



DEAN CLOSE  
**LITTLE TREES**  
NURSERIES

**DEAN CLOSE NURSERIES LIMITED**

**Independent Day Nursery**

**Funded Childcare - England  
(NL037)**

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

Date of Issue: July 2023  
Review Date: July 2024  
Owner: Group Operations Manager

## DEAN CLOSE LITTLE TREES NURSERIES

### FUNDED CHILDCARE POLICY FOR ENGLAND

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

We appreciate that the government always markets the offer as being 'free', however this has never been, nor will ever be free. It is funded by the Government, through the Local Authority for the nursery to provide to parents. The funding only covers the element of staffing during those hours, and does not cover all other aspects entailed with providing a high quality care and education provision.

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.

Following the Chancellor's announcements, Funded Childcare will soon be available for many more children.

The Dfe says; " *The increased offer will be rolled out in stages to allow childcare providers time to be able to implement the changes, making sure the places that are needed are available across the country when the offers are introduced.*

*From April 2024, working parents of two-year-olds will be able to access 15 hours of free childcare.*

*From September 2024, 15 hours of free childcare will be extended down to the age of nine months.*

*From September 2025, working parents of children aged nine months and upwards will be entitled to 30 hours free childcare per week right up to their child starting school.*

*Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year (during school term time), or up to 52 weeks if you use fewer than your total hours per week."*

We are still awaiting further guidance from the Government and Local Authority with regards to the increased offer and what that will look like for providers such as our nurseries.

**Currently, Funded childcare is awarded for 3 & 4 year olds using the following birth dates:**

<b>Child celebrating their 3<sup>rd</sup> birthday between</b>	<b>Funding starts</b>
1 <sup>st</sup> January- 31 <sup>st</sup> March	Summer Term - April

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1 <sup>st</sup> April- 31 <sup>st</sup> August	Autumn Term - September
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring Term - January

The nursery session times available are as follows:

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

### **15 Hour Universal Entitlement – 570 hours per year**

Every child is entitled to receive 15 hours of free childcare following the term after their 3<sup>rd</sup> birthday and this will remain in place until the start of their Reception Year at school.

### **30 Hour Entitlement – 1,140 hours per year**

The 30 hours funded childcare offer is for working families in England with 3 and 4 year old children. Children are eligible from the term following their 3<sup>rd</sup> birthday until they reach compulsory school age and must have applied successfully for a 30 hours code via HMRC. Parents must be working and each earning at least £120 a week, but no more than £100,000 a year each. Full details about eligibility and exceptions to the above can be found by visiting [www.gov.uk](http://www.gov.uk) or [www.glosfamiliesdirectory.org.uk](http://www.glosfamiliesdirectory.org.uk).

To apply for the extended entitlement (30 hours), you need to apply to the Childcare Service (HMRC) to secure your eligibility code. When you receive your code you must provide the nursery with this, and complete the Funding Claim form from the Authority to ensure you receive the funding in the following term. We ask that this form is returned to us as soon as possible and by no later than a week before term starts.

Please note, you do not have to apply or secure a code for the 15 hours universal entitlement.

Families claiming the extended 15 hours must reconfirm their eligibility every 3 months. If you fall out of eligibility and the grace period, you will be liable for the full fees, and the Terms and Conditions of the nursery place.

### **What You Can Expect When Claiming your Free Childcare Hours**

- Each child accessing the 15 universal hours of childcare is entitled to a total of 570 hours per year.
- Each child accessing the extended 15 hours of childcare is entitled up to 1,140 hours per year.
- You can only take your FUNDED hours during the Funding Dates as stated on page 5.

