**What are funded hours?**

Currently every child who is 3 or 4 years old is entitled to 15 hours of council funded child care in an approved setting such as child minders, pre-school or nursery.

Funding for 2-year olds is not currently available universally, but if you are in receipt of certain benefits you may qualify for funding. For up to date information on this please go to Wiltshire Councils website, under ‘Services’ select Early years and childcare, and you should see the box Free funding for 2 years olds.

There may be some other circumstances where you may apply for the funding, but in all cases, we advise you to visit the Wiltshire Council website for more details.

**When can I start claiming the funded hours?**

This will depend on when your child’s birthday is:

* Child turns 3 on or before the 31 March - eligible from 1 April.
* Child turns 3 on or before the 31 August – eligible from 1 September.
* Child turns 3 on or before 31 December – eligible from 1 January.

Your child becomes eligible for the funding in the first full funding period following their third birthday

**Can I split the funding between different pre-schools, child minder or nurseries?**

Yes. Under normal circumstances you can split the funding between a maximum of two settings.

If you are splitting between 2 providers, this must be agreed at the start of each funded period. For example, your child starts the Autumn term with 15 hours funding at nursery A, part way through you want to reduce the hours to 12, and use 3 hours at nursery B. In this example nursery B will not be able to claim the 3 hours and you may be asked to pay.

In certain circumstances you may be allowed to split the funding between more than two. For more information we suggest that you check the Wiltshire Council website before you complete any forms.

**Is there is minimum number of hours I can claim?**

No, there is no minimum session length; however, the minimum session length we offer is 3 hours.

A maximum of 10 hours can be offered in any one day. Please remember that the maximum number of hours provided by Rub-A-Dub in any one day is 6 hours.

**How do I claim the funding?**

The funding is paid directly to the provider. We will ask you to complete the relevant Wiltshire Council form (Parent Declaration) at the start of the funded period. This allows us to complete the headcount form from the council for the hours you want to claim for your child at our setting.

You will also be asked if you are splitting the entitlement with another setting.

In order to claim the funding the setting must see either your child’s birth certificate or passport. This verification is only done once and not every time a headcount is required.

**When must I complete the form and show my child’s birth certificate/passport?**

We usually ask to see a passport or birth certificate before your child starts at the pre-school. You will be asked to sign the Parent Declaration form at the start of each funded period (Autumn, Spring or Summer) providing your child is eligible.

**What happens if the form is not completed or date of birth checked?**

Rub-A-Dub is required to complete a headcount form that collates all the children details and funded hours being claimed before or during the headcount dates. If we do not have your completed form and have not seen the birth certificate or passport, we will not be able to claim the funded hours for your child and you will be liable to pay the standard fees for your child’s sessions.

**What happens to the forms?**

Wiltshire Council requires us to keep these completed forms for 7 years. At any time, the council may request to see the forms for auditing purposes. The forms will be kept safe and secure and access will be restricted to only those who need to see them. Please be assured that Rub-A-Dub takes the relevant steps to ensure the safety of any data we may hold on your child.

**What is a headcount?**

Wiltshire Council requires settings to declare how many hours each child will be claiming for that setting during a certain week. This is known as a ‘headcount’. Headcounts are required to be done in the Autumn, Spring and Summer (around September, January and April).

Wiltshire Council uses the information gathered to calculate the amount of money to be paid to Rub-A-Dub for providing free entitlement care. The Council also cross check the details with other providers to ensure no more than 15 hours is being claimed.

**Can my child do more than the 15 hours of free entitlement?**

Yes. Rub-A-Dub can provide additional care which will be charged at our normal rates dependant on the age of your child. Details of our current fees and session times can be found on our website.

At the start of each term you will receive an invoice requesting payment. Your invoice will detail the number of hours being funded and those that you are paying for.

You may also be eligible for the extended offering of up to 30 hours of childcare. Please visit our website and look at the Fees & Funding tab for more information. There are also more details about help with childcare costs on the same tab.

**Can I claim up to the maximum allowed even if my child is not attending the pre-school?**

No. Your child must be regularly attending the pre-school for the number of hours that you sign to on the Parent Declaration form. If you require extra hours during the funded period and the pre-school is able to provide the care these will need to be paid for.

**Useful contacts:**

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| **Wiltshire Council**  To get to the Early years and child care section:  http://wiltshire.gov.uk/child-care | **Rub-A-Dub Pre-school**  For more information about our pre-school including fees and session times:  [www.rubadubpreschool](http://www.rubadubpreschool).com |
| **Ofsted**  To see an inspection report and more information about early years child care  www.ofsted.gov.uk/early-years-and-childcare |  |