

# New Starters Information Pack



**'Be the best me!'**

Be responsible, Be respectful, Be reflective



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Welcome!

Thank you for choosing for your child to attend Little Seahorses Nursery at Chapel St Leonards school. We are very excited to get to know you and your child and look forward to supporting them on their first crucial years of education. We pride ourselves on creating a love of learning through engaging and meaningful learning opportunities which will open doors into the wider world through a carefully planned, play-based curriculum.

In this pack, you will find all of the information needed to prepare yourself and your little one for nursery.

If you have any further questions or would like any additional information, please do not hesitate to contact the school office or one of the nursery staff when your child starts.

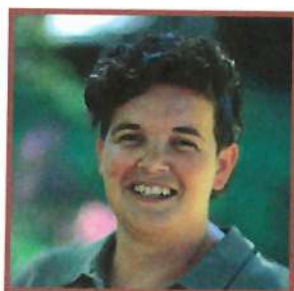
Miss Emma Pettit

Assistant Headteacher and Early Years Leader.

### Key Members of staff



Miss Appleton (Nursery Supervisor)



Miss Turner  
(Executive Headteacher)



Mrs Stones (Nursery Supervisor)



Miss Jarvis  
(Nursery Apprentice)



Miss Pettit  
(Early Years Leader)



Miss Vines  
(Designated Safeguarding Lead)

The children in nursery will benefit from a carefully planned and balanced curriculum which encompasses taught sessions as well as opportunities to work in small groups and independently. There is a balance between adult led and child chosen activities. We run a system called Plan-Do-Review where the children will be supported to identify areas they would like to explore and play. Staff then skilfully support children when playing to extend their learning, language and understanding.



## Starting nursery

To help your child get ready for nursery there are a few things that you can practise at home.

- ◆ Toileting - please help your child use the toilet independently.
- ◆ Conversation - practise speaking and listening, taking turns to respond modelling clear speech.
- ◆ Eating - please help your child to start to use a knife, fork and spoon to eat meals.
- ◆ Dressing independently - support your child to put on coats.
- ◆ Taking turns - help your child to learn to share, play collaboratively and learn to lose some games.
- ◆ Managing feelings - talk to your child about how they feel and how to manage these feelings.

**Please label all clothing and belongings.**

## The Nursery Day

Throughout the sessions there will be lots of different activities and learning opportunities. Below is a sample timetable to show what a typical day in nursery will look like.

### Morning Session Children

- 08:50am Doors open and self registration
- 09:00am Plan-Do Review
- 10.40am Snack time and adult led small group time
- 11.00am Free Flow
- 11.30am Story / Music
- 11:50pm Morning Session children go home

12:00pm Lunchtime for all day children

### Afternoon Session Children

- 12:30pm Afternoon session children arrive and self registration
- 12.35pm Plan-Do-Review
- 02.05pm Snack time and adult led small group time
- 01:25pm Free Flow
- 02.45pm Story / Music
- 03.30pm Home time

## Drop off and Collection

Drop off and pick up will be outside the nursery door through the gate. Children will be asked to stay inside and when an adult can see a named parent or carer they will dismiss your child. Adults will dismiss children one at a time. Please let your child's key worker know in advance, who will be collecting your child. A password will be required to release your child to anyone not on the contact list. We will not dismiss children to anyone who has not been pre-arranged for collection.

If you are late for school or need to collect your child early, please come to the school office where you will need to sign your child in or out.





## Lunchtimes



At lunchtime, we provide an exciting and healthy menu, all food is freshly prepared on school site by our own chef. The menu is designed to give a balance of healthy, nutritious and exciting foods. All Foundation Stage and Key Stage One children receive free school meals or they can bring in a packed-lunch.



If your child has a special diet or food intolerances and allergies, please complete the medical needs form from the office. We will encourage all children to use a knife and fork and good table manners whilst eating, please help your child to practice these skills at home.

The cost for lunch time provision will be £4.25, this includes a hot meal at a cost of £2.00 (optional). A sample menu is below.

### Chapel Rock Café Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Option 1	Homemade Steak Pie, Mashed Potatoes and Broccoli <input type="checkbox"/>	Creamy Chicken Curry and Rice <input type="checkbox"/>	Roast Beef, Roast Potatoes, Yorkshire Pudding and Vegetables <input type="checkbox"/>	Make your own Chicken and Ham Wraps <input type="checkbox"/>	Lincolnshire Sausage, Diced Potatoes and Baked Beans <input type="checkbox"/>
Main Option 2	Quorn and Vegetable Chilli and Rice <input type="checkbox"/>	Mac n Cheese and Garlic Bread <input type="checkbox"/>	Veggie and Quorn Sausages <input type="checkbox"/>		Pasta Shells with Tomato and Herb Sauce <input type="checkbox"/>
Salad Bar and Seasonal Vegetables available daily Assorted Bread rolls					
Dessert	Treacle Sponge and Custard	Bismillah Pancake with Fruit or Toffee Sauce	Ginger Cookies	Chocolate Cake with Buttercream Topping	Angel Delight (butterscotch, raspberry or chocolate)
Yoghurts and Fresh Fruit available daily					
Packed Lunch From Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The children will receive a piece of fruit or vegetable every day at snack time through the school fruit scheme, they will be encouraged to try the fruit, please do not send alternative snacks into school. Please let your child's teacher know if they have an allergy or intolerance to any fruit or vegetables.

