



## **Hughenden Hoppers – ‘Leap into Learning’**

### **Booking Form**

For a maximum of 38 weeks, all 3 and 4 year olds are entitled to 15 hours of Universal Free Entitlement childcare per week during the academic term, from the start of the term after their 3<sup>rd</sup> birthday. The term cut-off dates are as follows:

Child's birthday before:	Term child is entitled to funding:
31 <sup>st</sup> March	Summer Term
31 <sup>st</sup> August	Autumn Term
31 <sup>st</sup> December	Spring Term

Some parents of 3 and 4 year olds will be entitled to an additional 15 hours of Extended Free Entitlement childcare per week for the academic term (ie: 30 hours per week per term in total).

The parents' eligibility for Extended Free Entitlement is determined solely by HMRC. Buckinghamshire Council or Hughenden Hoppers have absolutely no influence over this decision. If you fall out of eligibility, you will be charged privately by Hughenden Hoppers for any hours over your entitlement or asked to reduce your hours.

It is the parents' responsibility to do the following:

- Check their entitlement on the HMRC website – this has to be re-validated every 3 months when prompted by the HMRC via text or email. Parents must notify the provider of the eligibility code in order to verify your funding entitlement.
- Complete the Parent Provider Agreement.
- If your child attends more than one provider, parents must clarify which provider is delivering the Universal Free Entitlement hours not the provider.
- Complete and return all documentation in a timely manner to ensure places are secured.
- Provide evidence of your child's date of birth.
- Check for eligibility for Early Years Pupil Premium (EYPP). Parents can apply online and if applicable, notify the provider of the eligibility code.  
<https://www.buckscc.gov.uk/services/education/early-years-and-childcare/apply-for-the-early-years-pupil-premium/>. Children adopted from care are eligible for EYPP but cannot be checked online, please note this does not apply to adopted families. For children adopted from care, please complete the form and return to your provider.
- Notify the provider if you child is unwell and unable to attend preschool. For children absent for more than 4 weeks due to holidays or pilgrimage, will result in your place being offered to another family.
- If you are using Childcare Vouchers for funding sessions over and above the 15 hours, please ensure you provide full contact details to the school office in order that school can register with your provider.

Child's Full Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_\_\_

Expected start date: \_\_\_\_\_

Day	AM 8.45- 11.45am	PM 12.15- 3.15pm	Lunch supervision 11.45-12.15pm Charged at £3.25 per day (Not incl in funding)	Hot Lunch Charge £2.70 paid to The Kids Lunch Company at point of order	Funded Hours: 15 or 30 (see notes on previous page)	Hours requested outside of funded hours (invoiced separately each term)	Total hours to be charged outside of funding @ £6.50 per hour
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
			£	£			_____ hours £

	Name of provider	M	T	W	T	F	Number of funded hours per week	Start date of funded place
Universal Hours provider (max 15 hours)								
Extended hours provider for eligible working parents (max 15 hours)								

Please note invoices for session times outside of funded hours must be paid for within 30 days of issue. Please note that payment is still required for all absences including holidays and illness. This is in line with our Preschool Fees Policy which can be found on our school website. The minimum booking is 2 days per week or 4 AM or PM sessions.

I understand by signing below, I am entering into a contract with Hughenden Hoppers and will be charged for any hours falling outside of any funded entitlement plus any supervisory lunchtime costs which are not included within the 15/30 hours funding. All charges for school lunches will be paid directly to The Kids Lunch Company. **Any change to bookings must be noted on a new booking form and will be applicable for the next full term.**

If you have any queries in completing this form, please contact the school office on 01494 562501 or email us on office@hughendenprimary.co.uk

Parent Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

For office use only	
Update Arbor session times	
Amendments to registers	
Confirmation to parents	
Staff informed	
Amendments to invoicing	
Admission pack sent	
Transition visit arranged	