Stebbing green day nursery operates funded sessions for eligible 2,3 and 4-year-olds under the Government funded early education entitlement. From September 2024, as part of the funded childcare expansion, we will also offer funded places to children from 9 months. More information about which funding might be available for your child can be found on the Government childcare choices website.

As an all-year-round setting, Stebbing green day nursery offers parents a choice of two attendance plans, Term time only, or all year round. Children’s funded entitlement can be used to help parents/carers pay for childcare under either arrangement.

We align our term time only provision with Essex schools academic year calendars. Stebbing green day nursery is open 51 weeks of the year and closed for bank holidays and 1 week between Christmas and new year.

We are happy to have discussions with parents/carers to explain how funding works and help them find the best attendance plan which helps meet their childcare needs and financial needs.

**Term time only attendance**

If your child is registered on a term-time only plan, they will attend with us during term time and not during the school holidays. Term time only children attend with us for 38 weeks per year. Funded free entitlement hours can be applied to help cover the costs of their regular attendance sessions. If your child attends more than what is covered by their funded entitlement, there may be surplus attendance hours to pay, e.g. if your child receives 30 funded hours per week and they attend 50 hours per week, there will be 20 self-funded hours to pay.

**Stretched funding offer**

If your child is registered on an all-year-round plan at Stebbing green day nursery, they will attend throughout the year, including school holidays. Children on all-year-round plans attend nursery for 51 weeks of the year. For parents/carers wishing to use the childcare funding all year-round, we stretch the entitlement across 3 terms, including all holiday weeks:

Autumn – Beginning of September to end of December, Spring – Beginning of January to end of Easter break, Summer – End of Easter break to End of August. Parents are not charged for bank holidays or Christmas closure.

We use the Essex stretched funding calculator to ensure that funding entitlement is applied correctly, and this information will be shared with parents before the beginning of each term. **Stretched funding entitlement can be calculated:**

**Child’s weekly attendance hours x number of school term weeks / actual number of weeks in the term period (including school holidays).**

If your child attends more than what is covered by their weekly funded entitlement, there may be surplus attendance hours to pay. E.g. if your child receives 17.72 funded hours per week, under the stretched offer and they attend 30 hours per week, there will be a gap of 12.28 self-funded hours to pay.

**Famly**

We manage accounts and generate invoices using nursery management software called Famly. Famly allows us to set up children’s attendance plans with weekly funding entitlement for the term, to generate accurate invoices automatically. Parents/carers can view detailed information and a breakdown of their invoice, to understand exactly how the funding has been applied to each session. This reduces the chance of miss calculations and allows us to be completely transparent with bill payers.

**Additional costs**

Because the Early years funding entitlement is not designed to cover extra costs to the nursery such as food and consumables, we offer a daily package at a fixed price to cover these items. A breakdown of the daily charge rate for each session can be found on our current price list.

Our daily charge is relative to the length of the session and amount likely to be consumed, and includes:

* All snacks, meals, and drinks on offer in that session, including freshly prepared fruits and vegetables, a hot mid-day meal prepared in professional kitchens by chefs and designed by children’s nutritionist Charlotte sterling reed.
* Consumables including forest school resources and delivery (surplus staffing, tools, raw materials such as wood/kindling, nails, crews, coals, food items such as seasonal veg, marshmallows, hot chocolate, popcorn etc), nappies, wipes, cotton wool and personal care items such as suncream.

We encourage all children to participate in mealtimes together, with food provided by the nursery. Our mealtimes promote a sense of community and belonging, and by sharing the same meals together, children learn about the varied textures, colours and flavours of dishes from all over the world. We use this as an opportunity to talk about and celebrate the rich diversity of our cultures, learn about healthy eating and try new things. Most parents tell us that their children eat better at nursery than at home, and by participating in the same meal as their friends, we can be sure that children get all the nutritional value they need for a busy day of learning.

In some circumstances, it may be more appropriate for parents/carers to provide their own meals from home, such is if the child has specific dietary needs. We encourage parents to come and speak with us directly if they have concerns about nursery meals or consumables so we can work together for the best solution.