Children will also have school milk at snack time - milk is free to all children until their 5<sup>th</sup> birthday. After your child's 5<sup>th</sup> birthday, you will need to pay through Cool Milk, if you wish to continue for your child to have milk. You can register for school milk at <https://www.coolmilk.com/parents/>.

*Cool Milk*

## Nursery Class Uniform

Our nursery uniform consists of a burgundy Chapel St Leonards Primary School sweatshirt or cardigan, black polo shirt or T-shirt and black jogging bottoms or shorts with black trainers.

Please ensure that your child's uniform is **clearly labelled**.

We are pleased to be working with Nationwide School Uniforms who sell our school uniform. All our uniform is available to order online at: [www.nationwideuniforms.co.uk](http://www.nationwideuniforms.co.uk)

**You can also buy in the shop at: Nationwide School Uniforms, Vale Road, Spilsby, Lincolnshire. PE23 5HE**



## Equipment

Your child must wear school uniform and bring a coat and suitable outdoor wear such as a hat and gloves or sun hat appropriate to the weather. Your child will need to bring their book bag and reading diary to school every day. Also, we ask that all children bring a pair of named wellies and outdoor trousers, in a named outdoor bag.



Water bottles will stay in nursery all week and will be sent home each Friday, to be washed, please return to nursery on Monday. You do not need to fill the water bottle, please do not send juice or squash into school. Please ensure that all of your child's belongings are **named clearly**.



## Contact us:

**Tel:** **01754 872429**

**Email:** [enquiries@chapel-cit.co.uk](mailto:enquiries@chapel-cit.co.uk)

**Website:** [Chapel St Leonards Primary School - Home \(eschools.co.uk\)](http://Chapel St Leonards Primary School - Home (eschools.co.uk))

**Address:** Amery Way, Chapel St Leonards, Skegness, PE24 5LS





## Parent/Carer Guide

### Funding Declaration Form 2024-25

#### Early Years Entitlements: 2, 3 & 4 years- old funding

##### 2 YEARS OLD FUNDING:

Parents need to apply for the 2 years old childcare funding online via the Lincolnshire County Council website Parent Portal-[www.lincolnshire.gov.uk/2yearolds](http://www.lincolnshire.gov.uk/2yearolds).

##### 3/4 YEARS OLD FUNDING

To apply for a 30 hours code visit <https://www.childcarechoices.gov.uk>

To receive 30 hours funding you must apply for the 30 hours code before the start of term:

- To receive 30 hours from 1<sup>st</sup> September a 30 hours code must have been applied for by 31<sup>st</sup> August or before.
- To receive 30 hours from 1<sup>st</sup> January a 30 hours code must have been applied for by 31<sup>st</sup> December or before.
- To receive 30 hours from 1<sup>st</sup> April a 30 hours code must have been applied for by 31<sup>st</sup> March or before.

**CHILD DETAILS-** please provide your childcare provider with all of your child's details, including your child's unique funding code (generated by Lincolnshire County Council when funding is successfully applied for) along with proof of age for your child, for example a birth certificate or passport. **Please note your child will not be able to start at the Nursery until all of this has been provided.**

**PARENT/CARER DETAILS-** please provide your details so Lincolnshire County Council can check for any additional funding that your child may be entitled to. Early years Pupil Premium can provide additional resources for eligible children and 30 hours funding may be available for working parents.

**IMPORTANT-**To continue receiving your 30 hours free childcare or Tax-Free Childcare, you must sign in every 3 months and confirm your details are up to date. Please sign in here: <https://www.gov.uk/sign-in-childcare-account>. You will be contacted via your HMRC Childcare account to renew your code.

**If you do not confirm your eligibility at least every 3 months, your funding may stop. Please note, the local authority do not remind parents to check their eligibility.**

**FUNDING DETAILS\_** If your child is moving providers please check if there is a notice period (often 4 weeks) and ensure this section is completed to ensure you are not being double funded.

**DISABILITY ACCESS FUNDING-** if your child is in receipt of disability living allowance then fill out this section. You will need to provide your childcare provider with a copy of your child's

Disability living allowance certificate. If your child attends 2 childcare providers you will need to nominate one to receive the annual grant of £858.92

If you have any questions about the Parental Declaration Funding form, please contact the Early Years Entitlement Team: [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)

## Early Years Entitlements (EYE) Parent Declaration Form 2024-25

### Provider Name

Completion of this form authorises this childcare provider to claim funding from Lincolnshire County Council

### SECTION 1: CHILD DETAILS

#### Child forename

Include *middle names*

#### Child surname:

#### Date of Birth (DD/MM/YYYY)

#### Gender (select one)

Male  Female  Unknown

#### Home Address (including postcode)

#### Date of birth checked

Birth Certificate  Passport

#### Provider check

(date document seen)

#### Telephone:

#### Email:

#### ADDITIONAL INFORMATION:

- Child is looked after by the local authority
- Child has left care (adoption / SGO / CAO)
- Child has an EHCP
- SEN support being provided by setting
- Non-EAA citizen with No Recourse to Public Funds (NRPF)
- Child receives DLA? If yes, see box to right →

Please tick the box if you want this provider to claim Disability Access Funding (DAF). Please note that only one provider per child can claim this funding per year. You will need to provide a copy of your DLA award letter to your provider.

