



Girton Cottontails Preschool and Forest School Application Form

Girton Cottontails Preschool is a village preschool serving the community and surrounding areas. It is run by Emma and Laura who strive to provide top quality care and education for children in a safe, stimulating, happy and caring environment. Where the children can learn through their play

Girton Cottontails Preschool is open during term time only. Parents can book the days of the week that suit their child best but we do advise a minimum of 2 sessions.

- Sessions can be taken as full days or half days with an option to add breakfast or after school club.
- Funded hours can be used for preschool hours including lunchtime, but not for breakfast club or afterschool club hours
- Our sessions will run Monday to Friday. Wednesday is our Forest School day.
- Thursday afternoons we will run 2 separate sessions – Rainbow learners for children who are not yet in their final preschool year and Rising 5's session for children in their final preschool year to support and prepare for transitions to primary school.
- Early start is subject to demand.

Session Times:

Early start 8.30am - 9am (Except Wednesday)

Morning 9am - 12pm

Afternoon (includes lunch club) 12pm - 3pm

Children can start at Girton Cottontails once they have turned two. You can apply for a place up to one year before you want your child to start.

All 3-&4-year-old children are entitled to 15 hours (30 if you qualify for 30 hours of funding) per week free childcare for 38 weeks per year, from the term after they are 3 until they reach statutory school age. The table below shows when your child will become eligible for their free early learning place.

We also accept children on the 2-year funding but not all children qualify for this. Please see further below for the qualification criteria.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

For those children not yet in receipt of funding, or for additional hours, the fees from April 2025 – April 2026 are:

- For children who are 2 up until the end of the term in which they have turned 3: £7.80 per hour
- For children who are 3 up until they reach statutory school age: £7.00 per hour.
- Early start will be charged at £4.00 a session (this cannot be taken as part of your funding)

You will be billed termly but other payment options are available.

Please refer to our admissions policy for full details of our criteria.

Please complete and return this form and return it to the address below. Confirmation of receipt of your application form will be sent, by email or post, within 14 days during term-time.



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Child's first name: _____

Child's surname _____

Date of birth: _____ Sex: M / F

Name(s) and address(es) of parent(s) making the application:

Name & relationship to child		Name & relationship to child	
Address		Address	
Postcode		Postcode	
Home telephone		Home telephone	
Mobile phone		Mobile phone	
Email		Email	

(DELETE AS APPLICABLE)

I/We would like our child to start attending Girton Cottontails from Autumn/Spring/Summer term YEAR: 20__

I/We would like our child to attend for _____ hours per week

I/We are applying for a funded 2-year-old place Yes No

Authorisation code _____

I/We are applying for 30 hour funded 3&4-year-old place Yes No

Authorisation code _____

Please indicate below the sessions that you would like your child to attend:

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9am					
9am – 12pm			(FS)		
12pm – 3pm (L)			(FS)		

(FS) Forest School session all day. There is no early start session on Forest School days

(L) Afternoon sessions include lunch time

Are you flexible as to when your child attends? Yes No

Does your child have any additional needs/disabilities? Yes No

Are there any special circumstances we should be aware of? Yes No

If 'Yes' please give details below.

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Signature(s) of Parent(s) and Date: _____

GDPR: Girton Cottontails Preschool holds the above personal information in a locked filing cabinet. This information is used to process your application. Personal information will not be passed to third parties other than in accordance with our Information Sharing policy.



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TAX-FREE CHILDCARE AND FUNDING

Tax-Free childcare scheme

The tax-free childcare initiative is an online savings account for working parents to save up funds for childcare. We encourage all eligible parents to sign up to the scheme, because for every £8 that parents pay into the account, you get a £2 top-up from the government. This is the equivalent to 25% extra and so it is considered tax-free.

The government will pay a maximum of £2,000 in any one year, meaning that under the scheme, annual childcare costs of £10,000 would cost £8,000 to parents. For disabled children, the figure rises to £4,000.

