

15 and 30 hours free Government funding Policy

Introduction and intent

As an early years provider, it is our mission to ensure we offer exceptional childcare education for your child that is equitable, accessible, inclusive and sustainable. We aim to be as transparent and fair in our calculations and this document details the salient information with regards to fees and the local authority funding.

Definitions

Stretched funding: An approach where government funded hours are distributed evenly across 52 weeks of the year rather than concentrated in term time only.

Standard funding: Standard funding is for those children attending term time only. If your child is on the standard offer, you will receive up to 30 hours of free funded hours for 38 weeks of the year

Funded hours: The number of free hours you are entitled to

Consumables and sundries: Items and services not covered by government funding, such as food, certain toiletries, additional hours, specialist equipment and additional activities provided by specialist agencies.

Early Years Foundation Stage: Statutory framework and guidance childcare providers must follow

Additional hours Any hours that a child attends over their funding allowance will be charged at non-funded nursery fees. (Please refer to our separate fees information)

Voluntary "opt in" service: Early years providers are not allowed to put a mandatory charge in place as a condition for taking up a funded place. The funding paid to providers by the government is not enough to cover the cost of the services early years settings provide to ensure every child receives high quality education and experiences during their time at nursery. Therefore, in order for providers to remain open and for it to be financially sustainable for providers to offer funded places, we ask parents to pay a voluntary payment for their funded hours. (Please refer to the separate "funding information for parents" included in your pack and the "opt in" section in this contract for more information)

"Opt out": If you choose not to "opt in" for the voluntary funded hours payment, there will be certain restrictions to the services provided during your child's nursery day. (Please refer to the "opt out" section for further information)

When does my child become eligible for funding?

Funding is only available the term AFTER a child reaches their milestone age:

- 15 hours of universal funding for all 3 year olds
- Funding for some vulnerable 2 year olds (subject to meeting financial criteria or if a child is receipt of disability living allowance)

- 30 hours Working families funding for children aged 9 months or older (subject to meeting specific criteria)

*If your child's birthday falls between 1st January - 31st March, you will be eligible for funding from 1st April.

*If your child's birthday falls between 1st April - 31st Aug, you will be eligible for funding from 1st September.

*If your child's birthday falls between 1st September - 31st December, you will be eligible for funding from 1st January.

How do I qualify for working families funded childcare?

- Both parents (if living together) must be working at least 16 hours per week (or earning the equivalent of 16 hours at the living wage)
- Must earn less than £100,000 per year

To check eligibility and apply for funding, visit childcarechoices.gov.uk. This website also offers detailed guidance on additional financial support such as Tax free childcare which could save parents up to £2,000 per year per child.

How do I access the funding?

You will need to apply online via the childcare choices website:

www.childcarechoices.co.uk

This site will sign post you to a government eligibility page. Once you have completed the online application form, you will be given an 11 digit code. This will need to be provided to the nursery for us to process your funding along with a completed and signed funding declaration form (this can also be found on the childcare choices website). A funded place will not be guaranteed until the declaration form has been completed, signed, returned and verified.

Please note, this code is only valid for a period of time and **it is your responsibility** to reconfirm your eligibility every 12 weeks via the government site or we will not be awarded your ongoing funding. You will receive an email from gov.uk requesting you to reconfirm your details. If you do not reconfirm your details when asked, you could have your funding eligibility suspended until further notice. If this happens, and we cannot claim your funding, you will be issued an invoice based on nursery fees with no funding allowance.

YOU MUST APPLY FOR YOUR CODE:

- During the term BEFORE your child is eligible
- Funding must be applied for no later than 31st December, 31st March or 31st August
- Applications made after this date will not be eligible for funding until the following term
- Eligible funding codes must have a valid eligibility date both before and after the term you are claiming funding for

Funding entitlement

For those on the stretched offer, funding is stretched across 51 weeks of the year. This equates to 11 hours a week for 51 weeks when claiming 15 hours of funding (570 hours per year) and 22 hours a week for 51 weeks when claiming 30 hours of funding (1140 hours per year).