I nominate this provider to claim DAF.

### SECTION 2: ETHNICITY

- |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> White British</li> <li><input type="checkbox"/> White &amp; Asian</li> <li><input type="checkbox"/> White &amp; Black African</li> <li><input type="checkbox"/> White Irish</li> <li><input type="checkbox"/> White Traveller of Irish Heritage</li> <li><input type="checkbox"/> Any other White background</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Black African</li> <li><input type="checkbox"/> Black Caribbean</li> <li><input type="checkbox"/> Any other Black background</li> <li><input type="checkbox"/> Gypsy/Roma</li> <li><input type="checkbox"/> Bangladeshi</li> <li><input type="checkbox"/> Indian</li> <li><input type="checkbox"/> Pakistani</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Chinese</li> <li><input type="checkbox"/> Other Asian background</li> <li><input type="checkbox"/> Other mixed background</li> <li><input type="checkbox"/> Other ethnic background</li> <li><input type="checkbox"/> Do not wish to disclose</li> <li><input type="checkbox"/> Information not obtained</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### SECTION 3: PARENT DETAILS

In some circumstances, your provider can access additional funding to support your child's learning and development. By completing this section, you are authorising an eligibility check for additional funding.

#### PARENT/CARER 1

#### PARENT/CARER 2

#### Name

#### Name

#### National Insurance / NASS

#### National Insurance / NASS

#### Date of birth:

#### Date of birth:

Visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for up to date eligibility criteria for government funded childcare.

You require an eligibility code to claim funded childcare using both the working parent criteria and the disadvantaged 2 year old criteria. A code is not required for universal hours for 3 or 4 year-olds.

To qualify for the working parent entitlements, you **must** obtain an eligibility code by 31 March, 31 August or 31 December in order to claim funding in the following term. Working parents **must** reconfirm eligibility every 12 weeks with HMRC through your childcare account [www.gov.uk/apply-free-childcare-if-youre-working](http://www.gov.uk/apply-free-childcare-if-youre-working)

For 2 year olds using the disadvantaged eligibility criteria, you can obtain an eligibility code, from the Lincolnshire Parent Portal. [www.lincolnshire.gov.uk/parentportal](http://www.lincolnshire.gov.uk/parentportal)



### SECTION 4: WHICH TYPE OF FUNDING IS BEING CLAIMED?

Age	Max per week	Eligibility criteria	Tick
9 months upwards	15 hours	Working family eligibility criteria (from Sept 24)	<input type="checkbox"/>
2 years old	15 hours	Working family eligibility criteria (from April 24)	<input type="checkbox"/>
2 years old	15 hours	Disadvantaged criteria	<input type="checkbox"/>
3 & 4 year old	15 hours	*Universal funding	<input type="checkbox"/>
3 & 4 year old	15 hours	*Working families <u>extended</u> eligibility criteria	<input type="checkbox"/>

\*can be claimed in conjunction if eligible. Tick all that apply. Maximum overall claim of 30 hours per week for 3 & 4 year olds.

### SECTION 5: EARLY YEARS ENTITLEMENT CLAIM

Funding Start date	Hours per week (max 15 hr)	Extended Hours (max 15hr)	Total hours per week (max 30hr)	Delivery model
Provider 1:				Stretched <input type="checkbox"/> Standard <input type="checkbox"/>
Provider 2:				Stretched <input type="checkbox"/> Standard <input type="checkbox"/>

### SECTION 5a: WORKING PARENT ENTITLEMENTS

Please provide the eligibility code:

*This is an 11 digit code*

### SECTION 5b: DISADVANTAGED 2 YEAR FUNDING (Child is in care, post care, DLA, EHCP, NRPF or on certain benefits)

Please provide the eligibility code:

*This is a 6 digit code*

### SECTION 6: ADDITIONAL INFORMATION

My child has previously claimed their funded entitlements at another childcare setting:

YES  NO

Date notice was given in writing:

End of notice period:

### SECTION 7: PARENT / CARER DECLARATION

I declare the information provided is true to the best of my knowledge. I understand that any false information could lead to funding being withdrawn or reclaimed.

Tick to confirm

I agree where hours or services that are not funded by the local authority, fees will apply in accordance with my childcare providers charging policy.

I understand that I am responsible for obtaining and renewing my eligibility code prior to the deadline each term (31<sup>st</sup> March, 31<sup>st</sup> August and 31<sup>st</sup> December)

The personal information I have provided can be held and used in compliance with the Lincolnshire County Council privacy notice, in accordance with GDPR regulations.

