

## Extended Entitlement for Working Parents

At Parkview Nursery all children are offered 15hrs of free education. We can also provide up to an extra 15hrs if parents qualify. This means your child may be able to attend nursery up to 30 hrs per week.

Working parents or single parents who think they may be eligible for extended hours at nursery should apply **the term before** you intend to use any extra hours. Log on to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and register for 30hrs Free Childcare (ages 3&4). You will also be asked to set up a 'Gateway' account with HMRC.

You will also need to apply for any extra hours on the usual nursery application form. This will ensure that we have all the provisions in place before your child starts nursery.

If you meet the criteria you will be issued with an eligibility code which lasts for 3 months. You will need to bring this code to nursery, along your NI number and child's date of birth for us to check.

You will get a reminder to self-verify this code approx 4 weeks and then 2 weeks before it expires. How you get reminded depends upon whether you selected 'text' or 'email' when you initially set up your 'Gateway' account. Please look out for any notifications from HMRC which is prompting you to look in your 'Gateway' account. It's important you respond to this prompt to ensure your extra hours are in place for the next term.

Extra hours may be split between two providers. For example, you may wish to access some extra hours at Parkview Nursery during term time, and use other hours during the holidays with a childminder or Stepping Stones. With some providers you may need to give notice if you wish to change your hours or cancel them, this may be 30 days or more.

You can access between 1-15 additional hours per week and these can be used flexibly over the week. Here are some examples of how some of our families are accessing their extra hours:

Monday – Friday 8:45 – 2:45 (30 hours)

Monday, Tuesday and Friday 8:45 – 2:45 (18 hours)

All day Monday and Tuesday then Wednesday, Thursday and Friday mornings (21 hours)

If you experience any technical difficulties please ring the HMRC Helpline 0300 123 4097 or if you need any more information please contact the office and we will be happy to assist.

Important Dates	
If your child starts nursery in:	You need to apply for extra hrs:
September	Before 31st Aug
January	Before 31st December
April	Before 31st March