Lake View Nursery
Thorn Business Park
Straight Mile Road
Rotherwas
Hereford
HR2 6JT

What funding is available?

Funded hours for best start 2-year-olds

From the term after your child is 2 years, you may be eligible for 11 hours per week all year or 15 hours per week term time only. To access these hours, you need to check your eligibility and apply on the council website. Once you receive your eligibility letter, please give this to the office managers.

To check the criteria, please visit:

https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds.

Funded hours for working families of 9months olds plus

From the term after your child is 9months, you may be eligible for 22 hours per week all year or 15 hours per week term time only. To access these hours, you need to check your eligibility.

You and your partner must each earn (on average) at least £167 per week (equal to 16 hours at national living wage) You cannot get these hours if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

Once you apply for these hours, you'll be given a code. Please add this to your contract.

Please check your eligibility please visit:

https://www.gov.uk/apply-free-childcare-if-youre-working

Funded hours for ALL 3 and 4 year olds

From the term after your child is 3 years, you will be eligible for 11 hours per week all year or 15 hours per week term time only. Every child is eligible for these hours regardless of criteria. You do not need to apply but the nursery will ask you to complete some forms for them to claim for these hours for you.

Funded hours for working families of 3 and 4 year-olds

From the term after your child is 3 years, you may be eligible for an extra 11 hours per week all year or 15 hours per week term time only. This means your child would get 22 hours per week or 30 hours per week funding.

You and your partner, must each earn (on average) at least £167 per week (equal to 16 hours at national living wage) You cannot get these hours if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

Once you apply for these hours, you'll be given a code. Please add this to your contract.

Please check your eligibility please visit:

https://www.gov.uk/apply-free-childcare-if-youre-working

Eligibility dates – Please check before you apply.

9monts, 2years or 3years Between	Funding Commences From
1st January to 31st March	**Summer Term**
1st April to 31st August	**Autumn Term**
1st September to 31st December	**Spring Term**
Please ask the office if you are unsure when your child can receive funding.	

The maximum funding will be 22hrs all year round or 30hrs term time only.

When to apply If you're returning from maternity leave or starting a job...

31 day rule

From 1st October 2024, parents will be able to apply from the following dates:

Date of starting or returning work	When can parents apply from	When parents can use entitlements from
1 October to 31 January	1 September to 31 December	1 January
1 February to 30 April	1 January to 31 March	1 April
1 May to 30 September	1 April to 31 August	1 September

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If you have any trouble applying, please contact HMRC or the helpline number on the Government website.

<u>What is included in the funding for my child?</u>

The government provides an hourly funding rate that contributes towards the cost of childcare for your sessions. However, this funding does not fully cover the actual costs of delivering high-quality early years education. While the funded hours are shown as free at the point of delivery on your invoice, we charge separately for other services, consumables and any extra sessions/hours. We have created an all in package for you so you can have the most value for money whilst maintaining a great service and flexibility.

The **Department for Education (DfE)** states:

"Government funding is intended to deliver high-quality, flexible childcare. It is not intended to cover the costs of meals, consumables, additional hours, or additional services."

What do we charge?

We charge our extra services package separate to your funded hours. You will see on your invoice that your funded hours are 'free' and any fees are shown separately. As our operational costs fluctuate throughout the year, it is not feasible to itemise the services for each individual expense.
We have established these costs to contribute towards a fully inclusive and flexible package.

Examples of our package session times:

Session Length	Cost for Package
10 hours (7:00 am – 5:00 pm)	£28.00
9 hours (8:00 am – 5:00 pm)	£25.20
7.75 hours (8:00 am – 3:45 pm)	£21.70
4 hours (8:00 am – 12:00 pm)	£11.20
8 hours (8:00 am – 4:00 pm)	£22.40

*Please note – If you don't see your session times on this list, don't worry. We have full flexibility for option A packages starting from 07:00 am until 18:00.

Examples of start times are:

Start times available
7.00am
7.30am
8.00am
8.30am
8.45am
9.00am

Finish times available:
12.00pm
12.30pm
1.00pm
3.45pm
4.00pm
4.30pm
5.00pm
5.15pm
5.30pm
6.00pm

Any extra sessions are charged as per our main Terms and conditions.

Any extra single hours are charged at £8.55 per hour.

Our charges broken down further:

Food – £1.40 per hour

This covers:

- Breakfast / snacks / lunch ingredients
- Milk, water, occasional baking ingredients
- Dietary alternatives (allergy-friendly options)

Non-Food Consumables – £0.50 per hour

This includes:

- Nappies, wipes, nappy sacks
- Sun cream, bedding laundry, wear-and-tear items

Extra-Curricular / Enrichment – £0.90 per hour

This covers:

- Special activities (e.g. messy play resources, cooking activities)
- Visitors, themed days, celebrations
- Gardening, sensory enhancements, seasonal experiences
- Additional learning resources beyond core provision
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Summary Table

Category	**Cost per funded hour**
Food	£1.40
Non-food consumables	£0.90
Extra-curricular activities	£0.50
Total	**£2.80**

Contract Package Option

When your child becomes entitled to funded childcare, there are two packages that we offer:

A. With Extra Services Package – Opt in–

Fully inclusive sessions. This fully meets DfE and OFSTED requirements but offers greater parental choice, flexibility, and continuity with lots of added extras. See further breakdown on next page.