For those on a standard offer, you will receive the full 15 or 30 hours a week (providing you attend this number of hours) for 38 weeks of the year. As there are 39 weeks in the academic year, your funding will finish one week earlier than schools are due to finish for the summer term. If you require childcare for the last week before the term finishes, full nursery fees will be charged.

Shared funding with another setting

If your child attends a second childcare provider and you wish to share your funding entitlement between our setting and your other childcare provider, you must agree with both providers the number of hours you wish each provider to claim. Details of the second provider must be shared with us so we can confirm with them, the number of hours they are claiming and decide between us which element of the funding each provider is to claim. Each setting will offer their funding and services differently so make sure you check with each setting what, if any, charges or costs you may need to pay before deciding how to split your funding.

What does the funding cover?

The base rate funding is only calculated to include the cost of necessary resources and facilities to deliver a child's funded education place as identified within the Early Years Foundation Stage. This includes basic equipment such as toys, learning resources, stationary, paints, toiletries etc.

There are many running costs to early years settings that the government do not take into consideration when calculating the funding allowance. This includes but is not limited to:

- Ofsted fees
- Compulsory Staff training in line with the statutory EYFS framework
- Utility bills
- Rent
- Liability insurance
- Music licence
- Bin disposal fees
- Early years alliance and NDNA subscriptions. These keep us up to date with all the necessary legislation, regulations and statutory guidance as well as support staff with planning ideas and activities.
- Staff wages, pensions and national insurance contributions
- HR fees
- Internet and phone access
- Cleaner and cleaning facilities
- Ipads and computers for the use of the Family communication platform and the day to day running of the nursery
- Accountancy fees
- Company house fees
- Printer ink and paper

- PAT testing
- Building repairs and maintenance
- Staff uniform
- Business corporation tax

Government funding is intended to pay for 15 or 30 hours a week of childcare for 38 weeks of the year.

What does the funding NOT cover?

Government funding DOES NOT cover and can be charged to parents:

- Meals - Funding does not cover the cost of breakfast, snacks, lunch or dinner. Early years settings can charge parents for food as part of the voluntary "opt in" service. (Please refer to both the "opt in" and "opt out" sections for more information)

At Park Day nursery, we offer two lunch options. You can either provide your own lunch or pay to have our lunch. We employ 2 lunchtime chefs to prepare our fresh, nutritious lunches for the children who have opted to pay for our lunch. We have to charge you for this service in order to pay for the food we buy and to pay the lunchtime chefs. (charge only applicable for those choosing to opt in for our lunch)

- Consumables and sundries: Nappies, wipes and nappy cream for those children in nappies along with suncream can be charged for. Park Day Nursery asks parents to provide all of the above stated items and these will therefore not be included as part of the "opt in" service. Should a parent fail to provide any of these items, a charge will be added to your next invoice for any items supplied by us. (Please refer to the charges section).
- Additional hours - Early years settings can charge parents for any additional hours attended outside of the eligible funding allowance. Parents can claim a maximum of 10 hours funding a day. Our funded hours run from 8am - 6pm. (Please refer to our separate fees information)
- Additional activities such as trips and external providers - Funding does not cover the cost of additional activities provided outside of the Early years Foundation stage statutory guidance such as additional activities and external providers. This includes trips outside the setting such as the farm and activities such as Forest school, foreign language lessons or dance/music classes. Providers can charge parents for these additional activities should they wish their child to participate in them. These are optional and parents can choose to "opt out" of these activities if they wish to. (Please refer to the "opt out" section for more information)

Enrolment process

After your show around tour, you will be given further information letters regarding our fees, admission contract and funding contract via email for you to peruse at home. If you choose to join our setting, we ask you to get in contact with us to start the process of securing your space. Spaces are not guaranteed until your refundable deposit amount is paid. Only once these have been paid, will your space be secure. Free funded hours cannot be confirmed or agreed until we have received your completed funding declaration form and your funding has been verified. You will need to complete and sign registration forms, your admissions contract and funding contract before your agreed start date commences. You will be issued one set of

registration forms free of charge. If you lose your forms and require a new pack, there will be a charge of £3.00 added to your invoice for each additional pack.

