



Dear Parents/Carers,

Below you will find some information that may be useful when starting to use our nursery or wraparound care provisions:

Tax Free Childcare

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). If you are eligible for Tax-Free Childcare, you will be required to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

<p><i>What you can use Tax-Free Childcare for:</i></p> <p>You can use it to pay for approved childcare, for example:</p> <ul style="list-style-type: none">• Childminders, nurseries and nannies• After school clubs and play schemes	<p><i>Eligibility:</i></p> <p>Your eligibility depends on:</p> <ul style="list-style-type: none">• If you are working• Your income (and your partner's income, if you have one)• Your child's age and circumstances• Your immigration status
---	--

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both. You will be assigned a Tax Free Reference, please provide this over email once this has been confirmed to allow us to register your payments.

30 Hours funding

You can get 30 hours of free childcare per week for 38 weeks of the year (during school term time).

Eligibility:

Your eligibility depends on:

- If you are working
- Your income (and your partner's income, if you have one)
- Your child's age and circumstances
- Your immigration status

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

Your income:

Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £1,976 if you're aged 23 or over
- £1,909 if you're aged 21 or 22
- £1,420 if you're aged 18 to 20
- £1,000 if you're under 18 or an apprentice

<i>When your child turns 3</i>	<i>When they can get 30 hours from</i>	<i>Recommended time to apply</i>
1 st September to 31 st December	Term started on or after 1 st January	15 th October to 30 th November
1 st January to 31 st March	Term starting on or after 1 st April	15 th January to 28 th February
1 st April to 31 st August	Term starting on or after 1 st September	15 th June to 31 st July

Applying for school

You must still apply for a place, even if the school is linked to your child's current nursery, infant or primary school. When you fill in the form (online or on paper) you'll be asked to list the schools you're applying for in order of preference.

Listing only one school will not increase your chances of getting a place there. You must apply for a primary school place a year before your child can start school.

Applications open in September and close on 15 January. Your child will be 3 or have just turned 4 when you apply. Councils will send offers of school places in April.

- You must accept the offer by the deadline given in the offer letter. Otherwise it may be withdrawn and the place given to someone else.
- The local council must provide a place at another school, if your child is not offered a place at any of the schools you've applied for. This is usually your nearest school with places still available.

15 hours funding for 2, 3 and 4-year-olds

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan

- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year the term after a child's third birthday.

Fees and ParentPay

We have a fantastic finance team within the Trust who process our invoices and monitor receipt of payments.

Nursery: payments are billed one month in arrears at the beginning of the following month. These payments will be uploaded to your ParentPay account. The account will be activated once you enter your log in details, following a letter sent from our finance team. If you pay via Tax Free Childcare Credits, the ParentPay fees will be manually adjusted on receipt of the credits. We require 4 weeks' written notice of any changes to your agreed attendance times. **If you do not use a pre-booked space and have not given 4 weeks' notice, you will still be charged.** This is necessary so we can ensure we are effectively meeting our staff-to-child ratios.

Wraparound Care: if your school-aged child attends our Owls breakfast and/or afterschool clubs, the following will apply:

Owls invoices are billed weekly in arrears and uploaded to your school's ParentPay account. We require parents/carers to book in their fixed sessions **which will be charged each week whether they are attended or not** unless we receive 2 weeks' advance notice. Please ensure any absences are reported to your Owls provision to allow our nursery practitioners to effectively maintain safe practice and safeguard your child. Non-reported absences will cause concerns on collection from school.

If you require an additional session, we need at least 2 weeks' notice to check our capacity as our Owls sessions must run within a ratio system. Our staff are highly qualified but our qualifications differ from those of teachers. We can only have a fixed number of children at any one time to maintain safe practice. Please therefore ensure you have booked your sessions in advance as we are not able to accommodate ad hoc requests.

Term time

Our SMART Nurseries are currently open term time only for 39 weeks of the year. If you receive nursery funding, there may be a shortfall at the end of the year where your funding will finish earlier than our closing date for the academic year. Options will be available for you to book your child in for this last part of the term. Please keep an eye out for our Newsletters and emails and follow us on Facebook.

Requirements within our SMART Nurseries

We kindly ask that you provide the following items for your child during their attendance at nursery:

Autumn Term: winter hat, gloves, scarf, wellie boots, splash/puddle suit and a waterproof or thick winter coat

Spring Term: waterproof/rain-resistant coat, wellies, splash suit

Summer Term: loose-fitting clothes, sun cream, sun hat

During all of our terms we also require:

Spare clothes (T-shirts, trousers or leggings, socks, jumper), drinks bottle, nappies (if required), wet wipes, nappy sacks and Sudocrem.

If you would like any guidance on lunch box ideas, please send an email to rsharman@liskeard.net