

### Parent/Carer Guide

**CHILD DETAILS** – please fill out your child's details and provide your childcare provider with proof of age for your child, for example a birth certificate or passport.

**PARENT/CARER DETAILS** – Please fill out your details so we can check for EYPP which can provide additional resources for eligible children and 30 hours funding for working parents (you must apply for a 30 hour code through [childcarechoices.gov.uk](http://childcarechoices.gov.uk) and enter this in the parent details section.) To receive 30 hours funding you must apply for the 30 hour code before the start of term:

- To receive 30 hours from 1<sup>st</sup> September a 30 hours code must have been applied for by 31<sup>st</sup> August or before.
- To receive 30 hours from 1<sup>st</sup> January a 30 hours code must have been applied for by 31<sup>st</sup> December or before.
- To receive 30 hours from 1<sup>st</sup> April a 30 hours code must have been applied for by 31<sup>st</sup> March or before.

You must revalidate your eligibility to access the 30 hours entitlement with HMRC every 3 months through [childcarechoices.gov.uk](http://childcarechoices.gov.uk).

**FUNDING DETAILS** – Please fill out the hours you would like your child to attend. If your child also attends at another childcare provider please fill out the hours they attend there as well. Only fill out the extended hours box if you have an eligible 30 hour code.

If your child is moving providers please check if there is a notice period (often 4 weeks) and enter the date your notice period finishes. This is to ensure you are not being double funded.

**DISABILITY ACCESS FUNDING** – If your child is in receipt of disability living allowance then fill out this section. You will need to provide your childcare provider with a copy of your child's disability living allowance certificate. If your child attends 2 childcare providers you will need to nominate one to receive the annual grant of £615.