You must choose to either "opt in" or "opt out". You cannot choose to opt in for some options and opt out for other options. It is all or nothing.

If you choose to "opt out" of the voluntary funded hour payment, you may choose to "opt in" for the enhanced celebrations package. This again is all or nothing, you cannot pick and choose which celebrations to opt in for and which ones to opt out for. If you choose to opt in to the enhanced celebrations package, each celebration will be added to your invoice on the month of the celebration.

If you have opted to pay for our starter package or stay and play sessions, these will be arranged roughly 4 weeks before your child is due to start with us.

Should a space not be available, we operate a waiting list.

Stay and play sessions, water bottles and drawstring bags are not included in the voluntary funded hour charge so whether you choose to opt in or opt out, you will need to pick one of the three options below:

- Purchase our starter package - includes play and stay sessions, a water bottle and a drawstring bag
- Purchase individual items from us - individual stay and play sessions, a water bottle or a drawstring bag
- Decline stay and play sessions, Provide your own drawstring bag and water bottle

(Please refer to our separate fees information and admissions contract for further information)

Funding structure

- Our sessions run from 8am-1pm (5 hours) 1pm-6pm (5 hours) and 8am-6pm (10 hours)
- A maximum of 10 hours per day of free funded hours can be claimed.
- On the stretched offer, to access 11 funded hours per week, your child will need to attend a minimum of 15 hours a week
- On the stretched offer, to access 22 funded hours per week, your child will need to attend a minimum of 25 hours a week
- The sessions agreed in your contract will be on a fixed weekly schedule. All sessions are charged for including if your child is off sick or on holiday. There is no holiday allowance. Bank holidays are not charged for. The nursery is closed for one week at Christmas and this week is also not charged for.
- If your child receives funding on a Monday or Friday and a bank holiday falls on either of these days, as we are closed, these hours will be banked and you can choose to use these hours to attend an additional session outside of your usual weekly attendance. This session will need to be agreed with management and will be dependent on availability. If you have chosen to "opt in", you will be charged the agreed voluntary payment for any funded hours used on this agreed additional day. As our sessions run in 5 and 10 hour sessions, if you do not have enough banked hours to cover a full session, you can use your banked hours to cover some of the hours during your chosen additional session. Any

other hours not covered by funding will be charged at the non-funded nursery rate. Banked hours must be used within the term in which they are banked. Banked hours cannot roll over to a new term.

- Any banked hours within the term can be used to attend additional sessions outside your usual weekly attendance dependent on availability of spaces. Banked hours can only be used for full 5 or 10 hour sessions and not ad hoc hours. Any banked hours within the term must be used within that current term, hours cannot be carried over to the next term. Any banked hours not used within that term will be lost.
- Any hours attended outside of your free funded hours entitlement will be charged for at our non-funded nursery rate (Please refer to our separate fees information for further information)
- If you choose to "opt in" for the voluntary payment and/or additional activities, these will be added to your invoice along with any other fees due.
- If you choose to "opt in" for the voluntary payment and/or additional activities, we ask you to agree to this on a termly basis. If you wish to "opt out" at any time, we ask you to inform us before the new term begins. If you are struggling to pay your invoice at any time, we ask you to come and speak to a member of management in the office to discuss alternative arrangements.
- Should your child not attend their sessions for any length of time and we are not paid your funding allowance by the local authority as a result of your child's absence, you will be invoiced nursery fees to cover the cost of the nursery holding a space for your child.
- Should you not reconfirm your details when asked to via your government gateway portal and your funding entitlement gets suspended as a result of this, you will be issued an invoice for nursery fees until your funding entitlement resumes. This is because we will not receive any funding payment from the local authority for your child.
- If your child attends more hours than your funded entitlement covers, the nursery will automatically select which hours will be funded for you. If you would like to choose the funded hours for yourself or change the funded hours selected for you, you may do this by speaking to a member of management.

