



Dear Parents,

In order to qualify for the 15 hours 3-4 year old funding for your child(ren) you are required to complete the attached declaration form for the full academic year 19-20. Children become eligible in the funding period after their third birthday and remain eligible until they start full time school, by the term after their fifth birthday.

If you have been entitled to the funding before then you need only complete this form. If it is the first time you have applied then you will need to present your child's birth certificate or passport to the office for a DOB check as required by Herts County Council.

Please complete the sections as follows:

Section A

- Child details (main)
- Parent/Carer details

Section B

- Provider details, only if you are splitting the funding with other childcare providers.

Section C

Funding Periods (3&4 year old column), have been prepopulated for you for all 3 funding periods/ terms, but please cross out a term if it is not applicable.

- *No. of days per week 5*
- *Total hours per week (18.33 Nursery, 32.5 Reception)*
- *Total free hours per week 15*

Parent/Carer declaration – please sign and date

Present copy of passport of birth certificate to the Office with the forms if 1st application.

For our Nursery children the 15 hours will be made up as follows:

Monday to Friday 8.30am to 11.30am term time only. (Term times will be the usual St Hilda's term time as per the website).

As our current nursery session is 8.20am-12.00pm the cost for the extra part of the session would be £424 per term, invoiced in advance. This can still be paid for using childcare vouchers.

Additional charges will remain the same for this academic year (invoiced in arrears at the end of the Autumn term):

- Breakfast club – free
- Lunch session - £11 per session
- Afternoon session - £32.50 per session
- After school club – free



It is possible for you to just take the 15 funded hours i.e. 8.30am-11.30pm so drop your child off at 8.30pm and collect at 11.30am. If you wish to do this please also let me know when you return your completed form. Any changes to this will only be made on a termly basis.

If you have any queries please contact childcare@hertfordshire.gov.uk or contact me at bmanager@sthildasharpenden.co.uk

Kind regards

Mrs Taylor