



## Funding Offer and Agreement

- Children are entitled to government education (Working Parents' Entitlement) funded hours from the term after they turn 9 months old. The 30 funded hours is only given for term weeks, 38 per year. As our setting is open all year round we stretch the funding allocation over the 51 weeks we are open.
- If parents are not entitled to Working Parents' entitlement we are able to claim 15 universal funded hours per term week, the term after they turn 3 years old.
- Parents are responsible for applying for their entitlement code for the WPE on: [www.gov.uk/childcarechoices](http://www.gov.uk/childcarechoices) You will be provided with an 11 digit code. You will need to record this code on the funding claim form you will be given from the nursery, along with your national insurance number.
- Parents are responsible for renewing their entitlement code every three months before the renew date. If you fail to renew your code you will be liable to pay full fees.
- The nursery is open 7.30 am until 6pm (10.5 hours) Mondays to Fridays.
- We offer funded hours as 10 hour sessions (or remaining funding).
- Parents are responsible for ensuring their child attends their funded hours. If they consistently use less hours, they risk having their funding entitlement reduced, this will incur additional charges due to the setting by the parent.
- Example of funding allocated over the week's attendance (based on full year funded child)
  - If your child attends 2 days they will receive 10 hours each day, and charged for the additional 0.5 hours each day.
  - If your child attends 3 days they will receive 10 hours for the first and second days, the third day they will receive 2.36 hours, and be charged for the additional 0.5 hours for the first and second days and 8.14 hours for the third day.
  - If your child attends 4 or more days they will receive 10 hours for the first and second days, the third day they will receive 2.36 hours, and be charge for the additional 0.5 hours for the first and second days and 8.14 hours for the third day, and full day rate for the fourth/fifth day.

### Your child's funding entitlement

- **If your child is entitled to a full year's funding (September – August)**

Fees are worked out with 51 weeks divided over 12 months (September to August, as per the funding year).

**Universal funding:** Funding reduced fees are reduced by 47.5 funded hours per month (15 hours x 38 term time funded weeks divided by 12 months, delivered 11.18 hours per week for 51 weeks).

**WPE funding:** Funding reduced fees are reduced by 95 funded hours per month (30 hours x 38 term time funded weeks divided by 12 months, delivered 22.36 hours per week for 51 weeks) for three days attendance or more.

*If your child attends two days per week fees are reduced by 85 funded hours per month (maximum we can claim) (delivered 20 hours per week for 51 weeks) for those entitled to WPE, 47.5 hours (delivered 10 hours for 51 weeks) for those with Universal funding.*

- **If your child is entitled to Spring and Summer term only funding (January – August)**

If your child's entitlement starts in the **spring term**, which is a short term, the funded hours allocated will be divided over the remaining months in the funding year January - August. Therefore, the total hours available for spring and summer term will be divided over these 8 months.

#### **Universal funding:**

Funding reduced fees are reduced by 45 funded hours per month (15 hours x 24 spring and summer term time funded weeks divided by 8 months). (Delivered 10.285 hours per week for 35 weeks)

#### **WPE funding:**

Funding reduced fees are reduced by 90 funded hours per month (30 hours x 24 spring and summer term time funded weeks divided by 8 months) for three days attendance or more. (Delivered 20.57 hours per week for 35 weeks).

*If your child attends two days per week fees are reduced by 85 funded hours per month (maximum we can claim) (delivered 19.4 hours per week for 35 weeks) for those entitled to WPE, 45 hours (delivered 9.71 hours per week for 35 weeks) for those with Universal funding.*

- **Summer term only funding entitlement(April – August)**

If your child’s entitlement starts in the **summer term**, which is a short term, the funded hours allocated will be divided over the remaining months in the funding year April - August. Therefore, the total hours available for summer term will be divided over these 5 months.

**Universal funding:**

Funding reduced fees are reduced by 39 funded hours per month (15 funded hrs x 13 summer term weeks divided by 5 months)(Delivered 8.86 hours per week for 22 weeks).

**WPE:**

Funding reduced fees are reduced by 78 funded hours per month (30 hours x 13 summer term funded weeks divided by 5 months) (delivered 17.7 hours per week for 22 weeks) for three days attendance or more.

*If your child attends two days per week fees are reduced by 73.5 funded hours per month (maximum we can claim)(delivered 16.7 hours per week for 22 weeks) for those entitled to WPE, 47.5 hours (delivered 8.35 hours per week for 22 weeks) for those with Universal funding.*

**Information**

- Your child will receive the funded hours they are entitled to free of charge to yourself. However, the funded hours do not include meals, snacks, drinks, additional hours to cover the full-day, nappies and wipes (if required), nursery suncream, trips into the local area, extra curriculum activities, special occasions. These additional are an alternative enhanced optional package. If you wish to pay for the alternative enhanced package option your child may not be able to participate in some activities. You will also need to speak to a manager, who will go through the restrictions for food not provided by nursery, as well as a copy of our packed lunch/afternoon tea/snack policy. Parents opting to bring their own food for their child must complete a detailed ingredient/preparation list of all items brought into the setting, and deliver food at specified times as we are not able to provide chilled storage facilities. Early Years nutritional guidance and Food Standard restrictions must be adhered to at all times.
- Please note that if a parent fails to deliver their child’s meals, or provides food not in line with our policy restrictions, twice they will automatically revert to paying for nursery meals, and will be invoiced accordingly.
- Please note if you opt out of the alternative enhanced package charges but neglect to supply nappies, wipes and nappy sacks on more than one occasion, you will revert to automatically being invoiced accordingly.
- Please note you are not able to opt out of the alternative enhanced package option charges on your child’s non/part-funded days (i.e. 3<sup>rd</sup>/4<sup>th</sup>/ 5<sup>th</sup> days).
- Your monthly invoice will show your child’s funded hour entitlement as “No charge”. It will also show a charge for additional hours, meals (including breakfast, lunch, afternoon tea and snacks) and additional (nappies, wipes, disposal, suncream, extra curriculum session, trips into the local area and special occasions).
- The current (1 April 2025 onwards) charge per day for meals is: £10.75 for under 2s and £11.75 for over 2s.
- The current (1 April 2025 onwards) charge per day for additional is: £2.25 for under 2s and £1.25 for over 2s.

**Please confirm that:**

- \*I have been offered a funded only place but this does not fit with our requirements/\*I wish to have a funded hours only place (\*please delete as necessary) Pls initial .....
- I have been informed that I may opt out of the additional hours and other charges, but it does not suit our requirements. Pls initial .....
- I wish to opt into the additional hours and other charges for autumn term\*/spring term\*/summer term\* (\*please delete as necessary) Pls initial .....

**This form will need to be completed annually (in August), unless you have indicated you only wish to opt out of this term’s additional charges.**

Child’s name..... Parent’s name.....

Parent’s signature..... Date.....

On behalf of Highview Kindergarten: .....