Early Years Pupil premium

We offer spaces for eligible families based on department for Education criteria. An eligible reference number must be provided before a funded place is confirmed. If you are eligible for Early years Pupil Premium, we may be able to offer you up to 22 free funded hours per week without the ask for opting in to the voluntary payment. We offer limited spaces so please speak to a member of management for further information. If you are allocated one of these spaces, you will receive the same services and benefits as those who have chosen to "opt in". To find out if you are eligible for Early Years Pupil Premium, please complete the relevant section on your funding declaration form so the nursery can provide these details to the Local Authority when applying for your funding. (Please refer to the "Opt in" section for further information)

Sessions and booking structure

In order for us to be able to support children's development to their full potential and to ensure they get the best experience and the most out of attending nursery, we strongly recommend they attend a minimum of 20 hours per week. Less than 20 hours a week attendance could affect their learning journey. It may take your child longer to settle, they may struggle to

separate from their main carer on arrival and they may struggle to form friendships. Their overall development may also increase at a slower rate to their peers.

Additional ad hoc hours required must be agreed by management and booked in advanced. These will be charged at the non-funded nursery rate and must be paid for in advance before the session starts.

Sessions are agreed during the admissions process and all sessions are charged for every week even if your child is absent for reasons including sickness and holiday.

What do I receive if I choose to "opt in"?

By opting in, you agree to pay the voluntary payment of £2.00 per funded hour. This gives you access to our enhanced provision and included is everything outlined below:

- Meals - Breakfast, snacks and dinner. Lunch is charged at an additional £2.50 per day or you can choose to provide your own lunch.
- Access to Famly, our online communication platform that keeps you up to date with your child's day, learning journey and development as well as allows you to receive your monthly invoices and send messages to staff
- Special world, religious and cultural celebrations throughout the year are recognised and taught along with activities being planned for. Although to an extent, the cost of some of these resources are expected as part of the EYFS delivery and therefore included in the government funding calculation, in order to provide enhanced provision and to provide the children with the best and most memorable learning experiences, additional resources outside of the EYFS expectations are needed and come at a cost to the nursery. These celebrations include:

Easter, Christmas, Valentine's Day, St Patrick's Day, St David's Day, St George's Day, St Andrew's Day, D-Day, Shrove Tuesday, Remembrance Day, Bonfire night, World poetry Day, World Baking Day, Moon Landing Day, International Music Day, Halloween, Armed Forces Day, VE Day, World Planting Day, Chinese New Year, Children in Need, National Bird Day, World Bee Day, Holi, Diwali, science week, world book day.

- Mother's Day, Father's Day and Grandparents Day. These events are a great opportunity for children to invite their relatives into the setting and take pride in showing them their work and their environment. This is a great social event whereby parents get to meet other parents and make new friends. Everyone loves to get creative and get involved in the many activities that take place during these events.
- Christmas Nativity - Every year the children (and staff) work hard to put together a great performance for parents, grandparents and other relatives to come and watch. Santa always comes to pay a little visit and there is a great raffle too.
- Graduation ceremonies - This is a great event to recognise the huge achievements and milestones your little ones have accomplished during their time at nursery. It is great to come together and say goodbye to them all before they venture off on to their new journey to school. All children graduating to go to school will be invited to join the party before the ceremony and receive a graduation hat, certificate, photograph and party bag to take home.

- Pre School "forest fun" - Most Reception year children are offered the opportunity to experience outdoor learning through attending "forest school" on a weekly basis. Preschool children will all be given the opportunity throughout each term to participate in forest based outdoor learning experiences to give them an insight as to what to expect when they start school. This is a great opportunity to enhance their learning and development by extending their knowledge and understanding of the world around them and to allow them to be inquisitive, imaginative and free to explore their natural surroundings.
- As part of your child's learning experience, we use outside companies such as Living eggs who bring in eggs and incubators for the children to watch baby chicks and ducks hatch. We also use Insect Lore, another great company who deliver us caterpillars so the children can watch these grow into butterflies. We then have a butterfly party to release the butterflies and watch them fly away.
- Bed linen for those children whose sleep during their nursery day.
- Medication/first aid supplies - E.g. Plasters, antiseptic wipes, bandages, ice poles, ice packs and Calpol.
- The use of our spare clothes if you forget to bring your own or if your child runs out of their own clothes
- Flexible booking sessions - Ad hoc sessions may be booked providing there is space to accommodate your request. This includes early drop offs, late collections and additional hours and days.

