



# **BROOK HOUSE NURSERY**

## **POLICY ON EARLY EDUCATION FUNDING**

### **UNIVERSAL ENTITLEMENT**

#### **NUMBER OF HOURS AVAILABLE**

All 3 and 4-year-olds in England are entitled to 570 hours of free childcare each year. Nursery providers can deliver this funding across the school terms (15 hours per week for 38 weeks per year) or by stretching it to cover a longer period of the year.

We stretch the funding over 51 weeks and provide 10 hours of free childcare each week across the standard packages of attendance. This equates to 510 hours over the year.

As such, there are 60 hours (570 hours – 510 hours) extra. Parents are therefore entitled to 6 extra 10 hour days each year free of charge, which are delivered as 2 extra 10 hour days each term.

If your child attends 5 days per week, or if you are unable to take up your free hours, we will apply a credit note using our standard daily rate, less a charge for any Additional Services you have opted into (see section Charges for Additional Services below).

We apply a charge for any additional hours outside of the funded hours, as detailed in the Fee Schedule, however taking up additional hours is not a precondition of accessing a place.

#### **PATTERN OF HOURS AVAILABLE**

The Universal Entitlement is accessible in 10 hour blocks on any day of the week.

As part of the registration process the manager will confirm which day the free entitlement is being delivered, and this information will be shown on monthly invoices.

If your child is absent due to holiday or sickness during the agreed Universal Entitlement session, there is no requirement on the Nursery to offer the entitlement hours at a different time.

The Universal Entitlement cannot be spread into smaller chunks over multiple numbers of days (e.g. two 5 hour blocks over 2 days).

#### **MID YEAR STARTS**

The funding year is from 1<sup>st</sup> September to 31<sup>st</sup> August. If you first become eligible for funding during this period, e.g. on 15<sup>th</sup> September, or 5<sup>th</sup> January, the Nursery will not be able to claim the full 38 weeks of funding during that year.

As a result, an adjustment may be required to your billing to ensure that we deliver the correct number of hours of free childcare.

If this applies to you, we will communicate with you to explain any adjustment required.



# BROOK HOUSE NURSERY

## POLICY ON EARLY EDUCATION FUNDING

### **CHARGES FOR ADDITIONAL SERVICES**

The funding we receive to cover the cost of free hours does not cover the cost of meals, activities, baby wipes or suncream.

On the day on which the free entitlement is delivered, there is an optional charge of £21.50 per day to cover these costs. This is made up as £12 for meals, £7.50 for activities, and £2 for consumables.

If you would like your children to access these services, you must opt in to these charges.

If you feel that you are unable to meet the cost of these charges, please arrange a meeting with the nursery manager and alternative options can be discussed.

An opt in applies for the duration of your child's placement at the setting. However, if you would like to opt out in the future, you may do so by giving 8 weeks' notice before the start of the following term.

### **WHEN IS MY CHILD ELIGIBLE FOR FUNDING?**

You can start claiming Universal Entitlement the term after your child turns 3 if you meet the eligibility criteria. The date you can claim depends on when their birthday is.

Child's birthday	When you can claim
1 <sup>st</sup> January to 31 <sup>st</sup> March	the beginning of term on or after 1 <sup>st</sup> April
1 <sup>st</sup> April to 31 <sup>st</sup> August	the beginning of term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September to 31 <sup>st</sup> December	the beginning of term on or after 1 <sup>st</sup> January

- Funding will follow the child across the term.
- Funding will be claimed for the weeks the child is on roll, the place is available to access, and attendance has started.
- Claims will be made based on child on roll, and weeks the place is available to access.

### **ELIGIBILITY CRITERIA**

All 3 and 4-year-olds who live in England are entitled to this offer irrespective of income levels, benefit status, or family circumstances.

### **HOW TO APPLY**

The nursery will contact parents of all eligible children and request that the parents complete, sign, and return a parent funding authorisation form, which will be used to claim the funding.



# **BROOK HOUSE NURSERY**

## **POLICY ON EARLY EDUCATION FUNDING**

### **WORKING FAMILY ENTITLEMENT**

#### **NUMBER OF HOURS AVAILABLE**

The government also offers:

- 30 hours per week of funded childcare to working parents of children aged between 9 months and 3 years old, who meet the eligibility criteria.
- 15 hours per week of funded childcare to working parents of children aged 3-4 years old, who meet the eligibility criteria. This is additional to the Universal Entitlement and, as such, parents of children aged 3-4 years old are eligible for up to 30 hours per week, with the 15 hours relating to the Working Family Entitlement only being accessible if they meet the eligibility criteria.

We stretch the funding over 51 weeks and provide 20 hours of free childcare each week across the standard packages of attendance. This equates to 1,020 hours over the year.

