

Information for parents:

- Apply for the funding via www.childcarechoices.gov.uk, in the term of your child’s 9 month old anniversary (see table below). You can apply before this, but we have found that parents have missed their ***reconfirmation date** (typically every three months) when applying very early, resulting in their code expiring before the child takes up the place.
- Take your 30 hours 11 digit code, national insurance number and child’s date of birth, to your childcare provider as soon as you receive it so that this can be validated. This is important as it is a reminder to you and your childcare provider as to when you will need to go back into your Childcare Choices (gateway) account to reconfirm your details.
- You will need to log back into your online account every three months to reconfirm your details. If your details have not changed, you only need to tick a box to confirm that your details are the same. Please ensure that you are in the **‘Free Childcare for Working Parents’** area, **not Tax-Free Childcare**.
- Validity periods (***reconfirmation dates**) will typically be three months. In certain circumstances, the length may vary. If a sibling has previously had the funding, HMRC may shorten the validity period so that it aligns with the older sibling’s dates.
- **Set a reminder** on your mobile phone/device calendar to reconfirm your 30 hours code – you can reconfirm up to four weeks before. If you miss this date, you are at risk of losing the funding!
- You should receive two reminders to reconfirm, either by email or text message - four weeks and two weeks before the deadline date that you will be given on application (**check your spam / junk folders**). It is your responsibility to check the date that you need to reconfirm, and make sure that you do this before the deadline.
- **Grace period** - children cannot take up or transfer a place whilst in their **grace period** – if you are unsure what this is, please speak to your childcare provider.
- Parents are advised to contact HMRC on 0300 123 4097 if they have any problems creating a gateway account, applying for the funding, or have any questions about the online application process.
- Information about funded childcare can be found on the Bolton Council website – www.bolton.gov.uk/fundedchildcare.
- Details of approved childcare providers can be found on www.mylifeinbolton.org.uk/childcare.

If child’s 9 months anniversary falls between	Child becomes eligible for funded place
1 st January – 31 st March * think about completing application around mid-January (valid code/application DEADLINE 31 st March)	Summer Term In the April after their 9 months anniversary
1 st April – 31 st August * think about completing application around mid-June (valid code/application DEADLINE 31 st August)	Autumn Term In the September after their 9 months anniversary
1 st September – 31 st December * think about completing application around mid-October (valid code/application DEADLINE 31 st December)	Spring Term In the January after their 9 months anniversary

❖ the application times are to ensure that if eligibility is confirmed, your 11 digit code should take you into the next term, ensuring that your child can access their 30 hours place the term after their eligible birthday/after application.