

EARLY EDUCATION FUNDING POLICY

BOW LANE PRE-SCHOOL

Ofsted registration **EY490457**

Bow Lane Scout Centre, Bow Lane, Morden, Surrey SM4 4SJ 0750 3213848

We provide the Early Education entitlement for eligible parents in line with the requirements set out in the Early education and childcare guidance document. Our offer is

Term time	We are open 38 weeks of the year in line with the funding. We are open 7.45 am - 4.30 pm.
Our offer	We take all funding entitlements as well as private paying places. We have a very flexible funding model for those who wish to take up their entitlement with us. Please see the last 2 pages of this policy for these. There is a charge of £1.75 per session for food/consumables, and any additional activities not included in the EYFS. (See charges sheet below for the breakdown) There is a one-off charge of £25 to register on the settings App. If you are entitled to EYPP you do not pay any additional fees.
Opting out	You can choose to book funded hours only with no additional services/snack charges. You will be opting out and will need to provide everything on our opting out list daily. Please speak with management to receive details on this.
Funded places available alongside additional hours	We offer additional hours on top of the funded hours. There is an hourly fee for this. See charges sheet.

EARLY EDUCATION ENTITLEMENT ELIGIBILITY

Children aged from 9 months (we take from 18 months old)

1. **Eligible working parents** can access the Working Parent Entitlement of up to 30 hours a week for their 9 month old. The parent, and any partner, must each expect to earn (on average at least £167 per week (equal to 16 hours at the National Minimum or Living wage) but no more than £100,000 per year. Parents can find out more and [apply for free childcare if you're working-GOV.UK \(www.gov.uk\)](https://www.gov.uk) to get a eligibility code that must be given to the childcare provider the term before they access a place.

Parents must continue to reconfirm their eligibility every 3 months.

Children aged 2-years old

There are two entitlements available for eligible parents of 2-year-olds

1. Early learning for 2 year olds – 15 hours (you do not pay any extra charges)

Eligible parents can access up to 15 hours a week for their 2-year-old, from the term after the child's 2nd birthday, if they meet the eligibility criteria: the parent must be receiving some additional form of financial support from the government and their household income is £15,400 a year or less after tax. Or the child is eligible for Disability Living Allowance, is looked after by the Local Authority or the family has no recourse to public funds.

Parents can find out more, check their eligibility and apply here [Free early education and childcare for 2-year-olds/merton directories](#)

2. **Eligible working parents** can access the Working Parent Entitlement of up to 30 hours a week for their 2-year-old. The parent, and any partner, must each expect to earn (on average at least £167 per week (equal to 16 hours at the National Minimum or Living wage) but no more than £100,000 per year. Parents can find out more and [apply for free childcare if you're working-GOV.UK \(www.gov.uk\)](#) to get a eligibility code that must be given to the childcare provider the term before they access a place.

Parents must continue to reconfirm their eligibility every 3 months.

3-and-4-year-olds

1. **All families** in England with 3- and 4-year-old children can get Universal Funding up to 15 hours a week of funded early education and childcare. Children can take-up universal funding at the start of the funding period following their 3rd birthday.
2. **Eligible working parents** can access the **Working Parent** Entitlement of up to an additional 15 hours a week (combined with the Universal entitlement equates to up to 30 hours a week) of funded early education. Parents can find out more and [Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](#) to get a eligibility code that must be given to the childcare provider the term before they access a place.

Parents must continue to reconfirm their eligibility every 3 months.

ADDITIONAL FUNDING

Early Years Pupil Premium (EYPP) – If your child is accessing an early education funding place, your childcare provider could be eligible for extra funding to help support your child to develop and learn. EYPP is paid direct to your provider based on the first 15 hours of funding for all age groups. You will be asked to provide your full name, Date of Birth and National Insurance Number, in order for the childcare provider to check your eligibility and receive funding. EYPP funding will be used to offset your additional services fee at Bow Lane.

