadette's Catholic Primary School Nursery

Name of Child		
Child's Date of Birth		
SECTION A: COMPLETE FOR 30 HOURS FUNDED PLACE		
Name of parent		
Parent's National Insurance Number		
Parent's Date of Birth		
30 hours free childcare eligibility code		
Date of completion of this form		
I agree to the school checking my eligibility code	Sign:	
I agree to confirm eligibility via my Childcare Service Account every 3 months when prompted	Sign:	
I agree to inform the school if I am no longer eligible for 30 hours free childcare	Sign:	
SECTION B: COMPLETE FOR ALL 30 HOURS PLACES (FUNDED OR NOT)		
If I am **not eligible** for 30 hours free childcare or **become ineligible**, I agree to pay for the additional 15 hours per week at £75 per week	Sign:	
I understand that the 30 hours childcare covers 8:45 – 2:45 each day.	Sign:	
I will pick my child up at 2:45 every day (Circle your choice of yes or no)	Yes	No
I will pick my child up at 3:00 every day at an additional cost of £12.50 per week (Circle your choice of yes or no)	Yes	No
I will pick my child up at 3:15 every day at an additional cost of £25 per week (Circle your choice of yes or no)	Yes	No

Go to https://www.childcarechoices.gov.uk to check for 30 hours eligibility. From this website, you can check for eligibility, apply and receive the Eligibility Code required for this form to secure your place for September.