



Dear Parents

Government Free Early Education Funding Entitlement

All 3 and 4 year old children, who are eligible, are entitled to 15 hours free childcare per week for 38 weeks a year. The 15 hours are more flexible than the previous 5 x 2.5 hour sessions and the requirement of the flexibility is that every parent has access to free entitlement at such times which meet your needs.

This means that you have 15 hours free childcare per week and you can claim anywhere between 2.5 to 10 hours in one day in half-hour increments. The 15 weekly hours can be made up of the following sessions:

Morning session	9:00-11:30	2.5 hours
Lunchtime session	11:30-12:30	1 hour
Afternoon session	12:30-3:00*	2.5 hours

*If a 3:30 finish is more convenient you can opt to pick your child up at 3:30 and this half an hour can still be included as part of your voucher entitlement. This will be agreed at the beginning of each term.

Please note you can now include lunchtime in the 15 hours, so you will no longer be charged for lunch if you wish to include it. **Breakfast club and afterschool will not be included in the vouchers.** The government have stipulated that you cannot claim more than 12.5 hours over 2 days and that you are entitled to access 15 hours free and you do not have to pay for any additional hours above 15 if you do not want to. Below is a table of how our sessions can be built up to use your 15 hours.

Examples of how 15 hours can be used:

Session combination	Actual hours	Voucher hours
5 mornings or afternoons	12.5	12.5
5 mornings and lunch	17.5	15
1 day (morning, lunch and afternoon)	6	6
2 days	12	12
2 days and 1 morning	14.5	15
4 mornings and lunch	14	14

1 day is a morning pre-school, lunch and afternoon pre-school – it does not include breakfast or afterschool.

We will issue each parent with a termly parental contract stating the agreed number of weekly hours and what sessions you are claiming. If your weekly hours go above 15 we will also ask you in this contract whether you are willing to pay for the additional hours. If you do not want to pay for additional hours we will specify at what session and time you need to collect your child.

Your free entitlement will be calculated based on our hourly rate and this amount will be deducted off your bill. The bill will reflect the outstanding amount not covered by the free entitlement.

If your child attends another setting you are still able to split your vouchers between 2 settings you just need to ensure that the total claimed between the two settings is 15 hours.

If your child is 3 between the following dates then your child is eligible for the free entitlement:

If your child is 3 between	They are entitled to a maximum of 15 hours per week from
1st April 2011 – 31st August 2011	September 2011
1st September 2011 – 31st December 2011	January 2012
1st January 2012 – 31st March 2012	April 2012
1st April 2012 – 31st August 2012	September 2012

Each year (starting in April) the government outlines the number of weeks per term every child is entitled to free early years education. If the length of the Hollies term exceeds this number of weeks, then the parent will be invoiced full fees for the additional weeks. If parents find these fees difficult to pay then please see the administrator and a mutual term of repayment can be agreed.

Many Thanks

Liz Taylor