What happens if I choose to "opt out"?

Should you wish to opt out of paying for our enhanced provision, the following services will differ to those who choose to opt in. The following apply during both your funded and non-funded hours:

- Meals - Breakfast, snacks and dinner will not be provided by us and will need to be provided from home. You may choose to give your child breakfast before they attend nursery or bring in breakfast for your child to have at nursery. We cannot toast bread for your child as we do not have the staff to accommodate the time taken to do this. You do not need to provide milk. As a member of the milk scheme, all children are entitled to a specific amount of milk per day which we have delivered for free. In line with our "lunch from home" policy, if you are providing your own dinner, this must be a cold tea or a meal that does not require reheating. We will not reheat food brought in from home. Also, in line with our "lunch from home policy" and food standard agency advice and guidelines, food should not be stored in a cool bag or outside the fridge for longer than 4 hours. Following these guidelines and due to a lack of storage space in the fridge and nursery, any dinner provided from home will need to be dropped off to the nursery no earlier than 3.00pm ready for dinner time at 4pm. Should you fail to provide your child with breakfast (if they have not had any at home), snacks or dinner, you will be charged the nursery rate for meals. (Please refer to our "lunch from home" policy and the additional charges section within this contract for further information).
- Access to Family - There will be no access to the Family app. You will instead be given a full verbal handover of what your child has been up to that day. You will not receive regular observations of your child's development via the Family app and instead, staff will

track your child's development through a paper based learning journal. You will be provided with a copy of your invoice via email and you will not have access to the messaging service via Family. By opting out, you forfeit the use of the Family app during both your funded and non-funded hours.

- Although your child will have access to the same learning and development opportunities as those who choose to opt in, this may be delivered differently. Some of the enhanced learning experiences and celebrations will incur a charge if you wish your child to participate in the enhanced experience. If you choose to opt out of this charge, your child will still participate in the learning experience but on a basic level. (Please refer to the additional charges section for more information)
- Graduation - if you wish your child to participate in the graduation ceremony, you will be charged a fee to pay towards the graduation hat, photograph, certificate and party bag. (Please refer to the additional charges section for further information)
- You will be asked to provide your own bed linen should your child require it for a daytime sleep whilst at nursery. This should consist of a bed sheet and a blanket. Due to limited space, this will need to be provided on a daily basis. If you fail to provide your own bed linen, you will be charged for the use of ours. (Please refer to the additional charges section for more information)
- If your child requires the use of any medication or first aid supplies, a member of staff will call you to give you the choice of bringing in your own within a reasonable time frame or to be charged for the use of our supplies. (Please refer to our additional charges section for further information). In certain circumstances where your child may need immediate medical attention, we may make the decision without your prior consent to use any medication/first aid supplies we may need to. These will be automatically charged to your next invoice.
- If your child does not have any spare clothes and needs a change of clothes during their session, we will be unable to provide them with our spare clothes and you will be called and asked to bring in spare clothes from home.
- No flexibility in session bookings. This includes early drop offs, late collections and additional hours and days.
- No changes to session patterns will be allowed during the current running term. A minimum of 4 weeks' notice is required for any session changes and these changes will only apply from the start of the following term. Any session changes cannot be guaranteed until one week before the start of the next term. Park Day Nursery will confirm the available sessions with you, one week before the start of the next term.
- There will be no option to book our school hours sessions. Only our "normal" sessions of a morning, afternoon or full day will be available.
- Parents will have no access to discounts of any kind.
- If you change your mind and wish to opt in, you can do this at any time by speaking to a member of management

Additional activities

On Thursday afternoons from September 2025 we will be offering your child the opportunity to participate in a 30 minute music and movement session with Loopy Lou. If you choose to "opt in" to this additional activity, your child will participate in 8 sessions each term.

Lou is a music graduate, qualified school music teacher and founder of Loopy Lou music classes for 0-4 year olds. As well as teaching in local schools, she has been running Loopy Lou Early Years music classes in Stubbington for 3 years.

