

Dear parents, we are providers of the Govt funding for the education of eligible children from age 9 months.

There is some paperwork we will need to complete including:

**You will need to go onto the Childcare Choices website to check your eligibility and get a code.

<https://www.childcarechoices.gov.uk/>

**There is a funding contract from the Local Authority which must be in place before funding is claimed.

**We need to input your details into the Local Authority portal within a narrow timeframe, so you must return all the paperwork we give you as quickly as possible.

**If you are a current parent, you will need to renew your parent-provider contract, to take account of the 15 funded hours. If you are a new parent, this will be discussed during the induction process.

Please bear the following very important information in mind:

- It is your responsibility to get a funding code and complete the required documentation within the timescales provided – if you do not do this, we will not be able to offer the funded sessions.
- Providers can charge extra for meals and snacks, outings and non-consumables but you must be able to opt out of these payments and supply your own.
- The funded hours are usually accessible during school term times, which is 38 weeks a year. If you require 'stretched' funded hours over term times and holidays, please ask for more information.
- The funding payment is conditional on you updating your eligibility termly on the Govt portal and re-signing the Local Authority funding contract. If you do not do this, the funding will stop and you will be charged for all your child's booked hours at the normal rate, payable in advance.

We want to help you get the support you are due from the Govt funded hours, so we can put in our claim to the local authority in good time and ensure everything runs smoothly. If you need any help with navigating the changes, please see the Childcare Choices website (link above) and ask for more information.

Thank you.