


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:

Your Tax-Free Childcare account Manage your Tax-Free Childcare account, pay money in and select and pay childcare providers	30 hours free childcare View your 30 hours free childcare codes	Secure messages View messages about your application and account
Contact details View or change your email address or phone number	Reconfirmation  Confirm your details are up to date every 3 months. Do this between 22 October 2018 and 19 November 2018 ▶ I've missed my end date, what do I do?	Security Reset your telephone password, change and view your security check questions
Re-apply or apply for a new child Apply for a new child, or one who wasn't eligible in an earlier application	Your last application View your last application or reconfirmation summary	

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