[www.lincolnshire.gov.uk/privacynotice/childrenandfamilies](http://www.lincolnshire.gov.uk/privacynotice/childrenandfamilies)

Parent / Carer Declaration	Date	Parent Signature
Name:	Date:	
Name:	Date:	

### Provider / setting declaration

Added to Hub

Name :	Date :	Position :
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EYE team telephone: 01522 552752

Email: [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)

Website : [www.lincolnshire.gov.uk/fundedchildcare](http://www.lincolnshire.gov.uk/fundedchildcare)



## PARENT DECLARATION FORM GUIDE

### SECTION 1 – CHILD DETAILS

Please fill out your child's details and provide your childcare provider with proof of age for your child. e.g. birth certificate or passport.

Please provide any additional information about your child to allow the EYE team to check eligibility for government support with childcare costs.

If your child receives Disability Living Allowance, you can nominate your provider to receive a lump sum payment to support your child's needs. Please nominate your provider on the form to receive payment.

### SECTION 2: ETHNICITY

Please complete your child's ethnicity.

### SECTION 3: PARENT DETAILS

Please complete your own personal details. Your provider will share this information with the local authority to confirm eligibility for government funded childcare, including working parent entitlements. We will also check eligibility for additional funding, such as Early Years Pupil Premium.

The personal details completed here, should match the records held at HMRC. Please contact HMRC if you need to update your personal records. <https://www.gov.uk/contact-hmrc>

### SECTION 4: TYPE OF FUNDING

To confirm which funded childcare you are eligible for, go to <https://www.childcarechoices.gov.uk>

**For 2 year old funding (when parent/carer in receipt of government support):** Apply online at: <http://www.lincolnshire.gov.uk/parentportal> If eligible, you will be given a 6 digit code to give to your childcare provider.

**For universal 3 & 4 year old funded childcare:** No eligibility code is required as this is available to all children from the term after their 3rd birthday

**For working parent entitlements (from 9 months upwards):** Apply online at <http://www.gov.uk/apply-free-childcare-if-youre-working>. If eligible, you will be given an 11 digit code to give to your childcare provider.

Codes must be obtained (and renewed) prior to the deadline each term: 31<sup>st</sup> March, 31<sup>st</sup> August & 31<sup>st</sup> December. Working parents must renew their eligibility every three months to continue accessing their working parent entitlements. You will receive an email reminder to your childcare account with HMRC when your code is due to expire. It is your responsibility to renew your working parent eligibility.

With a valid code funded childcare is available in the following term, subject to your provider's delivery model:

- Spring term from 1<sup>st</sup> January
- Summer term from 1<sup>st</sup> April
- Autumn term from 1<sup>st</sup> September

Please discuss with your chosen setting when and how EYE is delivered.

## SECTION 5 EARLY YEARS ENTITLEMENT CLAIM

**Funding start date:** This is the date your child will start to claim their government funded childcare at the setting

**Provider 1 / Provider 2:** Please name your selected childcare provider(s). If you are splitting your funding over more than 1 provider, you will need to complete a parent declaration form at each setting.

**Hours claimed per week:** Please complete the number of hours you are claiming at the setting per week

**Extended hours per week –** If your child is eligible for 30 hours funded childcare (working parent entitlement) please complete the number of extended hours to be claimed

**Total hours per week:** Please complete the total number of hours to be completed each week

**Delivery model:** Please confirm the method you will be accessing your government funded childcare:

- **Standard** – Up to 15 or 30 hours per week over 38 weeks (term time only).
- **Stretched** – Up to 12 or 24 hours per week over 47.5 weeks (including some school holidays) \*

\*Your provider may choose to stretch the funded childcare further, by reducing the number of hours delivered each week.

**4a: Working parent code:** Please complete your 11 digit code obtained from HMRC. This code needs to be renewed every 3 months.

**4b: Disadvantaged 2 year code:** Please complete your 6 digit code obtained from Lincolnshire County Council.

## SECTION 6: ADDITIONAL INFORMATION

**Notice period:** If your child has previously claimed their government funded childcare at another setting, please ensure you have given your termination notice in writing to this provider and confirmed the notice period. This is normally the date the funding can be transferred to your new provider.

Please refer to your original contact for the terms and conditions agreed.

## SECTION 7: DECLARATION

**Parent/carer:** Please answer all questions and sign the parent declaration form.

**Provider:** Please check the parent declaration form and sign. Add the child to the EYE hub.

EYE team: 01522 552752

Email: [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)

Website: [www.lincolnshire.gov.uk/fundedchildcare](http://www.lincolnshire.gov.uk/fundedchildcare)

**Lincolnshire**  
COUNTY COUNCIL  
*Working for a better future*

# Frequently Asked Questions for parents

*Links can be accessed by clicking directly on highlighted text. Web addresses can also be found at the end of this document.*

## 1) How do I know if I'm eligible?

You need to meet the [eligibility criteria](#) before you can claim 15 hours funded childcare. Working parents in England who each earn more than £8,670 - equivalent to at least £167 per week or 16 hours at the National Minimum Wage - but less than £100,000 adjusted net income per year, will be eligible.

