



# ABC Nursery and Preschool Limited

## Funding Policy

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## 1 Introduction of the Funding options

Early Years Funding is a national scheme, administered by local authorities, which offers funded childcare hours with an Ofsted registered provider. A variety of funded hours are available depending on the child's age and the family's situation. At the Nursery, we offer a range of options that parents can select for accessing their funded hours. The options are elaborated further in this policy.

## 2 How the Nursery offers Early Years Funding

The Nursery wants to make sure that families use their funding to its full potential. Families are able to maximise their funded childcare by using up to 10 hours of funding a day before purchasing additional hours and without any artificial break in the day. As such the Nursery offers parents the option to either use the funded hours on the term time offer (38 weeks funded in a year) or as an all-year-round childcare when the funding is stretched across 51 weeks, as illustrated below:

### 2.1 Term-Time option

Under this option, parents can select to use their funded hours over 38 weeks (term-time only) using 15 hours or 30 hours per week according to the eligibility.

### 2.2 Stretch option

Under this option, parents can stretch the 15 or 30 hours funding across 51 weeks; these are elaborated below:

- 15 hours of funded childcare over 38 weeks (funded hours) equates to 570 funded childcare hours a year. Under the Nursery's stretched offer this equates to 11.18 hours of funded childcare a week over 51 weeks of the year (this is worked out as follows  $15 \text{ hours} \times 38 \text{ weeks (funded hours)} = 570 \text{ funded hours} / 51 \text{ weeks} = 11.18 \text{ of funded hours per month}$ ).
- 30 hours of funded childcare over 38 weeks (funded hours) equates to 1,140 funded childcare hours a year. Under the Nursery's stretched offer this equates to 22.35 hours of funded childcare a week over 51 weeks of the year (this is worked out as follows  $30 \text{ hours} \times 38 \text{ weeks (funded hours)} = 1140 \text{ funded hours} / 51 \text{ weeks} = 22.35 \text{ of funded hours per month}$ ).

## 3 Nursery fees for children accessing funded hours

The Government has offered parents support to ease the pressure on paying for Nursery Fees. This session offers guidance on how to claim for funded hours and tax-free childcare.

The options that are available are:

### 3.1 Working families funding (FEEE1W and FEEE2W)

#### 3.1.1 FEEE1W

##### Introduction

From September 2024, nine-month-old children of eligible working parents can get funded entitlement hours the term after they turn 9 months old. Children will get up to 570 funded entitlement hours over the year. This is for 15 hours per week for 38 weeks if parents meet the eligibility criteria.

##### When do I apply for the funding?

From September 2024 you may be able to get FEEE1W for your child the term after they are nine months old if you meet the eligibility criteria.

<b>If 9 months old between:</b>	<b>They get FEEE1W:</b>
1 April – 31 August	1 September after they are 9 months old
1 September - 31 December	1 January after they are 9 months old
1 January – 31 March	1 April after they are 9 months old

##### How do I apply for this funding?

To access this funding, you will need to check your eligibility online at <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> and complete an application form. If eligible you need to make sure you apply for FEEE1W before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the funding.

When you have finished your application and set up an account you will get an eligibility code which you should share with the Nursery Manager to check the code on the early year's portal. If the code clears all the checks, you can then book your funded hours. You will also need to show your child's birth certificate.

You will be required to renew your eligibility code with Childcare Choices every 3 months. Your renewal date will be given to you when your application is approved. Please keep note of this date and ensure you renew to continue claiming the funded hours. It is the responsibility of the parents to ensure that their code is still eligible for funding and full charges apply if this is not the case.

### 3.1.2 FEEE2W

#### Introduction

From April 2024, two-year-old children of eligible working parents can get funded entitlement hours the term after they turn two. Children will get up to 570 funded entitlement hours over the year. This is for 15 hours per week for 38 weeks if the parents meet the eligibility criteria.

