

Flexible Funding Entitlement Policy

Amendments and Reviews:

• Implemented	02 nd January 2013	Laura Leigh Wayman
• Amended	16 th August 2013	Laura Leigh Wayman
• Amended	05 th January 2014	Laura Leigh Wayman
• Amended	06 th November 2014	Laura Leigh Wayman
• Reviewed	08 th March 2017	Carla Gibson
• Updated (30hr info added)	18 th May 2017	Carla Gibson
• No changes	19 October 2018	Gareth Davies
• Updated	18 March 2020	Gareth Davies / Laura Davies
• Updated	05 March 2021	Laura Davies / Dawn Crosby

Child's Play Private Nursery

Policies and Procedures

Flexible Funding Entitlement Policy

All three and four year old's in England are entitled to funded, part-time Early Learning, Care and Development the term after their third birthday. It lasts for three terms, until the child reaches statutory school age. Some qualifying 2 year old's are also eligible for this Early Start Education fund. Children can currently attend on a part-time basis for 15 hours a week, for 38 weeks a year which can be taken flexibly over a minimum of two days during term times only. Funded early years entitlement can currently be taken at Child's Play Private Nursery, a minimum of 5 hour session applies on anyone day.

From September 2017, the 30 hour hours of free childcare will be available to parents and carers of 3 and 4 year old's where both parents are working (or the sole parent in alone parent family).

Child's Play Private Nursery DOES offer a 'stretched funding offer', to families who want to attend all year around with set weekly costs. We only offer this out to families and children who attend MORE than the Free only entitlement places, this is a minimum of 5hr+ per week.

Funded Session Times:

- 5hr Am Session- 8.00-1.00pm (all stretched hours are given via these sessions/ times)
- 5hr Pm Session- 1.00-6.00pm (all stretched hours are given via these sessions/ times)

- 10hr FD Session- 8.00-6.00pm

- 3hr Am Session- 8.30am – 11.30am (only available to grant only sessions, **not stretched**)
- 3hr PM session- 1.30pm to 4.30pm (only available to grant only sessions, **not stretched**)

Qualifying Criteria:

2-year old's- will receive the funding after completing an 'application for eligibility checking' via the Local Authority Education and School Places Team. As qualifying Criteria applies. (Refer to specific form for details) it is not universally available to every child. This information is available on our website and given to parents/families during the initial showarounds.

3–5-year old's- No qualifying criteria applies. Funding will commence the term after his/her 3rd birthday.

30 hours for 3- and 4-year old's - will receive the funding after completing an 'application for eligibility checking' via the Local Authority Education and School Places Team. As qualifying Criteria applies. (Refer to specific form for details) it is not universally available to every child. This information is available on our website and given to parents/families during the initial show arounds.

Membership fees:

Families who receive FFE only DO NOT have to pay Child's Play Private Nurseries the Membership/registration fee as seen in the T&Cs and have the right to opt out. All other families MUST pay this fee before their registration form is accepted and Nursery place is accepted.

If families which to access additional services within the nursery provision they must pay these charges and these fall into the termination of place clause as seen in the T&Cs.

As soon as a family books in for extra sessions on a permanent or prolonged basis which are not FFE only sessions, the amount automatically becomes payable and will be charged on the next invoice.

Termination of place & Change of contracted sessions:

Twelve (12) weeks written notice MUST be provided to the setting manager, otherwise you will continue to be charged at your current contract arrangements. We do not accept verbal communications; it must be in writing.

FFE sessions are exempt from the termination notice, from Durham County Council in line with their Local Authority guidance, they ARE NOT however exempt for Hartlepool Council, her four (4) weeks' notice must be given.

Food and snack charges ARE NOT exempt from the normal the notice period mentioned in the first paragraph of this section.

Where you want to update your contract (add additional or reduce days) this can be arranged via written contact with the manager who will make the arrangements and update your contractual information in the settings diaries and forecasts. (minimum of 4 weeks' notice is required.)

2021-2022 Split offer information

Dates from 01 April 2021 to 31 March 2022

Below shows how the entitlement is split across all nursery provisions. Note that the charges across provisions and terms will change and differ given the funding received for the funded education offer as well as term length inclusive of holiday period prior to the next term.

Appendix 1: Chester Le Street

Appendix 2: Seaham

Appendix 3: Ferryhill

Appendix 4: Hartlepool

Parental notification of weekly charges for split offer

Upon receipt of any child/ family stretching funding 2 copies of this policy along with the appropriate yearly appendix must be signed by both the nursery and parent. One copy must be held on file with the signed T&Cs.

Where we increase prices or need to announce the next annual pricing charges, the new appendix must be signed and filed as per the above.

Managers are not authorized to stretch funding without this policy and the appendix being signed and informing head office.

Signatures and Authority:

I confirm that I am aware of the Flexible Funded Entitlement Policy at Child’s Play Private Nursery and the weekly costs that are associated with the stretched offer. I understand that this offer does NOT negate or replace the Terms and Conditions of Business under which Wayman Developments Ltd T/As Child’s Play Private Nursery operates. I am aware I am legally bound these and that the charges seen on the appendix are fully chargeable for termination periods and/or breach of contract.

Terms and conditions can be found on our website: www.childsplayprivatenursery.co.uk

Parents Signature:

Parents Name:

Date:

Managers Signature:

Managers Name:

Date:

For office use only:

- Email learning@childsplayprivatenursery.co.uk
- Update the setting diary
- Update Blossom
- Update grant information tables
- Update fee sheets
- Ensure that the funding declaration form is signed, and you have all information required for us to claim the funding.