26th May 2016

Dear parents,

In September 2016, after the summer holidays, is when the new grant period starts. Every new term you have a chance to extend or change the hours your child currently does.

As part of our agreement with Hampshire County Council, we MUST strive to offer some 2 year olds, all 3 and 4 year olds 15 hours extended flexible entitlement. This means

* 15 hours per week are offered during term time to some children who are 2 year old; would usually receive free school meals, and all children above 3 and a term (the term that follows their 3rd birthday).
* Flexible means that we try to suit all families needs where possible.
* Some 2 year olds and all 3 + a term and 4 year olds MUST get this FREE with no other charges, apart from lunches (which is provided by the parent).

Our hours are as follows:

Monday to Friday

Morning session: 9.00am - 11.30am

Lunch time: 11.30am - 12.00pm or 11.30-12.30pm or 12pm-12.30pm

Afternoon session: 12.30pm - 3.00pm

With the option of attending one or more sessions (including a whole day or week).

Please state on the 2nd page what hours you would like your child to have. If you still want the same hours as this Easter term, you will not need to fill out this form. Please ensure that you return the form by **10th June 2016** if you would like to change the hours.

Priority will be given for children who do not yet attend 15 hours per week in birth order (oldest first). A confirmation letter will be sent out, detailing the any changes in hours if available. Please note in April we have a high number of children taking up hours.

Please state below what hours you would like your child to attend from 7th September 2016:

You can choose to have one or more sessions per day.

 Any hours that are not funded either by 2-year funding or flexible entitlement will be charged at the normal fees which is £4.40 per hour. An invoice shall be sent to you in the new term.

**Please place ticks in all the sessions you wish your child to attend.**

|  | 9am-11.30am | Lunch club11.30am-12pm | Lunch club12pm-12.30pm | 12.30pm-3.00pm |
| --- | --- | --- | --- | --- |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

We shall strive to ensure we meet the hours you have requested.

An offer shall be sent out before the end of this term.

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_