#### When do I apply for the funding?

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

<b>If 9 months old between:</b>	<b>They get FEEE2W:</b>
1 April – 31 August	1 September after their 2 <sup>nd</sup> Birthday
1 September - 31 December	1 January after their 2 <sup>nd</sup> Birthday
1 January – 31 March	1 April after their 2 <sup>nd</sup> Birthday

#### How do I apply for this funding?

To access this funding, you will need to check your eligibility online at <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> and complete an application form. If eligible you need to make sure you apply for FEEE2W before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the funding.

When you have finished your application and set up an account you will get an eligibility code which you should share with the Nursery Manager to check the code on the early year's portal. If the code clears all the checks, you can then book your funded hours. You will also need to show your child's birth certificate.

You will be required to renew your eligibility code with Childcare Choices every 3 months. Your renewal date will be given to you when your application is approved. Please keep note of this date and ensure you renew to continue claiming the funded hours. It is the responsibility of the parents to ensure that their code is still eligible for funding and full charges apply if this is not the case.

### 3.2 Support two-year-old funding (FEEE2)

#### Introduction

Some parents will be able to apply for 15 hours funding for 2-year-olds if you are in receipt of certain benefits such as Income Support or Universal Credit, or your child has Disability Living Allowance or an education, health and care (EHC) plan, you may be able to get 15 funded hours for your child.

### When do I apply for the funding?

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

<b>If 9 months old between:</b>	<b>They get FEEE2:</b>
1 April – 31 August	1 September after their 2 <sup>nd</sup> Birthday
1 September - 31 December	1 January after their 2 <sup>nd</sup> Birthday
1 January – 31 March	1 April after their 2 <sup>nd</sup> Birthday

### How do I apply for this funding?

To apply for this funding, you will need your National Insurance number or National Asylum Seekers Service number and register on <https://educationportal.essex.gov.uk/CitizenPortal/en>. If you don't have internet access or need support completing the online form, you can get support from the following:

- email [Early.Years@essex.gov.uk](mailto:Early.Years@essex.gov.uk); or
- speak to the Nursery Manager, Health Visitor or Social Worker.

When you have filled in the online form, and the eligibility checks have been passed you will receive a reference number which you can share with the Nursery Manager to get your funded 15 hours. You will need to show the child's birth certificate, your National Insurance number and other evidence if eligible due to the additional criteria.

If you are eligible and you want to talk this through with someone, you can contact the Essex Child and Family Well-being service Family Hub for your district. Details of your local Family Hub can be found here <https://essexfamilywellbeing.co.uk/hubs/>.

### 3.3 Universal funding (FEEE3 and FEEE4)

#### Introduction

All parents of 3- and 4-year olds are entitled to the 15-hour funding. From the term after your child's 3rd birthday and until they start school, you can get 570 hours of government-funded childcare a year. This is for 15 hours per week for 38 weeks of the year (term-time).

#### When do I apply for the funding?

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

If 9 months old between:	They get FEEE 3 & 4:
1 April – 31 August	1 September after their 3 <sup>rd</sup> Birthday
1 September - 31 December	1 January after their 3 <sup>rd</sup> Birthday
1 January – 31 March	1 April after their 3 <sup>rd</sup> Birthday

#### How do I apply for this funding?

To apply for this Parent's will need to provide evidence of a child's birth date (normally a passport or birth certificate) and copies will be taken and retained as evidence of compliance. Please contact the Nursery Manager for more guidance.

#### 3.4 Three- and four- year old funding (FEEE) – Extended Funding Entitlement (EFE)

##### Introduction

Three- and four-year-olds of eligible working parents can get the extended funded entitlement (EFE), which is another 15 hours in addition to the universal 15 funded hours, this is often called the “30-hour offer”. This is because children can have up to 30 hours a week for 38 weeks which is a total of 1140 hours of funded entitlement a year.

##### How do I apply for this funding?

To apply for this funding, you will need check your eligibility by using the on-line [Childcare calculator](#) and complete an online application form. If eligible you need to make sure you apply for EFE before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the EFE and will only be eligible to get the 15 hours of universal funding for that term.