Eligibility is calculated on an individual basis rather than by household. This means if you have a partner, you must both individually earn between these two amounts.

If you, or your partner, are on maternity, paternity, or adoption leave, or one of you is unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You (and your partner if you have one) must have a national insurance number, and at least one parent (the one who is making the application) must have at least one of the following:

- British or Irish citizenship
- settled or pre-settled status, or you have applied and you're waiting for a decision.
- permission to access public funds - your UK residence card will tell you if you can't do this.

Parents already receiving some additional forms of government support, such as Universal Credit, working tax credits or child tax credits, can also receive 15 hours of fully funded early education, including childcare, for 2 year olds, separate from the new entitlement for working parents.

## 2) Why is the limit per parent? Wouldn't per household make more sense?

The income eligibility criteria are applied on a per parent basis as tax is calculated on an individual basis rather than a household basis. Working parents who individually earn more than £8,670 (equivalent to at least £167 per week or 16 hours at the National Minimum Wage) but less than £100,000 adjusted net income per year, will be eligible.

## 3) How do I apply?

You apply online using a government gateway account. If you do not already have an account, you will need to open one. [Log in: Government Gateway Account](#)

You'll need to make sure you have the following information to hand before starting the application:

- your national insurance number (or unique taxpayer reference if self-employed)
- the date you started or are due to start work
- details of any government support or benefits you receive
- the UK birth certificate reference number (if you have one) for your child.

You may find out if you're eligible straight away, but it can take up to 7 days.

Once your application has been approved, you'll get a code for funded childcare to give to your childcare provider. This will be an 11 digit code.

Parents will be asked to reconfirm that they are still eligible for the support every 3 months. Login to your childcare account to renew. Your code will have an expiry date, for when your eligibility ceases. This may be less than 3 months, if you have more than one child or claim Tax Free Childcare, as renewal dates are often aligned.

#### **4) What if I'm already registered for Tax Free Childcare?**

Parents must reconfirm that they are still eligible for Tax-Free Childcare at least every 3 months.

As applications are now open for the new working parent entitlement, when eligible parents reconfirm they will receive a code which will also enable them to access the new offer.

To provide reassurance to parents with reconfirmation windows in late February and March, we're taking additional steps to ensure every parent is able to give their code to their provider in good time. If your reconfirmation window opens on or after the 15 February, HMRC will send you a letter with a temporary code before this date.

The letter will also explain how to use your code to claim your free place in April. Where possible, please wait for your letter to arrive. You don't need to contact HMRC.

Before your letter arrives, you can speak to your provider and use your eligibility for Tax-Free Childcare to demonstrate your eligibility for the working parent entitlement, as the eligibility criteria are the same. You can do this by showing your provider:

- Proof of your Tax-Free Childcare eligibility (this can be a screenshot from your childcare account, or simply showing your account to your provider)
- When your reconfirmation window is (you can get this from your childcare account)
- Your National Insurance number, and
- Proof of your child's date of birth, for example your child's birth certificate, to show they turn 2 on or before 31 March 2024.

However, you must wait for your code (either via letter or through your regular childcare account) to formally confirm your free place.

#### **4a) Do I need to wait for my reconfirmation window to add another child to my account?**

A parent who is already using the childcare service for another child can add a new child to their account at any time.

Your reconfirmation cycle for your current Tax-Free Childcare will not affect this.

#### **4b) What happens once I receive my code?**

You'll need to take the code to your childcare provider, along with your National Insurance Number and your child's date of birth.

Your childcare provider will process the code to provide your funded place.

Your local authority can provide support for finding a funded place in your area.

#### **4c) If I receive a code in a letter from HMRC, does this make my code on my childcare account invalid?**



We're taking these additional steps as a small number of childcare providers are operating earlier deadlines to process codes.

If you are aware of your childcare provider's deadline, and your reconfirmation window opens before this deadline, you can continue to use the code accessed via your childcare account, even if you have received a letter with an alternative code. Both codes will be valid.

**4d) Do I still need to reconfirm if my window opens on or after 15 February?**

If your reconfirmation window opens on or after 15 February, you will receive a letter with a temporary code which can be used straight away to claim your funded place.

However, once your reconfirmation window opens, you will still need to reconfirm via your Childcare Account and share this digital code with your provider.

This is because you will need to continue to reconfirm via your Childcare Account to ensure your eligibility doesn't lapse.

**4e) What happens if I lose the letter with my code?**

Your letter from HMRC should arrive by 15 February. If you haven't received a letter by 15 February, or if you lose the letter including your code after it has arrived, you should contact HMRC. Please wait for your letter to arrive before contacting HMRC.

**5) My child turns 2 after 1 April. Why aren't I entitled to free childcare?**

You can only apply for the first phase of the new working parent entitlement if your child is already 2 years old or will have had their 2nd birthday on or before 31 March 2024.

