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Policy statement Childcare and Early Year Education Entitlement

I aim to make my setting accessible to children and families from the local community through open, fair, and clearly communicated policies and procedures.

This policy should be read in conjunction with my **Admissions and fees policy**.

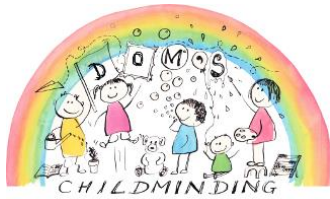
It is my policy to offer places to children who meet the eligibility criteria for the funded Childcare and early education entitlements below within the ratio restrictions outline in my **Admissions and fees policy**.

I offer the following:

- 15-hour entitlement for parents of two-year-olds who receive some additional forms of government support
- 15-hour entitlement for parents of three- and four-year-olds (the universal entitlement)
- the working parent entitlements, which include:
 - 30-hour entitlement for eligible working parents of 3- and 4-year-olds
 - from April 2024, the 15-hour entitlement for children age of 2 of eligible working parents
 - from September 2024, the 15-hour entitlement for children aged 9 months of eligible working parents
 - from September 2025, the 30-hour entitlement for children aged 9 months of eligible working parents

Provision

I follow the Early years entitlements: operational guidance from the Department of Education and local authority guidance. Eligibility for funded early years entitlements does not offer a guarantee of a place at any one provider or a particular pattern of provision.



I adhere to the parameters within the above guidance, this is my pattern of delivery:

- I provide care in the term time only.
- I provide care for a minimum of 2 full- days per week.
- I do not provide hourly or part day care.
- Funding may be split between myself and one other provider only. This needs to be agreed in advance.

Eligibility

For more information on all entitlements, and to check eligibility criteria please visit www.childcarechoices.gov.uk and [Apply for free childcare if you're working](#) or contact your local council to apply for 15-hours hours of childcare if you receive some additional forms of government support.

To receive funded childcare, you will need to provide me with your eligibility code which I will need to verify along with your National Insurance Number and evidence of the child's date of birth, for example their birth certificate. Funding can be split between a maximum of two providers per day. Please complete the Parental declaration form provided.

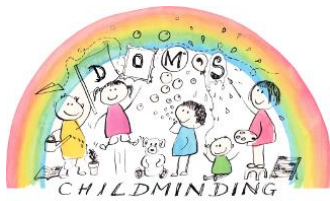
It is the responsibility of the parent/carer to ensure that that they renew their eligibility code in good time, following their prompt email from HMRC. Where a parent/carer fails to renew their code and loses their eligibility for early years entitlements, they will still be liable for paying the fee in full. This includes the hours that were previously paid for through the early years entitlements.

If you cease to meet eligibility criteria for the working parent entitlements upon reconfirmation, local authorities should continue to fund a place for the child for a limited 'grace period.' For further details on grace periods please ask me for details.

Attendance during funded sessions

I am required to accurately complete and submit headcount parent and child details (Names, addresses, dates of birth, Parents National Insurance number) and codes provided by parents to the local authority. Short term sickness is covered, but if the child is absent for a prolonged period then this period is not funded by the local authority and may be withdrawn.

If you take your child out of my setting during funded hours, then I am not required to provide alternative sessions.



Charges

Please note the Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours, or additional activities.

In addition to the funding, I charge extra for outings, meals and consumables.

If you are only accessing funded hours, then these charges are not a condition of accessing a free place. If you experience difficulties meeting the cost of these additional services, please come and speak to me.

Additional hours – please see me **Admissions and fees policy** for details of my private hourly fees, late fees, payment schedules and details.

Deposit

In line with government guidance, I charge a refundable deposit of £100. If you fail to take up the place offered, I am not obliged to refund the deposit.

Payment

Please refer to my **Admissions and fees policy**.

Holidays and unplanned absences

I routinely offer term time care only. On occasions I may offer additional holiday care cover, but this is not included in the funding arranged and will be charged for separately.

If I am sick or have to close for an unforeseen reason I will either offer care at a different time (eg during a holiday) or re-imburse the funding I have received.

This policy is to be read in conjunction with my **Admissions and fees policy**.

Date policy was written	19/09/24
This policy is due for review on the following date	20/09/26