The classes include traditional rhymes and modern songs, rhythm activities, and learning to play patterns in time on a variety of percussion instruments such as guiros, hand drums, castanets and chimes. Children will experience recorded and live accompaniment, for example on the ukulele and flute. The overall aim is for children to have a positive experience of music and to grow in confidence and self-expression! Music can support so many areas of a child's development in the Early Years; from vocabulary expansion and understanding of the world through a broad range of sung repertoire, to numeracy through counting and patterns in music. Co-ordination and fine motor skills are supported through percussion instruments - to name just a few advantages! The classes cover all key skills in the Music Curriculum for the Early Years.

This activity is optional and will be charged at a cost of £3.50 per session if you choose to participate. This activity will run during the term time only. You will be required to opt in on a termly basis. If you wish to opt out at any time, you will need to inform management before the next term starts.

If your child does not attend on a Thursday and you would like your child to participate in the activity, you are welcome to drop your child off for the session and collect them when the session has finished. The same terms and conditions apply as stated above.

If you choose to opt out of this activity, your child will participate in other activities in the nursery whilst the session takes place.

Additional charges

Lunch - If you provide a lunch from home for your child and they do not come to nursery with a lunch, we will call you first to ask if you would like to drop a lunch off or if you would like your child to have our lunch. If we cannot get hold of either parent, we will give your child our lunch. The charge for our lunch is £2.50

Parents are asked to provide nappies, wipes for nappy changes, any nappy cream and suncream.

Should parents fail to provide these, the following charges will be added to your invoice for the use of our products:

Nappies - 50p per nappy used.

Wipes - 50p per nappy change

Nappy cream - If a parent asks staff to apply cream to their child at nappy changing times but fail to supply the cream, 50p per nappy change will be charged.

Sun cream - £1.00 per application

If you choose to "opt out" of the voluntary funded hour payment and fail to provide your own meals, the following charges will be added to your invoice for our meals:

Breakfast - £1.50

Snacks - 50p per snack

Dinner - £3.00

If you choose to "opt out" of the voluntary funded hour payment and choose to be charged for the use of our medication/first aid supplies, the following charges will be added to your invoice:

Per 5 ml of Calpol - 75p

Ice pole (used for cuts to mouths) - 25p

If you choose to "opt out" of the voluntary funded hour payment and fail to provide your own bed linen, the following charges will be added to your invoice:

Bed linen - 50p per day (This covers the cost of the nursery's washing detergent)

If you choose to "opt out" of the voluntary funded hour payment and fail to provide your own spare clothes, the following charges will be added to your invoice for the use of our spare clothes:

£1.00 per change (regardless of the number of items used)

If you choose to "opt out" of the voluntary funded hour payment and wish to participate in the graduation ceremony, the following charge will be added to your July invoice.

Graduation hat, certificate, photograph and party bag - £10.00

If you choose to "opt out" of the voluntary funded hour payment but wish to "opt in" to the enhanced learning experiences package, the following experiences will be charged at £2.50 per experience/celebration:

Chinese New Year

Science week

Mother's Day event

World planting Day

Easter

World Baking Day

Father's Day event

Grandparent's Day event

Halloween

Christmas

The following celebrations will not be charged for:

National bird day, Valentines day, shrove Tuesday, St Patricks Day, St Davids day, World book day, Holi, St Georges Day, VE Day, World book day, D Day, Armed Forces day, Moon landing day, International Music Day, National poetry day, Diwali, Bonfire Night, Remembrance Day, Children in Need, St Andrews day

Duration of the contract

This contract shall last until it is terminated by either you or us. If you decide to leave the setting, we require at least 4 weeks' notice. We reserve the right to terminate this contract with immediate effect should you fail to comply with anything outlined in either this contract or the admissions contract which you have signed and agreed to. This contract will also be terminated should you no longer be entitled to receive funded hours. If you choose to leave the setting, any deposit amount owed to you will be deducted from your final invoice. If you leave the setting without paying your final invoice, you will forfeit any deposit amount owed and this amount will be used to cover some of the outstanding amount owed. Legal action may be taken to recover any outstanding balance.