# Funding Information For All Ages.

For any information regarding funding please email Sinead on office@kingfishernurserydidsbury.co.uk

# Am I eligible?

# How to apply

To check if you are eligible and apply for your code, please go onto the gov.uk website: www.childcarechoices.gov.uk

You will need a code for funding for the following ages:

9 months to 4 years if applying for 30 hours for working parents

2 year old funding if applying for 15 hours (benefits related)

All 3 year olds are entitled to 15 hours of universal funding you will not need a code for this but we will still require you to fill out our declaration form.

# Funding declaration

To receive any funding you will be required to fill out our funding declaration form.

You will receive this form from Sinead around a month before your funding is due to start.

You can then put your code on this form along with all other information and documents we need.

You will be given a deadline to have the form back to us by, if this deadline is not met we will be unable to claim funding for you. This form is vital as it declares where you will be receiving your funding.

It is your contract with the nursery and makes you responsible for your childcare costs if you over claim.

***Please do not send in codes via email please wait for the declaration form.***

# How will 15 hours universal funding for 3 year olds affect my fees?

We offer the funding across the whole year.

38 weeks at 15 hours per week = 570 hours per year.

We will therefore offer 570/51 = 11 hours per week.

So your child will be eligible for 2 half days free child care per week.

# How will 30 hours funding affect my fees?

We offer the funding across the whole year.

38 weeks at 30 hours per week = 1140 hours per year.

We will therefore offer 1140/51 = 22 hours per week.

So your child will be eligible for 4 half days free child care per week.

# Additional Sessions

In addition to the weekly sessions you may have top up ad-hoc sessions to ensure your entitlement is fulfilled.

All funding is allocated according to each child's booking any additional days remaining will be booked subject to availability and are required to be used in the allotted periods. Unless ad hoc sessions are monthly all ad hoc sessions must be taken evenly across the autumn and spring term.

Ad-hoc sessions allowance will depend on the child's eligibility and booking pattern, please see *Free funding entitlement fees and session attendance* table for details.

We will book your ad-hoc sessions. Whilst we guarantee children will receive all their funding allocation, ad hoc sessions will be subject to availability, so we cannot guarantee any specific day it will be based on nursery capacity and ratios.

Ad hoc session will also attract a charge for the relevant sundry costs

# How do we breakdown the terms?

We apply the terms funding to three 4 monthly periods.

**Due to the stretched offer we do not fully match the academic terms our terms are below.**

Autumn Term applies to Sept/Oct/Nov/Dec.

Winter Term applies to Jan/Feb/Mar/Apr.

Summer Term applies to May/June/Jul/Aug.

Due to stretched offering children will be entitled to funding from the following dates after they turn 9 months (providing you have an eligible code), or the term after there 3rd birthday if receiving 15hours universal for 3 year olds.

1st January

1st September

1st May

# When will my child be eligible?

Your child potentially becomes eligible for funding the term after they turn 9 months old, 2 Years old or 3 Years old.

So that means a child will fall eligible either from 1st Sept, 1st Jan or 1st April**.(April term starters will start from 1st May inline with our term dates)**

From the eligible month the funded hours will be applied to your child's account and your direct debit adjusted accordingly.

Funding is based on specific criteria so you would need confirmation from Manchester City Council, where they will issue you a code.

# Sundry: Meal & other consumable charges.

The entitlement to free childcare through the Government's "funded entitlement" or the "15 hours entitlement" or "30 hour entitlement" schemes relates to the provision of core childcare services only and does not cover the cost of meals or snacks, nappies, wipes, sun cream, or other consumables, additional hours or the provisions of additional services, such as trips or extra-curricular activities which are required to be paid for separately by you.

# Sundry:
# Meal & other consumable charges.

Please see our funded charges below:

Meals:

50p per Breakfast
£3.00 per Lunch
£3.00 Per Tea
£5.00 Per 5.30 till 6pm charge on funded only days.

£5.00 per funded session Special activities

£10.00 per month per special activity these are, Jo Jingles, Ultimate kids & Foreign language.

If you opt out your child will not take part in any of the above you will also have no access to learning journals you will be given meetings and your child's reports will be paper based.

Please note these charges are optional and you will receive a form to opt in or out of these charges.

The cost of these is set out in the opt in invoice sent to parents the month prior to them receiving funding. If parents opt in to all or any of these services they are required to opt in for the full year. Should they want to opt out after this, a terms notice is required. Should a parent opt out initially and then choose to opt in this is done at the discretion of management. Please refer to our funding optional additional services policy for the terms and conditions if not opting in.

As with fees and funded hours the costs for these opt in services are calculated over the year and split into equal monthly payments. Parents may opt in to one or more of these services and they will be itemised on their billing.

# Sundry: Meal & other consumable charges.

Please see below how you would be charged based on age and days:

| Days | 3yo 30hrs | 3yo 15hrs | 2yo 15hrs | Under 3 30hrs |
|---|---|---|---|---|
| 5 | No Charge | No Charge | No Charge | No Charge |
| 4 | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) |
| 3 | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) | Meals<br>Special Activities (50% Discount) |
| 2 | All Charges | All Charges | All Charges | All Charges |

# Invoice Example:

Parent Invoice

Childs Name

| | Entitlement | Number | Monthly Charge |
|---|---|---|---|
| Free Entitlement Hours | | | £0.00 |
| Additional Private sessions | | | £0.00 |
| Meal Charges £3.00 | £3.00 | | £0.00 |
| Breakfast £0.50 | £0.50 | | £0.00 |
| | | | |
| **Full Catering Charge** | | | **£0.00** |
| Non Food Consumables | £0 | no charge | £0 |
| *Special Activities* | *£5* | | |
| *Jo Jingles* | *£10* | | |
| *Ultimate Kids* | *£10* | | |
| *Foreign Language* | *£10* | | |
| ***Extracurricular Charge*** | | | ***£0*** |
| **Fulls service Charge** | | | **£0.00** |

Notes (adhoc sessions)

| Monthly Fee at May rates: | | Parent Monthly fee | Please tick |
|---|---|---|---|
| Opted in | Catering Only | £0.00 | |
| | ExtraCirricular Only | £0.00 | |
| | Full service Opt in | £0.00 | |
| Opted out | | £0.00 | |

| | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|---|---|---|---|---|---|---|---|---|---|---|
| Childs Attendance Pattern | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| | | | | | | | | | | |

We offer full catered and full extracirricular only.

Please refer to our previous email if you opt out of extra cirricular your child will not take part in these activities and celebrations

If you opt out of meals please be aware your child will not have breakfast at nursery and will need a pack lunch for each session

# Funded Sessions From Term to Term:

Children who attend funded only places (4 sessions), places will be arranged based on availability. This will mean day's and or your place may change or be withdrawn from term to term dependant on nursery availability.

**Funded places are not guaranteed year round**

Providers are not legally required to guarantee the same funded place across the whole year, and availability can change each term depending on staffing, demand and capacity. However, they must communicate clearly and cannot withdraw a place unfairly or mid term without good reason. Kingfisher will give parents one months notice if a place will be unavailable the following term.

# Your responsibility.

You will have to complete a funding declaration form given to you by the nursery & provide all documents needed that are stated on the form.

As a parent you need to access the website to gain an eligibility code that will need to be given to nursery on the declaration form.

**Every 3 months you will need to re-confirm your eligibility on the gov.uk website if you do not you will no longer be eligible.**