Dear Parent/Carer,

This is just a quick reminder to notify you that your child's 30 hour funding code for nursery is due to run out. Therefore, we would strongly advise that you log on to your childcare services account at: https://www.gov.uk/sign-in-childcare-account **to check your exact expiry date and re-confirm your details**. Please note that you will need your Government Gateway ID and password that you initially set the account up with, to be able to login to your account. The page you will be taken to will look similar to the image below:

You will need to click on the **reconfirmation section** (see the black arrow above) to confirm whether or not your details have or haven't changed. Please note that if your circumstances do change and you lose your job or your hours are reduced, then please come and see me straight away and we can work out how long your child can continue with their 30 hours funding for. **This will ensure you are not invoiced with an unexpected nursery bill.**

IMPORTANT: If you do not reconfirm your details as requested, then you will be issued with a bill to cover the costs of your child's nursery sessions. Therefore, if you are struggling to log into your account or come across any other problems, please do not ignore this, please come and see me straight away and I will do my very best to try and resolve the problem.

Nursery Administrator