

Template letter for proof of childcare costs

Please ask your childcare provider to complete a letter **on headed paper** as outlined below.

Name of childcare provider

Address of childcare provider (where the child is looked after)

Provider's Ofsted Registration Number

Date

I confirm that *I/name of nursery or school* provide childcare as detailed below for the following child/children:

Name of child

Name of child

who are the child/children of *name of student*.

Standard week* (ie term time)			non standard (ie school holidays)		
Monday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Tuesday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Wednesday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Thursday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Friday	<i>hours</i>	<i>cost</i>	<i>hours</i>	<i>cost</i>	
Total weekly cost		£xxx		£xxxx	
For xx weeks of the year			For xx weeks of the year		

Total expected cost (after deduction of free hours) for the academic year 2022/23 (September 2022— August 2023) is £xxxx

xxx number of free hours are received by *child 1/ child 2* each term time week.

Signature of provider (unsigned letters will not be accepted as evidence)

**including breakfast and after school clubs*