B. Funded Hours Only – Opt out

This is a completely free option but you will need to provide your own Food & consumables.

Regardless of the option chosen, a child's experience whilst in the provision will still cover all Statutory EYFS requirements in accordance with DFE and OFSTED regulations.

Please see the following table for a breakdown of the option choices. If you would like to apply for option B, please request this on your funding contract and the office will be in contact before the start of the term.

Option A – With the Extra Service Package included.

This option includes:

- Select the sessions and days that suit your requirements (subject to availability).
- Have the flexibility to book extra sessions/hours.
- Have a permanent set of booked sessions until your child leaves our provision.
- Stretch your child's funded hours over more than 38 weeks and up to 51 weeks a year. (e.g. 30 hrs term time only or 22 hours all year)
- 1 week with 50% holiday discount each year.
- An option to take funding 'Term time only' or 'all year round'.
- Use the funded hours between 7am- 6pm Monday to Friday.
- Breakfast, snack, 2 course lunch, afternoon snacks, high tea.
- Personalised School bag.
- Nappies, wipes, creams.
- Sun creams and sun hats.
- Puddle suits
- **Parent partnership mornings** including open days, activities and breakfast for families.
- **Extra curricular visits** – Music and movement classes, forest school, animal encounters etc.
- **Trips and outings** to places such as farms, Queenswood, and the library to extend children's learning beyond the nursery.
- **Yearly events** such as Graduation ceremonies, carol services, and celebrations that create memorable experiences for children and families.
- **Special celebrations** – cultural events, world book day, pancake day, Mothers Day gifts etc.

If you are already a parent at our setting experiencing this level of service, and you want it to continue in the same way you will need to tick the box Option A

Option B - Funded Hours Only

This option offers a free place for an eligible child opting out of our extra services package.

Please complete your contract with your preferred days and hours.

For parents taking up this option, funded sessions can be used between **8:00am until 3:45pm** and are term time only.

If you wish to select this type of place, you should tick the box Option B - Funded Hours Only on the booking form. You will then be notified of your allocated sessions in due course.

This option does not include any of the items included in our Extra service package and you will be expected to bring your own including meals. We will give you a full breakdown of everything you need to bring for your sessions.

Holiday and time off

The nursery will still charge during any time off for planned holiday, days off and sickness. The council has a limit of 2 weeks off for funded children at any one time. Anything over this, the nursery will charge you full price as they will not receive the funding for this. On Option A, you are allowed 1week block holiday discounted by 50%. Please let the office know when you'd like to use your week. Holidays run from January to January. If you start mid term e.g March, your holiday will be from March to March. We do not charge for bank holidays or when the nursery is closed for Christmas.

Selecting your funded option

During the term before your child is entitled, you will be required to complete and sign your funding contract. This will include your package selection, agreed sessions and fees. Once you have completed your contract you will be given a complete breakdown/fee planner for the term so that you know the fees you will be charged. A new contract and fee planner will be created each term and agreed with you. If your circumstances change and you are no longer eligible for above funding, you will receive a grace period in line with the council's terms and conditions. This may be up to a term and therefore no changes will be made to your contract mid-term. If it is only a month, you will be notified in writing and a new contract will be created with 1 months' notice. Please make us aware if you know that you will become ineligible.

Terminating or changing your contract

If you select either package A or B you will be required to put in writing your request to terminate your contract with Lake View. If you have selected option B, you may be able to change your contract to option A if availability allows it. You will be required to put in writing any requests and the manager will confirm any changes that are eligible in writing within 2 working weeks of receipt.

Funded hours are registered in advance of the term by the nursery and agreed with the council. Any changes after the start of the term such as reducing or increasing funded hours may not be possible as there are cut-off dates dictated by the council. You will need to discuss your options with the nursery managers if you wish to change or terminate mid-term.

Please do not register with another setting without notifying the nursery managers as funding has to be transferred and we require one month's notice. Failure to give notice will result in the nursery charging you full payment.

Sharing funding with another setting

You are allowed to share your funding with as many other settings as you like but cannot take funding within the same day with more than 2 settings.

If you would like to share your funding, please make the nursery aware of this either on your contract or by contacting them so they can claim with the council correctly. Failure to do this may result in an incorrect claim and funding reduced.

Please be aware that if you take funding term time only in one setting, you must take it term time only in the other. If you take spread out funding in one, you must match it with the other and vice versa.

Example of how we charge our fees for 22hrs per week all year on option A opt in package:

As funding is calculated weekly, your fees will be based on the below table. Some months are longer than others so you will may have 5 weeks or 4 weeks on an invoice. December is usually 3 weeks due to Christmas Closures and Bank Holidays are deducted off.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Funding
Hours and sessions	08:00 – 16:00 8hours FREE Funded hours	08:00 – 16:00 8hours FREE Funded hours	08:00 – 16:00 6hours FREE funded hours + 2 charged	x	x	22hours FREE funding
Package fees and extra sessions/hours	£22.40 Option A package	£22.40 Option A package	£16.80 Option A package £17.10 private hours	x	x	£78.70
Cost in half terms/holiday	SAME	SAME	SAME			

Once we have your agreed sessions and option, we will create a planner showing you the entire term