



May 2023

**Pre-School Sessions for Autumn Term 2023**

Dear Parent/Guardian,

We look forward to your child joining us in Pre-School in the Autumn Term 2023!

Please complete the form attached requesting your preferred sessions. Please note that this form is purely to **reserve** your hours within our Pre-School, and is **not** your Parent Declaration Form for council funding. The Parent Declaration Forms for funding will be sent electronically from Central Bedfordshire Council. There is more information about funding overleaf. If you are not eligible for funding, or it does not cover all of your required hours, sessions are charged at **£13.50** per three-hour session.

At this time, we have availability for all current children on roll to attend full time, if you wish to. We recommend booking the sessions that you will require for the year, as spaces will become full as the year goes on due to our waiting list.

We aim to be flexible in our provision of sessions, and where possible we will of course accommodate when parents/carers need to swap a session or book an extra session. However, this may not always be possible, depending on the number of children already booked in and the staff ratios, which is why we would encourage you to review the sessions that you wish to book. Please note that we only receive funding from Central Bedfordshire Council for the hours that you tick on your **parent declaration form**, so please ensure that you tick the correct hours on your parent declaration form online. Any sessions you would like to book in addition to those on your funding form will require payment at the cost of **£13.50** per three-hour session.

Please complete the form attached, requesting your preferred sessions, and return to the school office by the end of **June 2023**.

Yours sincerely

Mrs L Robbins  
Deputy Headteacher & Early Years Coordinator



Autumn Term 2023

<b>Child's Full Name</b>			
<b>Child's Date of Birth</b>			
<b>Starting Term</b> (Start date can be flexible within the term)	September 2023	January 2024	April 2024

Please tick preferred sessions at **Moggerhanger Pre-School** for child:

	Monday	Tuesday	Wednesday	Thursday	Friday
9am-12pm					
12pm-3pm					

**Second Provider only**

If your child is/will be **attending another setting**, please fill in the boxes below **(leave blank if your child only attends Moggerhanger Primary School)**

<b>Name of 2<sup>nd</sup> Provider</b>					
<b>LA if not Central Beds</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Funded Hours Only at 2<sup>nd</sup> provider</b>					

**Declaration and Submission:**

Please tick to confirm that you understand that by signing this contract you agree with the following conditions of the Free Early Education Entitlement.

I understand that the free entitlement must be free at the point of delivery and that I cannot be charged for this in advance.

I understand that I am entitled to claim for no more than the maximum number of free hours for each period and that any hours my child attends over this will be charged to me by the childcare provider(s).

**MOGGERHANGER PRIMARY SCHOOL**

Blunham Road Moggerhanger Bedfordshire MK44 3RD  
 Tel/Fax: 01767 640270  
 Email: office@moggerhangerprimary.co.uk  
 Website: moggerhangerprimary.co.uk





- I have received detailed information from the childcare provider above regarding the Free Early Education Entitlement and advised of any additional services available for my child and I understand that I will have to pay fees for these services if I want to receive them.
- I understand that I cannot change provider(s) within one term of this agreement, unless the reason for it is covered by the one of the circumstances detailed in the guidance notes of this form and I have advised the childcare provider and the Local Authority.
- I confirm that my child will be regularly attending the pre-school education hours as indicated above and that if my child is attending more than one provider, all providers and the total number of hours I am looking to claim at each provider, have been listed on this form.
- I understand that if I have given any false information on this declaration, I may be asked to reimburse the Provider.
- I confirm that I have shown the provider proof of my child's current address and date of birth.
- I confirm that I have read and fully understood the guidance for parents/guardians completing the declaration form
- Yes, I confirm that I understand that having a place at the pre-school does not guarantee my child a place in Reception Year, I must still make a Starting School application to the School Admissions Team as there is no automatic transfer to Reception Year.

**Parent / Guardian:**

<b>First Name</b>	
<b>Last Name</b>	
<b>Date of Birth</b>	
<b>National Insurance Number</b>	

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## Funded childcare for all 3 and 4-year olds



Free nursery education is available to all 3 and 4-year olds. If your child's third birthday falls between:

- 1 April and 31 August they qualify for funding from 1 September
- 1 September and 31 December, they qualify for funding from 1 January
- 1 January and 31 March, they qualify for funding from 1 April

The maximum Nursery Education Funding you can claim per week for each child is 15 hours. If you wish to claim the maximum 15 hours, you can do this over no more than 38 weeks of the year, which equals 570 hours in total. Free Nursery Education Funding can be used at registered childcare providers such as:

- day nurseries
- pre-schools / playgroups
- nursery schools / classes
- childminders

You can split your free nursery education hours between 2 providers if you wish.

You can claim a maximum of 10 hours on one day. The minimum is 3 hours. If you use your free nursery education hours over 2 days or more, you can claim the maximum of 15 hours per week. With the agreement of your childcare provider, you can stretch your 570 hours over more than 38 weeks per year, in accordance to the funding periods we set. You will not receive more than the maximum hours per funding period. Please discuss your individual requirements with your childcare provider.

### **How to apply**

Once you have chosen your provider and feel confident your child will be happy there, register with them by completing a Parent Declaration Form, which they will provide.

You will need to provide proof of eligibility for the free entitlement (date of birth and proof of address) and decide on the hours your child will be attending for the entire funding period or academic term. You should not be charged anything for the free nursery education hours, but any hours your child attends over the free entitlement are chargeable to you at your childcare providers usual rate. You should be clear on what fees will be when registering.

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Your provider may charge you for breakfast, lunch or snacks. You should be given the option to opt out if you wish. You do not have to buy additional hours or 'top up' costs to receive the free nursery education hours. Remember to inform Tax Credits of any reduction in your nursery fees. The free entitlement does not affect any means tested benefits.

## Funded childcare for working parents of 3 and 4-year-olds



Eligible working parents of 3 and 4-year-olds are entitled to up to **30 hours** of free childcare and early education per week, for 38 weeks of the year. Key points to note:

you do not have to use the full 30 hours each week

childcare providers might allow you to spread the free hours across the year. For example, if a provider is open 51 weeks of the year, they could offer you 22.25 funded hours a week

childcare providers do not have to offer the 30 free hours and not all providers will

you can claim up to 30 free hours between up to three providers – but you cannot claim hours at more than two sites in a day

You can claim the 30 hours entitlement from the term after your child's third birthday. Terms start on 1 January, 1 April and 1 September.

You can continue to receive the 30 hours until your child reaches statutory school age or attends school in reception class (Year R).

### **Eligibility criteria**

To check the full eligibility criteria and exceptions to eligibility visit HMRC's [Childcare Choices website\(link opens in new window\)](#).

### **How do I apply?**

You need to apply for the 30 hours via HMRC's [Childcare Choices website\(link opens in new window\)](#). If you do not have access to the internet, you can call the Childcare Service Customer Interaction Centre on 0300 123 4097.

You can apply for the 30 hours up to 16 weeks before your child becomes eligible.

If you do not apply before the start of the term you want to start claiming the 30 hours, **you will not be able to receive the free hours that term**. It is important that you apply in advance to ensure you get your entitlement.

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