Your child's reaches the age of eligibility	When they can get their hours from
1 January to 31 March 2024	Term starting on or after 1 April
1 April to 31 August 2024	Term starting on or after 1 September
1 September to 31 December 2024	Term starting on or after 1 January

**6) I'm a student. Why can I not access the entitlements?**

Students who work in addition to studying are eligible if you meet the income requirements. Students who do not work are not eligible, but we recognise the value of parents continuing in education and provide a range of support for those in further or higher education.

**7) Am I eligible if I'm on maternity leave?**

If your partner works and meets the eligibility criteria, and you are on maternity leave, paternity leave, or adoption leave, you may still be eligible. Please see this article for more information.

**8) Why are parents who earn more than £100k not eligible for the entitlements?**

The £100,000 adjusted net income level was chosen to correspond with income tax thresholds. The universal 15 hours of funded childcare offer remains in place for all parents of 3- and 4-year-olds, regardless of parental circumstances, including those who earn over £100,000.

**9) I'm on Universal Credit (UC). Will applying for 15 hours make me lose my UC?**

You can apply for the 15 hours, and this will not affect your UC.

**10) Will I need to pay any additional costs?**

Some providers may charge you additional costs. Please ask for a copy of your childcare provider's fee structure, to allow you to make an informed choice about your childcare.

If you do not consent to the terms and conditions on offer at a particular childcare setting, please visit the [Family Services Directory](#) to find alternative care.

**11) What happens once I receive my code?**

You'll need to take the code to your childcare provider, along with your National Insurance Number and your child's date of birth.

Your childcare provider will check the code and then allocate your child a place if available.

We recommend parents speak with their chosen provider about when they will be able to offer them a place.

If your chosen provider doesn't have a place available, we advise that you explore other providers in your local area.

Your local authority can provide support for finding a funded place in your area. Please access the Family Services Directory (link provided below).

You must renew your code at least every three months, by logging into your childcare account. [Log in: Government Gateway Account](#)

**Useful resources:**

**Eligibility Criteria:**

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

To Apply and renew eligibility: <https://www.gov.uk/sign-in-childcare-account>

Childcare Choices parent web page: <https://www.childcarechoices.gov.uk/>

Family Services Directory: <https://www.lincolnshire.gov.uk/childcare-family-support/find-family-services>

Childcare Service Helpline: <https://www.gov.uk/government/organisations/hm-revenue-customs/contact/childcare-service-helpline>

Childcare Service telephone: 0300 123 4097 – if you are having any issue obtaining or renewing a code contact the parent helpline.

Early Years Entitlements Team (Lincolnshire County Council): [EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)



# Chapel St Leonards Primary School

Amery Way  
Chapel St. Leonards  
Skegness  
Lincolnshire  
PE24 5LS

Executive Headteacher: Miss Turner

Tel: 01754 872429  
Email: [info@chapel-cit.co.uk](mailto:info@chapel-cit.co.uk)

**'Be the best me'**

## Little Seahorses Admission to Nursery

<i>Office Admin use only:</i>	<i>Yes/No</i>	<i>Name/Signature</i>	<i>Date</i>
LCC Funding Declaration Form received.			
Birth Certificate seen			
Funding code in date			

### Child's details

Surname	
Forename	
Date of Birth	
Religion	
Home address	
Main language spoken at home	

### Parent/Carer 1.

Full name			
Relationship to Child			Do you have parental responsibility Yes/No
Address			
Telephone	Home:	Mobile:	Work:
Email			

### Parent/Carer 2.

Full name			
Relationship to Child			Do you have parental responsibility Yes/No
Address			
Telephone	Home:	Mobile:	Work:
Email			

### Court Orders/Special Guardianship Orders

Please detail any Court Orders applying to the child e.g. Ward of Court, Legal rights of access:



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## 'Be the best me'

### Medical Information- (please circle as appropriate)

Does your child suffer with any of the following;

Asthma	Yes/No
Eczema	Yes/No
Allergies	Yes/No

Does your child have difficulty with any of the following;

Hearing	Yes/No
Speech & Language	Yes/No
Eyesight	Yes/No
Mobility	Yes/No
Learning	Yes/No

Has your child had any involvement with the following Outside Agencies;

Pediatrician	Yes/No
Health Visitor	Yes/No
Early Help Worker	Yes/No
Support Worker	Yes/No
Social Worker	Yes/No
Speech & Language	Yes/No

Is there any other medical history, condition or medication that the Nursery should be aware of? Yes/No

If the answer to any of the above is yes please provide details:

Please provide contact details for your child's Doctor:

Name of GP Practice		
Practice Address		Telephone:

### Parent/Carers Loco Parentis Authority

In Loco Parentis: The parent/Carers authorise staff to act in loco parentis in all respects.

