

Terms and Conditions

You will be required to sign a Privacy Notice. This will be given to you by the childcare setting. It is important that you read the notice carefully and be sure that you fully understand what you are signing. If you are unsure, you should ask the staff at the setting to explain it to you.

My Notes / Questions to ask:

For further information on how to access your free child place, or, if you are a setting and would like further advice, please contact Staffordshire Family Information Service **0845 650 9876** or www.staffordshire.gov.uk/eyc



15 hours of FREE Nursery Education

for every 3 and 4 year old in Staffordshire

All 3 and 4 year olds in Staffordshire are entitled to receive 15 hours each week of free child places at approved settings.

Your questions answered

When can my child receive their free place?

Your child is eligible from the term after their 3rd birthday. The free child places are only during term time :

Children born between:	Free places start from:
1st January - 31st March	Summer term
1st April - 31st August	Autumn term
1st September - 31st December	Spring term

How do I claim the free 15 hours?

No money or vouchers are passed to you. The funding is paid directly to the setting, which applies for funding for your child. The 15 hours are then automatically deducted from your childcare bill.

Your child can attend any childcare provider that is registered to provide free places, as long as they have places available. Providers may include:

- ❖ Childminders (must be accredited)
- ❖ Day Nurseries (Private, voluntary or governor run)
- ❖ Pre-schools and Playgroups
- ❖ Children's Centres
- ❖ Creches
- ❖ Maintained Nursery Schools and classes (available in the September following your child's third birthday).

To find out how and where you can access free places for your child, please contact Staffordshire Family Information Service 0845 650 9876

Do I have to pay anything?

No. If you only receive your free 15 hours then you should not be asked to pay anything. You **do not** have to attend the setting for extra childcare, you can simply attend for the free hours. If you do use extra childcare then you should pay the individual provider's standard rate.

Can I still claim Tax Credits?

Yes. However you must inform HM Revenue and Customs that you are receiving free child places to ensure that you are paid the right amount of Tax Credits.

How is the 15 hours spread over the week?

You should discuss this with your setting(s). Some may offer specific packages and some may be fully flexible to your requirements. The 15 hours has to be taken over a minimum of 3 days. You may choose to have the 15 hours split between a maximum of 2 providers.

What if I want to change setting?

From Spring Term 2011, if you wish to change setting part way through a term, you can do so and the funding should follow your child to their new setting. It is the responsibility of the setting your child leaves to inform the Local Authority - otherwise they would be over-claiming.

