

GUIDANCE ON COMPLETING THIS FORM

All children are entitled to Government funding from the period after their 3rd birthday until they start state school. *Please ask your setting if you need help determining your child's eligibility for a free place.*

Gloucestershire County Council will fund a place for your child to attend a maximum of 2 settings for up to:

- **A maximum of 15 hours per week**
- **A minimum of 2 ½ hours per day**
- **A maximum of 10 hours per day**
- **If the setting opens for 33 weeks per academic year you can claim funding for 11 weeks per term**
- **If the setting opens for 38 weeks per academic year you can claim 14 weeks funding in the Autumn term and 12 weeks in the Spring and Summer terms.**

You will be responsible for paying any additional daily attendance over 10 hours, regardless of whether your child's total weekly attendance totals 15 hours or less. It is very important that you understand and agree to any additional costs that you may be liable for.

Sharing of Funding:

From 22nd April 2014, if your child attends two childcare providers, you can choose to use your free hours at one setting or split the hours between the two, up to a maximum of 15 hours per week.

You should complete forms for both providers and detail the total hours attended per week and the total hours claiming per week, even if you aren't claiming any hours.

If the claim exceeds 15 hours per week we will share the funding fairly between the 2 settings.

You must ensure your childcare providers are aware of your choices so that they can charge you correctly for additional hours and services.

Please ask both settings to show you how the funding is shared so that you are aware of any extra costs you will have to pay them.

Stretched Funding

From 22nd April 2014 you can take your hours either termly (over 38 weeks) or spread over the full year (50 weeks), if available at your chosen childcare provider, up to a total of 570 hours per year.

You can only stretch your funding at ONE setting.

Please discuss with your childcare provider, if they are able to offer you this option and what additional hours and services you will be liable for.

Situations where the amount of funding received may be affected:

- Your child arrives after the term has started
- Your child moves from one setting to another during this funding period

If this applies to your child please ask your setting(s) what to do.

If you need help completing this form, please ask your setting.

FREE FOR 3 & 4 FUNDING TERMS & CONDITIONS

IMPORTANT: By signing this form you understand and agree to the following:

- As a parent/guardian, you understand it is your responsibility to provide us with accurate details of all the settings and hours that your child attends.
- You must complete a separate Declaration Form for each setting your child attends.
- You understand how the funding works, and are aware of any extra costs that are not covered by Free for 3 & 4 funding.
- You agree to pay these extra costs direct to the childcare provider(s) in question.
- If your child moves from one setting to another during this period, you and the childcare providers must ensure we have received paperwork relating to the move, from both providers. If we do not receive this paperwork we will not be able to transfer any funding and you may become liable for charges.