#### 3.5 Early Year Pupil Premium (EYPP)

All eligible children who are in receipt of FEEE could be eligible for EYPP. EYPP is not paid for the Children receiving 2- and 3- & 4-year-old FEE (additional 15 hours for working parents). The EYPP gives the us with additional funding, which we can use to provide resources that will support your child. In order to claim this extra funding, we will ask to fill in the section on the Parent/Carer Agreement form.

Please consult with the Nursery Manager for more details on how to access the EYPP.

#### 3.6 Disability Access Fund (DAF)

If your child qualifies for Disability Living Allowance, we will be able to apply for DAF each financial year. You will need to provide evidence of the DLA. This additional funding can be spent on equipment, resources or making reasonable adjustments to the setting.

### 3.7 What funded hours include

Funded hours cover:

- Early years education and care during agreed sessions
- Qualified staff and learning resources
- Statutory requirements of the Early Years Foundation Stage (EYFS)

### 3.8 What funded hours do not include (chargeable extras)

Funded hours do not cover the following optional or additional services. These are charged separately and are not a condition of taking up a funded place.

#### 3.8.1 Meals and snacks

- Freshly prepared meals, snacks and drinks are offered during sessions
- Charges contribute to food preparation, dietary requirements and staffing

#### 3.8.2 Consumables

- Consumables include wipes, creams, tissues, nappy bags, cooking, special activities resources and special events
- Charges cover daily use and restocking of these items

#### 3.8.3 Additional optional external classes

- These include dancing lessons/Melody bear

### 3.9 Options for using funded hours

Parents can choose how to use funded hours within nursery availability. We offer 10 hour (8-8), 6 hour (9-3) and 4.5 hour sessions within our full day, school day and morning (7.30-12) session.

### 3.10 All-inclusive childcare services (meals and consumables)

At ABC Nursery and Preschool, we provide an all-inclusive childcare service that ensures all children's daily care needs are fully met while they are in our setting. This service is included in the session cost and removes the need for parents to supply consumables, ensuring that every child has access to high-quality provisions throughout the day. This all-inclusive service applies to both funded and unfunded sessions. Parents may either pay for the all-inclusive package or opt out and provide all required items themselves. To maintain consistency across the setting, we operate on an all-in or all-out basis. This means parents can either:

- Opt into our inclusive service, where the nursery provide essential items for a set 4.5 ,6- or 10-hour session cost.
- Opt-out completely, agreeing to supply everything required for their child, including all meals, drinks, and consumables in line with our setting's guidelines.

### 3.10.1 Scope of the inclusive service

The all-inclusive package covers:

- Meals and snacks – breakfast, lunch, tea (supper) and two daily snacks when attending 7:30AM – 6PM
- Drinks – water and milk available throughout the day
- Wipes and nappy sacks
- Nappy cream – Sudocream or a nursery-approved alternative
- All consumables required for nursery routines
- Events – family events run throughout the year

All children are automatically enrolled in the all-inclusive service upon registration, ensuring they have everything required for their care, comfort and participation in all nursery activities.

#### Benefits of the all-inclusive service:

- Convenience – no need to supply consumables
- Cost-effectiveness – a fixed cost with no additional expenses for consumables
- Continuity and quality assurance – ensures all children have consistent access to high-quality products
- Simplified nursery experience – parents can drop off their child knowing everything is taken care off.

### 3.10.2 Opt-out process (providing your own meals and consumables)

We recognise that some families may prefer to provide their own items. This means they take full responsibility for supplying:

- All meals and snacks.
- Personal care items such as wipes and nappy cream, nappy bags, tissues, gloves
- Additional resources for special events and festivities

To ensure smooth operations and fairness across the setting, families wishing to opt-out must follow the process outlined below:

1. Submit a formal opt-out request in writing at least one month before the next billing period which is monthly for all year children and half termly for term time children.
2. Notice must be submitted via email on [abcnurseryandpreschool@gmail.com](mailto:abcnurseryandpreschool@gmail.com)
3. Provide all required items in full and on time in accordance with the nursery's guidelines (as outlined below).

