



## Step - by - Step Guide to completing your Funding

Register at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Follow the link and apply for the funding that you are eligible for.  
You will also need a Government gateway account.

Once you register with Honeybuns, we will send you a 'Parent Declaration Form', which will be sent by email to you.

We use 'Dropbox Sign' so keep a look out for it

Complete the Parent Declaration Form on your electronic device.  
You will receive a copy via email once signed.

**'If you do not sign this, you will not receive your funding'**

You will need to bring your Childs Birth Certificate or Passport to  
the Nursery (you only have to do this once).

**'We have to check this by Law.'**

There are 3 Terms in a Year:

**Autumn: Sept- Dec    Spring: Jan –March    Summer: April – Aug**

**'Each term requires a new declaration form'**

The month before each term start date you will receive the relevant  
documents via 'Dropbox Sign', which need completing.

**'We cannot complete these for you and must be done by  
the deadline. If not, you will lose your funding'**