Please circle Yes/No below to confirm the following:





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## 'Be the best me'

I give my permission for the use of such physical contact with my child as may be lawful, appropriate and proper for teaching and to provide comfort to my child in distress or to maintain safety and good order.	Yes/No
I give my permission for first aid being administered and emergency medical treatment if certified by a Doctor and I (parent/carer) cannot be contacted in time.	Yes/No
I give my permission for nursery staff to apply barrier cream to my child when nappy changing (please refer to the nursery intimate care policy <a href="http://www.chapelstleonards.eschools.uk">www.chapelstleonards.eschools.uk</a> )	Yes/No
I give my permission for nursery staff to take the temperature of my child if deemed necessary	Yes/No
I give my permission for nursery staff to apply sun cream to my child as and when required.	Yes/No

Parent/Carer Name \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_

Date \_\_\_\_\_

## Photograph Consent (please refer to the Photograph policy [www.chapelstleonards.eschools.uk](http://www.chapelstleonards.eschools.uk))

	Please circle your answer
I give my permission for my child's image to be used within nursery for display purposes	Yes/No
I give my permission for my child's image to be used on the Nursery website	Yes/No
I give my permission for my child to have a class/group photograph taken. I understand this printed/digital photograph can be purchased by parents.	Yes/No
I give my permission for my child's image to be used in Learning Journeys belonging to other children e.g. your child playing in the role play area with another child. Your child's name will NOT be used.	Yes/No

I confirm I have read and understood the Photograph policy and the conditions of image usage as detailed above.



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## 'Be the best me'

Parent/Carer Name \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent and Carer Tapestry User Agreement-** (Please read the Tapestry information provided separately in the Welcome pack before reading and signing the User agreement below):

Tapestry is a secure online Learning Journal which is used to keep a record of your child's development and experience during their Early Years in line with the Early Years Foundation Stage curriculum. This may be through photographs, videos, observations and comments. These can be shared with parent/carers to see what your child has been learning in our setting.

To be set up with a relative account on Tapestry parent/carers are agreeing to the following:

1. I will not download or screenshot photographs onto my personal device that contain children who are not my own.
2. I am aware that my child may appear in photographs on other children's Learning Journals but also know that they will **NOT** be named in any Learning Journal that is not their own.
3. I will keep my user details up to date and correct.
4. I will inform Nursery if my child has a Tapestry account from a previous setting.
5. I know that any observations deemed inappropriate will not be added to my child's Learning Journal.
6. I understand that for additional security purposes my child will not be linked to my parent/carers account until I have verified that I have activated my account. This can be done through email/phone contact with the school office.

Parent/Carer Name \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_

Date \_\_\_\_\_



### **EYFS Tapestry Online Learning Journal-Information for parents.**

**What is Tapestry?** - Tapestry is a secure online Learning Journal which is used to keep a record of your child's development and experience during their Early Years in line with the Early Years Foundation Stage curriculum. This may be through photographs, videos, observations and comments. This only applies while your child is in the Early Years Foundation Stage (Nursery and Reception). This does not continue into Year 1 as the children move away from the EYFS framework and begin learning the National Curriculum.

**Why do we use Tapestry?** – Once observations are approved by our teachers, Tapestry allows us to instantly share with parent/carers what your child has been learning in our setting. As a parent/carer you can view these observations and add relevant comments if you wish to.

**How does Tapestry work?** – Each child is set up with their own online Tapestry Learning Journal. Staff are given secure logins which enable them to upload observations and record your child's achievements. This Learning Journal will automatically follow your child through to Reception.

**How do I access my child's Learning Journal?** – In order for parent/carers to view your child's Learning Journal an additional set up is required. Activation links are sent to the email address that you have provided in the admissions information provided for your child. Please ensure the email address you have provided is current and inform us if there are any changes. Please do check any junk and spam mailboxes for this activation link too. It can only be sent to an email address once. This link will take you to the Tapestry website where you will be asked to create a secure password. For additional security you must let us know that you have activated your account by notifying the main school office. We will then attach your child's Learning Journal for you to view. Parent/Carers can access Tapestry online by using the link <https://tapestryjournal.com/> or download the Tapestry Journal app onto a mobile or tablet from your app store.

**Who can access Tapestry?** - Our Nursery and Reception staff have access to the Learning Journals for all children in the EYFS and these may also be shared with the Senior Leadership Team of the Primary School. Parent/Carers are the only other people who access the Learning Journals. It is possible to create two parental accounts for children so please do let us know if your child is cared for by parents/carers in separate households. **Please note-** If your child has been observed in a group their photograph may feature in another child's

Learning Journal however they will **never** be named in a Learning Journal that is not their own.

**My Role-** We highly value parental contributions to children's Learning Journals. While we continually observe children in our setting there are many valuable achievements that happen at home too. By providing contributions from home you are helping to give a greater understanding of your child's stage of development. The evidence we have from home and at school contributes to assessing their EYFS Profile; a statutory requirement that will be reported to you at the end of the Reception Year.

**How can I view my child's Learning Journal?** – Once logged in via the website or app you will see your child's observations in a list format on your home screen. Clicking on them will show more detail. You are very welcome to add your own comments to these observations via the box at the bottom of the observation.

**How do I add an entry to my child's Learning Journal?** – Select 'add observation' (or the + icon if accessing through the app) and input your comments into the relevant boxes. Once saved this observation can be seen by the staff who work with your child.

**How do I change my settings?** – When accessing Tapestry through the website on the top right of your screen you will see your name. You should also see an option to 'edit preferences. This will enable you to change your password or email address if required. On the Tapestry app you will need to access the 'you' button on the top left hand side of the application.