4. Ensure that all items meet the nursery's safety and quality standards.

Failure to provide the necessary items will result in the child being unable to attend until all required supplies are provided.

Reverting to the all-inclusive service:

Parents who wish to return to the all-inclusive service must:

1. Submit a request in writing.
2. Resume charges from the next invoicing period. Mid-month or mid-term changes will not be accommodated.
3. Provide their own items until the new billing period begins. The nursery will not supply consumables during the transition period.

### 3.10.3 Requirements from parents in case of opt-out service

Personal care items:

Personal care items must be provided in full on the first session attending at the start of each term/month depending on the child's schedule.

- Term-time children – supplies must be delivered on the first day of the term in January, April and September. Supplies are for the full term.
- All-year children – supplies must be delivered on the first session of each month for the month ahead.

Lunchbox requirements:

Parents must provide the following food items based on their child's session:

AM session (7:30AM – 1PM)	Breakfast Snack Lunch
PM session (1PM – 6PM)	Snack Tea (main and pudding)
Full-day session (7:30AM – 6PM)	Parents must deliver food in two separate batches: <ul style="list-style-type: none"><li>- Morning food (breakfast, snack, lunch) must be provided at drop-off (7:30AM)</li><li>- Afternoon food (snack, supper) must be provided at 1PM, as we cannot safely store pre-made food for extended periods</li></ul>

We will provide fresh drinking water and milk to all children as part of our standard EYFS offer.

All food must comply with our Lunch box Policy, which outlines permitted and restricted food items, as well as food safety and allergen guidelines and storage requirements. It is the parent's responsibility to ensure all food meets these requirements.

### 3.10.4 Nursery standards and expectations

The all-inclusive service is available to both funded and unfunded children.

- For funded sessions, parents must either pay for the all-inclusive service separately or opt out.
- For private sessions, the all-inclusive service is already factored into the hourly rate.
- No partial opt-outs are permitted.
- Children must arrive fully prepared for their session. Parents who have opted out must ensure all necessary items are provided.

ABC Nursery and Preschool reserves the right to adapt or withdraw the all-inclusive service if a significant number of families opt out, making it financially or operationally unviable. Any changes to this service will be communicated with parents in advance. By offering a comprehensive all-inclusive service, ABC Nursery and Preschool ensures that every child receives the highest standard of care in a safe, well-equipped and nurturing environment.

## 3.11 Table of fees and charges

The following table outlines typical charges applied by the nursery. All charges are optional unless stated and apply only where the service is used.

### 3.11.1 Schedule of charges

Funded Hours Used Per Day	Meals Charge	Consumables Charge
10 funded hours (8AM - 6PM)	£10.80	£1.20
6 funded hours (9AM - 3PM)	£6.00	£0.70
4.5 funded hours (7.30AM - 12PM)	£5.40	£0.60

### 3.11.2 Additional childcare hours (non-funded)

Additional hours attended outside a child's funded entitlement are charged according to the child's **age and room allocation**. These hours can only be added by extending existing nursery sessions.

Room / Age Group	Hourly Charge
Baby Room (Under 2s Maple room & Willow room)	£ 8.00/hour
2-3 years old (Chestnut room)	£7.50/hour
3-5 years old (Oak room)	£7.00/ hour

### 3.11.3 Invoicing and payments

- Funded hours are claimed directly from the local authority
- Parents are invoiced monthly for any chargeable items
- Fees must be paid in advance unless otherwise agreed

### 3.11.4 Changes to funding or attendance

Parents must:

- Provide valid funding codes by required deadlines
- Inform the nursery of any changes to eligibility or attendance
- Understand that loss of funding may result in full fees becoming payable

## 3.12 Tax-free childcare

Tax-Free Childcare is a UK government initiative designed to help working parents with the cost of childcare. For every 80p you (or someone else) pays in, the government will top up an extra 20p. This is equivalent of the tax most people pay - 20% - which is how the scheme got its name. For more information, please see link <https://www.gov.uk/tax-free-childcare>.

