



## **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:

<b>Child's birthday before:</b>	<b>Term child is entitled to funding:</b>
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 County 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-childddcare/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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Day	AM 9-12pm	PM 12.30- 3.15	All Day 9-3.15	Lunch 12-12.30	Hot Lunch Charge £2.40 + £2.20 supervision Total £4.60 per day	Funded Hours: 15 or 30 (see notes on previous page)	Hours requested outside of funded hours (these will be invoiced separately)	Total hours to be charged outside of funding @ £4.33 per hour
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
					£			_____ hours £

Are you using Childcare Vouchers to fund any sessions? YES/NO    If YES, what is your provider? .....

Total Amount to be invoiced (Hot lunches, supervisory charges and non-funded hours £\_\_\_\_\_)

Are Hughenden Hoppers your Universal Free Entitlement Provider? YES/NO (please circle)

Please note invoices for session times outside of funded hours must be paid for a term in advance. 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.

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 hot lunch costs. **Any change to this must be noted on a new booking form and will be applicable for the next full term.**

Our Pre-School Fees Policy can be found on our school website under 'About Our School'/Preschool and also under 'Policies'. Here you will also find our Q & A sheet for the preschool along with a copy of our Hughenden Hoppers Booking Form and all the funding forms for Universal and Extended Hours.

If you have any queries in completing this form, please contact the school office on 01494 562501 or email @ [office@hughendenprimary.co.uk](mailto:office@hughendenprimary.co.uk).

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

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

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

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

Updated 27<sup>th</sup> February 2020