Parents email address: (this will be your username)

\_\_\_\_\_

Child's full name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_



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**'Be the best me'**

## Chapel St. Leonards Primary School/Little Seahorses Nursery

Please complete and return to school

### Nursery Sessions/booking Information

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Unique funding code - \_\_\_\_\_

I would like my child to start on date \_\_\_\_\_

I would like my child to attend for \_\_\_\_\_ hours per week.

Please indicate below which sessions you would like your child to attend each week for the upcoming term, (please refer to the term time dates which are available on Chapel St. Leonards Primary School Website

[https://www.chapel-cit.co.uk/web/term dates/449226](https://www.chapel-cit.co.uk/web/term%20dates/449226). It will be assumed the same sessions are required for each week, if this is not the case, please discuss this with the Nursery Administrator or Miss Pettit, Early Years Leader.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50am – 11.50am <b>£16.50</b>					
Lunchtime Provision 11.50am- 12.30pm <b>£4.25 (Includes a school meal for £2.00 if required)</b>					
12.30pm – 3.30pm <b>£16.50</b>					

Should your child be unable to attend the agreed Nursery sessions due to illness, please contact the school office before 9am 01754-872429. Unfortunately, these hours are not able to be transferred to another day.





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## **'Be the best me'**

If you wish to change or terminate your child's sessions, a minimum of 2 weeks' notice is required.

Please refer to the important information on page 1 of the Funding Declaration form regarding the expiry and renewal of the 30-hour codes.

Little Seahorses Nursery is open for 38 weeks/190 days per year, following Chapel St. Leonards Primary School term dates.

Terms are Autumn (Sept – Dec), Spring (Jan-Mar/Apr) and Summer (April-July). Exact dates are available on Chapel St. Leonards Primary School Website [https://www.chapel-cit.co.uk/web/term\\_dates/449226](https://www.chapel-cit.co.uk/web/term_dates/449226)

### **Collection arrangements**

In the event you are unable to collect your child from the end of the Nursery session, we ask that wherever possible you inform us *in advance* who is going to be collecting your child so that both your child and ourselves know who to expect. When that person arrives, we will ask for their photo identification. If the details correspond, we will release your child to that person. However, if we have reason for any concern, then your child will **not** be released, and a phone call made to you to verify details.

I confirm I agree to the above terms and conditions.

Signed by Parent/Carer (PRINT NAME) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



# Lincolnshire SMILES

## Parent/Carer Consent Form

Lincolnshire Smiles is a county wide supervised toothbrushing initiative for nurseries and schools designed to reduce dental decay in our children. We are introducing supervised toothbrushing in your school to support parents and carers in developing good oral health routines in children.

Your child will be brushing their own teeth daily with fluoride toothpaste under the supervision of the nursery/school staff. It is important that your child's toothbrushing at home is supervised by an adult, in the morning and last thing at night before bed. Brushing before bedtime is especially important, in order to prevent tooth decay. **Please continue to help your child/children to brush their teeth at home with fluoride toothpaste.**

Useful link for information about children's oral health [Children's teeth - NHS \(www.nhs.uk\)](http://www.nhs.uk)  
Community dental services website [Resources - Community Dental Services](#)

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Dental staff from Community Dental Services CIC, are setting this up at Little Seahorses (Part of Chapel St Leonards Primary School) . Please circle your response and return this section.

I give my permission / I do not give my permission for my child to brush their teeth every day at school as part of the free supervised toothbrushing session using fluoride toothpaste.

<b>Name of Child</b>	
<b>Child's Class</b>	
<b>Signature of Parent/Carer</b>	
<b>Date</b>	



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## 'Be the best me'

### Parental Contract for Additional Sessions in the Little Seahorses Nursery

Dear parent/carer

When your child attends Nursery it will be possible for you to pay for sessions in addition to the sessions which are funded for your child. These can be paid for at a cost of £16.50 per session (a session is equivalent to 3 hours @ £5.50 per hour, additional sessions can only be booked as a whole session -not individual hours), depending upon availability.

Detailed below are the sessions you have requested your child to attend Nursery and the total cost of the additional sessions, for \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50am-11.50am					
12.30pm-3.30pm					
Additional Sessions (3 hourly)					
Lunch Provided £2					
Additional time between 11.50am and 12.30pm £2.25					
Additional Sessions + Lunch- Total cost per weeks commencing					£

Fees for additional sessions/lunches will be invoiced at the beginning of each Calendar month and will be due for payment immediately. Please note statutory holidays, will be deducted from your monthly bill. Payment instructions are outlined on the invoice.

Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Should your child be unable to attend the agreed nursery hours due to holidays taken or illness, these sessions are non-refundable.

If you wish to change or terminate your child's sessions, a minimum of 2 weeks' notice is required.

I agree to pay each month's fees and I will pay according to the instructions from Chapel St. Leonards Primary School and Little Seahorses Nursery.

Child's Name \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of  
Chapel St. Leonards Primary School and Little Seahorses Nursery: \_\_\_\_\_ Date \_\_\_\_\_