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- Dean Close Nurseries will not be offering to stretch the Funded Childcare Offer.
- Dean Close Nurseries operate for 52 weeks of the year, therefore sessions that fall out of the Funded Dates will be subject to our normal fees.
- Sessions cannot be more than 10 hours in any one day.
- Funded Childcare can be taken in a variety of ways. –
  1. Example for accessing 15 hours as three half day sessions 8-1pm or 1-6pm, or a combination of one full day 8-6pm and one half day.
  2. Example of accessing 30 hours as two full days 8-6pm and two half days 8-1pm or 1-6pm.
- Any additional childcare hours during the 38 weeks term time 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.
- It is no secret that the funding rate passed to the nurseries is well below the actual rate to provide the high quality care and education we are inspected to provide. The funding rate only covers the staffing cost element, and so does not cover everything else, such as meals, consumables, toys and resources in the nursery.
- Whilst we encourage and would prefer your child to assess all services offered by the Nursery including meals and consumables, parents are required to opt out in writing at the beginning of the funding taking place providing the relevant notice, and therefore providing their own packed meals, own resources and consumables for the nursery sessions.
- Otherwise, the Nursery will therefore assume that parents opt in to the Food & Consumables fee charged at an hourly rate.
- Please note that the nursery will not be responsible for home packed meals and ask that these are cold pack meals such as sandwiches etc. A meal will need to be provided for each setting, such as for the morning session, a child will need to be provided with Breakfast, snack and lunch.
- As the fee also includes the cost of consumables, you will need to provide the necessary materials for your child to partake in the learning activities, such as own paints/ sand/ playdough etc. If it is your wish to opt out of the Food & Consumables fee otherwise provided by the Nursery, please email the Nursery Manager accordingly at the beginning of the term providing the necessary notice.
- In order to make a change to this, one month's written notice must be given in conjunction with the nursery's terms and conditions.
- Funded Food & Consumables fees will remain chargeable, as with any childcare sessions, during any absence from the nursery.
- You can choose to use your FUNDED hours at one provider or split the hours between two e.g. a Childminder and a playgroup, however you must ensure the nursery has been informed of the shared provider by the beginning of the term so that the funding claims are correct.
- The Nursery Registration fee is still payable and non-refundable
- Funded sessions cannot be changed mid-term. You can change sessions at the beginning of the following term subject to the nurseries availability and that prior notice has been given in conjunction with the nursery terms and conditions.

- Any hours not taken up are not claimed and are not accrued. For example, for a 30 hour per week entitlement, if you attend two full days a week, which is 20 hours, then we will only claim for 20 hours per week. The other 10 hours are effectively lost.
- 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.

### **Dean Close Little Trees Nursery, Tutshill**

Little Trees Tutshill Nursery, is an English nursery based in South Gloucestershire, registered with Ofsted. This means that families attending this nursery either live in England, or across the border in Wales. Tutshill Nursery can claim the Childcare Offer funding available in Wales, which is 20 hours per week for 48 weeks of the year, please see specific policy NL038 Funded Childcare - Wales. As the Tutshill nursery is not registered within Monmouthshire, they are unable to provide the Educational hours funding through Monmouthshire.

Therefore, for ease of funding, parents can decide which funding stream they would like to claim. However, the nursery will only claim funding through one scheme per child, and therefore will not offer dual funding.

### **Payment and your bills**

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

- Your invoice will clearly show the number of funded hours allocated per week 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
- If you have opted in to purchase the Food & Consumables through the nursery, then this 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.

### **Funded Dates for 2023/2024**

#### **Autumn Term 2023**

September 4<sup>th</sup>- 27<sup>th</sup> October (8 Weeks)

November 6<sup>th</sup> – December 22<sup>nd</sup> (7 Weeks)

#### **Spring Term 2024**

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January 8th – February 9th (5 Weeks)

February 19th – March 22<sup>nd</sup> (5 Weeks)

**Summer 2024**

April 8th – May 24th (7 Weeks)

June 3rd – July 12th (6 weeks)

\*Dates outside of those above, are payable at the normal session price.

\*\* The nursery will accept 2 year old funding subject to approval by the Local Authority. The terms within this policy will equally apply to any funding applied for a 2 year old.