Apply for tax-free childcare here [Apply for Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-tax-free-childcare)

Please note that if you are already part of a different childcare voucher scheme, (i.e., through your employer) then we do still accept payments through these, however all schemes other than the government tax-free scheme above were closed to new entrants in October 2018.

15- and 30-hour funding for 3- and 4-year-olds

All children living in England are eligible for 15 funded hours of childcare per week (570 hours per year) starting from the term after they turn 3 years old. Their birthday must fall on or before the cut-off date as below:

- 3rd birthday on or before 31st August to receive funding in autumn term (September start)
- 3rd birthday on or before 31st December to receive funding in spring term (January start)
- 3rd birthday on or before 31st March to receive funding in summer term (April start)

To receive the 15-hour funding for 3- and 4-year-olds, you will be given a form to complete by your child's childcare setting.

Additionally, children of working families* living in England are eligible for a further 15 funded hours of childcare per week. So, they can have a total of 30 funded hours per week (1,140 hours per year) starting from the term after they turn 3 years old as above.

*Eligibility:

- Both parents (or the sole parent in a single parent family) need to be working and earning, on average, at least the equivalent of 16 hours on the national living/minimum wage per week. The number of hours worked is less important than the money earned, so if you are a high earner, you could be working only a few hours per week and still be eligible.
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You can't get 30 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

To receive the 30-hour funding for 3- and 4-year-olds, you must apply the term before you wish the funding to start. There are cut off dates for applications. Once your application has been processed, you will receive a funding code which you can give to your child's childcare setting. Apply here [Check you're eligible for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-youre-eligible-for-free-childcare-if-youre-working)

15-hour funding for 2-year-olds

2-year-olds living in England can get 15 funded hours of childcare per week (570 hours per year). Eligible children will have been able to get funding from age 9 months, so when children start at preschool aged 2 years, they will be able to claim straight away, assuming you have applied for your code the last day of the month before the term your child is due to start e.g. if they are starting in October which is during the Autumn term (September-December), the code must have been applied by the 31st August.

If parents meet the following criteria (2-year funding based on parents working criteria)



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- Both parents (or the sole parent in a single parent family) are working and earning, on average, at least the equivalent of 16 hours on the national living/minimum wage per week. The number of hours worked is less important than the money earned, so if you are a high earner, you could be working only a few hours per week and still be eligible.
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You can't get 15 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

To receive the 15-hour funding for 2-year-olds, for working parents meeting the criteria above, you must apply the term before you wish the funding to start. There are cut off dates for applications. Once your application has been processed, you will receive a funding code which you can give to your child's childcare setting.

[Check you're eligible for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Even if you do not meet the above criteria, children may be eligible for 2-year funding based on the criteria below. **(2-year funding based on benefit and child need criteria.)** This 2-year funding starts the term after the child turns 2.

You qualify for:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Or if the child:

- is looked after by a local authority
- has a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- gets [Disability Living Allowance](#)
- has left care under an adoption order, special guardianship order or a child arrangements order

To receive the 'benefit and child need' 15-hour funding for 2-year-olds, you should automatically receive a letter with a funding code on which you can give to your child's childcare setting.

If you have not received a letter, but believe you may be eligible, you can apply here [Funded hours for eligible 2 year olds - Cambridgeshire County Council](#)

Universal credit for childcare

For families working or due to start work who receive universal credit, you can claim back up to 85% of your eligible childcare costs for children under 17. You could get up to £646 a month for one child, or £1,108 for two or more.

For more information and to apply for universal credit please visit [Universal Credit: What Universal Credit is - GOV.UK \(www.gov.uk\)](#)

Please note, universal credit for childcare replaces tax credits for childcare. Tax credits are closed to new applications for the majority of people from 1 February 2019. If you have an existing tax credits account you can claim back up to 70% of your eligible childcare costs. Otherwise, please see universal credit above.

For more information about all the schemes and funding mentioned please visit [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)