



How do I get 30 free hours of childcare?

*NB not every family will qualify for 30 free hours of childcare. Parents are responsible for providing the nursery with an eligibility code in time if they are in fact entitled to said hours.

The following is the parental responsibility.

When do I need to get my eligibility code?

You can apply for the code (URN) to get the 30 free hours when your child is 2 years and 10 months old.

Karen Millen must receive the eligibility code (URN) no later than a week before the end of the term before your child is eligible. We need the code **BEFORE** the term in which the child is eligible or that term will not be discounted.

Eg. If eligible from September term, the code needs to be with Karen by August 25th

When would the discount come off my invoice?

The term **AFTER** your child turns 3 years old is when you may be able to get a discount.

So if your child is 3 years old in November, your child is eligible from the January term for the discount.

If the eligibility code is not given to Karen in time, the discount will be postponed until the following term.

How do I apply for the funding?

Step 1.

Get your eligibility (URN) code from: childcarechoices.gov.uk

*If you are having difficulty completing the eligibility process on the HMRC Childcare Choices website, contact HMRC on 0300 123 4097 or childcare.taxfree@hmrc.gsi.gov.uk.

Step 2.

Email your code to: Karen.millen@st-saviours.waltham.sch.uk

Step 3.

Ensure you have completed the form entitled ' Appendix A: Parental Declaration form.'

The form can be confusing. For this reason, we will complete the form for you as long as you fill in your address and sign it. *We will fill in the URN code for you as we need to check it is valid first.

Step 4. – applying for addition days – if wanted

If your child already has a five day a week booking (8-6), you will be able to access all of your 30 free hours! You will be accessing 6 hours per day, over the five days totalling 30 free hours.

If, however, your child attends less than 5 days a week, you will NOT automatically get extra days. I must reiterate, once again, that we cannot automatically give you an extra day due to space restrictions set by the



government. If you wish to utilize the 30 free hours, you must apply for additional hours using the 'additional hours' booking form. We may or may not have space for your child.

For example, if a child attends Monday, Tuesday and Wednesday and you provide us with a valid eligibility code, you will have your 3 days (M,T,W) at the discounted rate in which 6 hours are free. The cost for these days would only be £29 from 8-6. This also means you are missing out on 2 days-Thursday and Friday's- funding. So if you wish your child to now attend on the Thursday and Friday, you need to make an application to do so. In this scenario, let's say that you have made the additional hours request but we only have space on the Friday but not the Thursday. Your child could access the 6 missed hours from the Thursday at another provider.

*Please be aware that if you go on holiday for **more than 2 weeks**, you will have to pay the full price (eg. £53 a day) as you will not be allowed to claim for government funding. The government will allow you to claim for 2 weeks of holiday consecutively but no longer than this.