### 3.13 Special Education Needs (SEND) funding

Every local authority has a SEND inclusion fund to support providers in meeting the needs of individual child with SEN. SEN funding is paid directly to the provider by the local authority. When deciding on the value of SEN funding, the Local authority must consider the number of children with SEN in the local area, their level of need, and the overall capacity of the local childcare market to support these children.

The Nursery will use SEND funding to support the child with any learning and developmental delay or special educational needs or disability by accessing specialist resource and equipment.

### 3.14 Deprivation funding

Deprivation Funding is paid directly to the Nursery by the local authority. Payment is made based on a child's postcode considering:

- Deprivation (mandatory)
- Rurality/Sparsity (discretionary)
- Flexibility (discretionary)

- Quality (discretionary)
- Language (discretionary)

Deprivation Funding is not child specific and can be used to support all children within the setting. The Nursery will use Deprivation Funding to close the gap in attainment of children in the nursery.

## 4 Other terms and conditions

Other terms and conditions are:

- One month's notice is required to alter the pattern of attendance and on closing a child's place.
- Fees are payable monthly in advance on the 20th of each month. They are calculated according to the current schedule of fees.
- A late collection penalty charge of £15 will be chargeable if the child is not picked up at the time of the end of their session.
- If the total then outstanding remains unpaid after a further 14 days, your child's place will be suspended until full payment is received.
- If the suspension overlaps into a new invoicing period, fees will continue to accrue and be chargeable.

## 5 Termination of the agreement

We may immediately end the Agreement if:

- You have failed to pay your fees;
- You have breached any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
- You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards any member of staff.
- We take the decision to close. We will give you as much notice as possible in the event of such a decision;
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end the Agreement;
- If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Nursery Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you;
- Fees remain payable during any period of closure due to reasons of forces beyond our control such as extreme weather, loss of heating, lighting, fire or flood, illness outbreak and non-admittance of a child for any reason;

- The proprietors reserve the right to charge interest on fees that are outstanding on the due date and to suspend the services until payment is received.

## 6 How to reduce Nursery fees

Please see below some useful links to find out more on how Nursery fees could be reduced:

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

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

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

<https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

## 7 Parent Declaration Form

Regulation requires childcare providers to enter into a separate funding agreement with parents, called the Parent Declaration Form.

Local authorities require parents to enter into a Parent Declaration Form covering the Early Years Funding. The local authority Parent Declaration form must be signed each term. If the local authority Parent Declaration Form is not signed and returned to us Early Years Funding cannot be claimed and the full fees (without the Early Years Funding applied) will be charged to you.

## 8 Required documentation

Regulation requires childcare providers to obtain documentation to evidence eligibility for the Early Years Funding as per below:

- Supported Two-year old Funded Childcare: Child's birth certificate or passport, confirmation of eligibility (e.g. local authority confirmation letter/email or code);
- Universal Funded Childcare: Child's birth certificate or passport; and
- Working Families Funding: Child's birth certificate or passport, Parent's full name, date of birth, eligibility Code issued by HMRC, and national insurance number.

Additional documentation may be needed depending on local authority requirements.

## 9 Children absences

Each local authority has its own policy on child absences during Funded Childcare. the Nursery must keep the local authorities informed of child absences and the local authority has the right to recover funding payments made during periods of absences. Parents are responsible for paying the Nursery for any funding payments reclaimed by the local authority due to a prolonged child's absence. Parents need to inform the Nursery Manager of any prolonged absences in advance.

## 10 Booking pattern

The Nursery requires parents to confirm their booking pattern before the start of a new term. Changes to the sessions can be made during the term period providing that we have availability and that parents notify the Nursery at least one month of their childcare requirements. the Nursery is unable to apply Funded Childcare to any ad-hoc sessions booked outside of the confirmed booking pattern at the beginning of the term.

The Nursery is able to make permanent changes to booking patterns in accordance with the terms of the Parent Agreement.