Disability Access Funding (DAF) – If your child is accessing an early education funding place and is in receipt of Disability Living Allowance (DLA), your childcare provider could be eligible for extra funding to help support your child. Disability Access Funding is paid annually direct to your provider. You will need to provide a copy of your child's DLA award letter to your provider so that they can receive the funding.

PARENTS RESPONSIBILITY

Parents or carers must complete and sign a [Parent Funding Agreement Form](#) to:

Confirm the agreement between the childcare provider and the parent for the duration of the funding period(s).

Record the number of hours/weeks of early education for the duration of the funding period(s).

Record your eligibility codes and personal information to validate eligibility codes and /or check for EYPP.

Record if you are/intend on accessing funding over one or more providers, to prevent double claims being made. The provider may charge for the hours your child attends more than his/her funded early education entitlement if you have not declared accurately how many hours your child is attending with another provider.

Give consent that the information provided on the Parent Funding Agreement Form can be shared with the Local Authority.

Confirm you understand that you cannot transfer your child's early education to another provider or increase/decrease their funded hours part way through a funding period, and if you remove your child prior to the date in each funding period when the provider submits their funding claim, the provider can charge for the full cost of the place.

HOLIDAY ARRANGEMENTS

Parents will not be able to claim alternative sessions if the child does not attend due to family holiday.

Parents will be able to claim alternative sessions if the provider is closed due to holiday.

The provider will ensure that your child receives their full entitlement of hours for the funding period.

The provider is not open on Bank holidays and will not charge for these days.

If the childcare provider closes due to sickness or emergencies out of our control, we will try to make up the funded hours at another time if possible.

IF YOUR CHILD DOESN'T ATTEND DUE TO SICKNESS, FAMILY HOLIDAY OR DAYS OFF

If your child is absent during funded hours, we are **not** required to provide alternative sessions.

Please inform us of any reason your child is unable to attend. If your child is getting funded early education sessions, we are required to monitor your child's attendance as your child's place is government funded, if your child consistently fails to attend, their place may be withdrawn. Please see attendance policy.

If your child cannot attend the setting for any reason, fees for any additional hours must still be paid, as a place has been kept open for your child.

DEPOSIT

A deposit of £25 is required to secure your child's place. (note - this is not payable for parents who qualify for the additional government support for 15 hours of 2 year funding. You would have received a 6 digit code from Merton children's services for this).

If you are only accessing the free hours, we will return the deposit to you by the end of the first half term following your child's start date. Should there be a change in circumstances, and you no longer wish to take-up a place this deposit is non-refundable.

CHARGES FOR ADDITIONAL SERVICES

Government funding is intended to deliver up to 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of snacks and other consumables, additional hours or additional services. Please see details below.

Details	Cost	
Additional hours for under 2 year olds	£8.80	
Additional hours for 2 year olds	£7.80	
Additional hours for 3-4 year olds	£7.20	
Collection from another provider	£2 from Hatfeild Primary	
Snack/s (see our snack menu)	80 p per session AM (between 7.45-12) and 80 p per session PM (between 2-4.30)	
Non-food consumables	20p per session This cost goes towards funding wipes, nappy sacks, wet weather clothes for outside, suncream, sunhats, emergency medication, personal tissues.	
Additional services	75 p per session This cost goes towards funding, - sports activity from outside company, baking activities, extra-curricular resources i.e. keepsakes activities, celebrations, Christmas party/party present and visit from Santa, Easter activities and treats, small trips out and use of the Famly app which is an enhanced programme. This is not a requirement of the EYFS. This is not an exhaustive list and may be added too.	
Total extra charges	£1.75 per session	
Registering on the Famly App	One off fee of £25	

If you wish to opt out of the additional charges please speak to Zoe Pearson for list of what you are required to supply daily/weekly/termly.	
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Parents will be provided with an invoice monthly, which clearly shows that funded early education entitlement hours are free and provide details of any agreed charges for additional services. If you are accessing the free hours only and you will have difficulties meeting the cost of any additional services or would like to find out alternative arrangements please come and speak to Zoe Pearson (Group Manager).