As such, there are 120 hours (1,140 hours – 1,020 hours) extra. Parents are therefore entitled to 12 extra 10 hour days each year free of charge, which are delivered as 4 extra 10 hour days each term.

If your child attends 5 days per week, or if you are unable to take up your free hours, we will apply a credit note using our standard daily rate, less a charge for any Additional Services you have opted into (see section Charges for Additional Services below).

We apply a charge for any additional hours outside of the funded hours, as detailed in the Fee Schedule, however taking up additional hours is not a precondition of accessing a place.

#### **PATTERN OF HOURS AVAILABLE**

The Working Family Entitlement is accessible in 10 hour blocks on any day of the week. However, one day each week must be a Friday.

As part of the registration process, the manager will confirm which day the free entitlement is being delivered, and this information will be shown on monthly invoices.

If your child is absent due to holiday or sickness during the agreed Working Family Entitlement session, there is no requirement on the Nursery to offer the entitlement hours at a different time.

The Working Family Entitlement cannot be spread into smaller chunks over multiple numbers of days (e.g. two 5 hour blocks over 2 days).

#### **MID YEAR STARTS**

The funding year is from 1<sup>st</sup> September to 31<sup>st</sup> August. If you first become eligible for funding during this period, e.g. on 15<sup>th</sup> September, or 5<sup>th</sup> January, the Nursery will not be able to claim the full 38 weeks of funding during that year.



# BROOK HOUSE NURSERY

## POLICY ON EARLY EDUCATION FUNDING

As a result, an adjustment may be required to your billing to ensure that we deliver the correct number of hours of free childcare.

If this applies to you, we will communicate with you to explain any adjustment required.

### **CHARGES FOR ADDITIONAL SERVICES**

The funding we receive to cover the cost of free hours does not cover the cost of meals, activities, baby wipes, or suncream.

On the day on which the free entitlement is delivered, there is an optional charge of £21.50 per day to cover these costs. This is made up as £12 for meals, £7.50 for activities, and £2 for consumables.

If you would like your children to access these services, you must opt in to these charges.

If you feel that you are unable to meet the cost of these charges, please arrange a meeting with the nursery manager and alternative options can be discussed.

An opt in applies for the duration of your child's placement at the setting, however if in the future you would like to opt out, you may do so by giving 8 weeks' notice before the start of the following term.

### **ELIGIBILITY CRITERIA**

- **WORK REQUIREMENTS** – You and your partner (if you have one) must earn or expect to earn the equivalent of 16 hours per week at National Minimum Wage or Living Wage over the next three months.
- **SALARY** - You cannot access the Working Family Entitlement if you, or your partner, expect to earn £100,000 or more adjusted net income in the current tax year.
- **AGE OF CHILDREN** - Your child/children must be between 9 months and 4 years old. You can apply for funding in the term prior to your child turning 9 months, but the funding will not apply until the term after they turn 9 months
- **IMMIGRATION STATUS** - You (and your partner if you have one and if they live with you) must have a National Insurance Number. The person who applies must also have at least one of the following: British or Irish citizenship, settled or pre-settled status (or you have applied and you're waiting for a decision), permission to access public funds.

For more information about eligibility criteria, please visit the Childcare Choices <https://www.childcarechoices.gov.uk/> website or download the Department for Education eligibility document. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

### **WORKING FAMILY ENTITLEMENT – WHEN TO APPLY FOR A CODE**

To be able to access the government funding, parents will need to obtain a valid code. <https://www.gov.uk/apply-free-childcare-if-youre-working>



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## POLICY ON EARLY EDUCATION FUNDING

You can apply from when your child is 23 weeks old. Please visit the following website to apply for 30 hours childcare:

<https://www.gov.uk/apply-30-hours-free-childcare>

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

Recommended time for parents to apply for the code:

When your child turns 9 months	When you can get your hours from	Recommended time to apply
1st September to 31st December	Term starting on or after 1st January	15th October to 30th November
1st January to 31st March	Term starting on or after 1st April	15th January to 28th February
1st April to 31st August	Term starting on or after 1st September	15th June to 31st July

**Remember you need to reconfirm your eligibility code every 3 months.**

### **What happens to my funding if my child leaves the nursery during the term**

- A minimum of 4 weeks' notice should be given to the nursery in writing. A leaver's form will be provided by the nursery.
- Whole weeks of funding can be claimed up to the week in which your notice period ends.
- Leaver's form, signed by parents, and the original written notice is evidence of the leaver's claim.

### **If your child turns 3 whilst claiming 2 year old funding**

If your child turns 3 whilst claiming 2 year old funding, the fees will not change. They will change when you become eligible for the 3 year old funding, in the following term.



# **BROOK HOUSE NURSERY**

## **POLICY ON EARLY EDUCATION FUNDING**

Policy review date	Name and signature