



DEAN CLOSE
LITTLE TREES
NURSERIES

DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

**Funded Childcare - Wales
(NL038)**

Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation,
registered Charity No: 1086829

Date of Issue: July 2022
Review Date: July 2023
Owner: Area Manager

DEAN CLOSE LITTLE TREES NURSERIES

FUNDED CHILDCARE POLICY FOR WALES

We know that the rules around the funded entitlement can be confusing for parents, and parents understandably have lots of questions about how the funding works.

It is really important that you know your childcare entitlement and what you can expect from us as your chosen childcare provider.

This policy will provide you with more information about how and when you can claim your funded childcare and your rights when accessing your funded place.

Funded childcare is awarded using the following birth dates:

Child celebrating their 3rd birthday between	Funding starts
1 st January- 31 st March	Summer Term - April
1 st April- 31 st August	Autumn Term - September
1 st September – 31 st December	Spring Term - January

The nursery session times available are as follows:

Session	Times	Hours
Morning Session	8am-1pm	5 hours
Afternoon Session	1pm-6pm	5 Hours
Full Day	8am-6pm	10 Hours

The Childcare offer

The Welsh Government childcare offer has been introduced to provide 20* hours of funded childcare. *The number of hours may be slightly different depending on which Local Authority you reside in, if they offer more Educational Hours. For example, if you reside within Cardiff, they offer 12.5 hours Educational hours, and therefore 17.5 Childcare Offer hours.

A maximum 30 hours of combined education and childcare will be offered to eligible working parents of 3 and 4 year olds for up to 48 weeks of the year. Parents in full time education and on training programmes are also eligible.

The offer is available for children from the term after their third birthday until 31st August following their fourth birthday when they are offered a full-time education place in school.

You are eligible for the childcare offer if:

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- your child is 3 or 4 years old
- you are working and live in Wales - both parents must work if you are a two parent family, or be in full time education or training
- you work at least 16 hours at the national minimum or living wage
- you earn a weekly minimum equivalent of 16 hours at the national minimum wage (NMW) or national living wage (NLW) (around £111 and £115 a week at the current 21-24 NMW and NLW rate respectively) but less than £100k per year

Parents should be able to access the offer from whichever point they wish during that term, providing their child was eligible from the beginning of that term, or earlier. All parents assessed as eligible to receive the funded childcare will receive a confirmation letter. The funded childcare will begin after parents receive this letter. You will need to provide a copy of this letter to your Nursery Manager in order for the nursery to claim your hours for you.

You can find further information here regarding falling out of eligibility etc:

<http://www.newport.gov.uk/documents/Care-and-Support/FIS/Childcare-Offer-May-2018.pdf>

What You Can Expect When Claiming your Free Childcare Hours

- Up to 30 hours of childcare delivered to you across 48 weeks of the year.
- Dean Close Little Trees operate for 52 weeks of the year, therefore sessions that fall out of the 48 week entitlement will be subject to our normal fees.
- Week 1-48 is 2nd September- 31st July for 2019/2020 as stipulated below. The last 4 weeks in an academic year are the weeks that are chargeable. This includes the 39 weeks term time funding, and 9 weeks holiday funding making a total of 48 weeks.
- A Funded Holiday week does not mean taking a 'holiday' from the nursery with no fees liable. A funded holiday week simply means that during what would otherwise be a half term or school holiday, that the Childcare offer can still offer funding during this time, for those 9 week's only.
- Funded holiday weeks are accrued at 3 weeks per term. Therefore if your child was eligible for funding from the Spring term in January, you are only eligible for the 6 weeks funded holiday weeks. However this has all been scheduled into the academic year for parents so to maximise their funding entitlements from the beginning of September until the end of July.
- Sessions cannot be more than 10 hours in any one day.
- The Childcare offer and Educational Hours can be taken in a variety of ways. –
 1. The 20 hours childcare offer can be used on any sessions, i.e. 10 hours in one day or two half day sessions.
 2. However the FPN hours can only be taken subject to the Local Authorities guidelines. In Newport, you must attend the nursery on three separate days to claim the educational hours, which are given as 2 hours each day. In Monmouthshire there are no restrictions on the number of days, however 2 hours can only be given as a daily allowance.

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3. To claim the full 10 FPN education hours, your child needs to attend nursery five days a week, whether that is half days or full days is your decision.
- Any additional childcare hours during the 48 weeks that is required will be subject to booking the required sessions and payable at those session rates.
 - The nursery Terms and Conditions are still valid for funded only places.
 - For funded sessions, a Funded Food & Consumables Charge will be payable.
 - You can choose to use your FUNDED hours at one provider or split the hours between two providers as long as they are registered with the CIW e.g. a Childminder and a playgroup. You must inform your Nursery Manager of this before the beginning of the term to ensure that funding claims are correct.
 - The Nursery Registration fee is still payable and non-refundable
 - Funded sessions can-not be changed mid-term. You can change sessions at the beginning of the following term subject to the nurseries availability and that the correct notice has been given in conjunction with the nursery's terms and conditions.
 - Any hours not taken up are not claimed and are not accrued. For example, if you attend nursery on 2 days per week, no FPN hours can be claimed in (Newport only), therefore effectively losing the FPN entitlement.
 - However, during the 9 weeks holiday funding, dates as stipulated below, we can claim for the full 30 hours when the FPN hours are not applicable.
 - Holiday weeks are only available as 3 weeks per term. For example, if your child has only been eligible for the funding from the January Spring term, they are only eligible for the 6 weeks holiday funding, not the 9.
 - Our Nursery Management Software system, Famly, will automatically allocate funding to the earliest sessions within the week, therefore meaning Monday, Tuesday and Wednesday for the full 30 hours. If there is a Bank Holiday on the Monday, then the system will automatically allocate the funding to the Tuesday, Wednesday and Thursday for that week only. This will ensure that parents still receive their full funding entitlement.

Payment and your bills

You will still receive a monthly invoice from Dean Close Nurseries whether your child's place is completely FREE to you or otherwise.

- Your invoice will clearly show the number of funded hours allocated within that calendar month, even if there is nothing for you to pay. The Local Authority pays us directly for those hours accessed.
- You DO NOT have to pay towards any Funded hours.
- Your invoice will show the total sessions attended but the charge on the invoice will only be for the unfunded sessions
- The food & consumables charge will be clearly identified on your invoice.
- Any chargeable services, such as trips, swimming lessons or clubs that you chose your child to take part in, will be invoiced to you.

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Welsh Term Dates for 2022/2023

Autumn Term 2022

September 5th – October 28th (8 weeks)
1 week holiday
November 7th – December 23rd (7 weeks))
2 week holiday

Spring Term 2023

January 9th – February 17th (6 weeks)
1 week holiday
February 27th – March 31st (5 weeks)
2 week holiday

Summer 2023

April 17th – May 26th (6 weeks)
1 week holiday
June 5th – July 21st (7 weeks)
2 weeks holiday, funding up to and inclusive of August 4th

Delivering 48 weeks of funding as above, with 3 weeks holiday funded stipulated during half terms.