WHEN YOU CAN HAVE FUNDED EARLY EDUCATION HOURS

Monday - Friday	07.45-4.30 pm . See model of delivery for set hours
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MORE HELP WITH CHILDCARE COSTS

Do you know what other support you may be entitled for, to reduce your childcare costs?

[Best start in life](#) is a government website providing:

Information about all the different types of help with childcare costs

A link to the government [childcare-calculator](#) that we recommend parents use to find out what schemes they are eligible for and how much they can get.

DECLARATION

To be signed by parent/carer

Child's name	
Child's date of birth	
Parents name	
Parents signature	
Date	

Managers name	
Managers signature	
Date	

Early learning for 2 year olds – 15 hours

MODEL OF DELIVERY

These are the hours of delivery that are available to parents of 2 year olds who will be eligible for government funding the term after their child's 2nd birthday. This is called Government support funding. There are no additional services charge and you do not pay the £25 deposit..

We must see the original email confirming your child's 6 digit code from Merton.

(www.merton.gov/educationandlearning) - childcare, nursery classes and early education)

We need to see proof of your child's age and you will need to complete a funding form on application.

3- and 4-year-old Universal funding

We will need to see proof of your child's age and you will need to complete a funding form on application. There is an additional services charge which is £1.75p per session and a one-off payment of £25 towards registration on the Family App. The £25 deposit on the application form is refunded on starting. You do not pay the additional charges if entitled to EYPP.

UNIVERSAL OFFER (up to 15 hours) Please circle times required

9 – 2 pm over 3 days Any additional hours see page 3

9.30 – 2.30 pm over 3 days

8-3.30 pm over 2 days

9-4.30 pm over 2 days

9-12 (limited spaces) over 5 mornings

8-12 over 3 mornings plus 1 x 9-12

12.45 – 3.45 pm over 5 afternoons

12.45-4.30 over 4 afternoons

1 – 4 pm over 5 afternoons

Please speak to the manager if you need an earlier start/later finish but your 15 hours must fall within one of these models. I am confirming I wish to take up the hours above.

CHILDS NAME

PARENT SIGNATURE

DATE

PARENTS NAME

18 month, 2, 3 and 4 Year-old funding (working entitlement)

MODEL OF DELIVERY (www.childcarechoices.gov.uk)

These are the hours of delivery that are available to parents of all 2-, 3- and 4-year-olds.

These hours are for working parents who meet the criteria set out by the government.

We will need to see proof of your child's age and you will need to complete a funding form on application. There is an additional services charge which is £1.75p per session and a one-off payment of £25 towards registration on the Family App. The £25 deposit on the application form is refunded on starting

FUNDING FOR WORKING PARENTS (up to 30 hours) Please circle times required

8 – 2 pm over 5 days (30 hours)

9 – 2 pm over 5 days (25 hours)

9 – 3 pm over 5 days (30 hours)

9.30 – 2.30 pm over 5 days (25 hours)

8-3.30 pm over 4 days (30 hours)

8.30-4 pm over 4 days (30 hours)

9-4.30 pm over 4 days (30 hours)

9-12 over 5 days (15 hours)

8-12 over 5 days (20 hours)

12.45 – 3.45 pm over 5 days (15 hours)

12.45-4.30 over 5 days (18.75 hours)

1 – 4 pm over 5 days (15 hours)

(any additional hours see page 3)

Please speak to the manager if you need an earlier start/later finish but your hours must fall within these models. You must confirm eligibility for the 30 hours the term before you want your child to start. You do not have to use all 30 hours. I am confirming I wish to take up the hours above.

WRAP-A-ROUND WITH HATFEILD (additional 15 hours)

HATFEILD PICK UP/DROP OFF FEE

£2

Flexible booking times

CHILDS NAME

PARENT SIGNATURE

DATE

PARENTS NAME