We provide enrichment activities for children throughout the year such as Forest school and sports sessions, sports day, and children’s Christmas parties.

**Application of additional costs**

If parents are concerned about affordability of the daily charge, or do not wish to pay, it is possible to opt out of our daily package. These items can be removed from the bill, and in these circumstances, we will ask parents to provide enough meals and snacks for the day, along with other relevant consumable items. We encourage parents to come and speak with us in confidence, so we can offer supportive solutions and alternative options to help make your childcare sustainable.

**FEEE2 Funded only place:** Food and consumables costs will not be applied unless parents choose to ‘opt in’ on registration. It will be possible for parents to schedule a change to ‘opt in’ to the food and consumables package at any time.

**FEEE2 Funded plus self-funded hours**: Food and consumables package will automatically be applied, unless parents choose to opt out.

**FEEE1W, FEEE2W, FEEE3/4 (Fully funded or combination of funded/self-funded hours)**: Food and consumables package will automatically be applied, unless parents choose to opt out.

**Parent funding agreement forms (PAF)**

Each term, we will ask parents to complete and return a parent funding agreement form to give permission and indicate how many hours they would like us to claim on their behalf. We are unable to apply for children’s funding without a completed parent agreement form for each term. The form explains things like;

* How parents/carers will take up their entitlement,
* The stretched offer for the term
* Extra charges you may have to pay.

On registration, we will also ask to see your child’s birth certificate or passport as part of our identification checks and to allow us to claim funding on your behalf.

**Sessions and Changes to attendance**

We do not place restrictions on which sessions funding can be used, and parents are able to choose sessions to suit their childcare needs. We operate a 20hr minimum per week attendance policy to support children’s wellbeing, transitions, and social skills, however, parents can choose between a variety of different sessions throughout the week. In accordance with Essex CC regulations, no more than 10 funded hours may be used per day.

The Early years funding entitlement is for ‘Free funded hours’ and does not have a monetary value, nor can it be refunded for missed sessions in the case of illness or holiday. The Early years funded entitlement can only be used for children’s regular attendance on their booking plan and is not applicable for extra ad-hoc bookings. Funding comes from central government to Essex County Council who make payments to us. No direct payments are ever made to parents.

**Absences**

It is important that children attend nursery regularly. Children’s non-attendance may result in an over claim for funding. If a child is absent from the setting for more than 4 weeks, we will inform Essex County council who will decide on a case-by-case basis whether any repayment of FEEE will be required.

**Split funding**

If it meets their needs, parents accessing the FEEE3&4, FEEE2W and FEEE1W can split their entitlement between two Providers. If they decide to split their funding, they must complete a PAF for each provision on a termly basis, to ensure that the total combined funded hours do not exceed the child’s maximum funding entitlement. FEEE2 funding can only be accessed at one setting and cannot be split.

**FEEE1W and FEEE2W:**

The childcare expansion entitlement (FEEE1W and FEEE2W) is a government programme. It gives eligible working parents of children from 9 months old, up to 15 hours of funded early education and childcare per week (starting from Sept 2024). This is a total of 570 hours per year over 38 weeks in term time. Funding would start in the term after the child turns 9 months for FEEE1W, or the term after their 2nd birthday for FEEE2W.

Parents may use fewer hours per week over a longer period, under our stretched offer over 51 weeks. Parents should [apply online](https://www.essex.gov.uk/help-with-childcare-costs), on the childcare choices website. If successful, they will receive a reference number to give to the chosen provider.

**FEEE2:**

FEEE2 is separate to FEEE2W funding and is for disadvantaged two-year-olds. The FEEE for two-year-olds is not a universal offer, only eligible Children may access this funding via an application process. Families can apply for funding online, or through a childcare provider, Family Hub, health visitor or social worker. To apply online the Parent/carer should go to Essex Education Portal – Log on and register. They then need to Log in and click on ‘Funded Early Education for Two Year Olds’ to complete an application. Once the application is submitted, eligibility will be checked and if eligible the applicant will be given a unique reference code and funding start date which they hand to the childcare provider to access the funded place. Parents can forward the email confirmation as proof of eligibility. An application code from the Council will always begin TYF881. To check your eligibility, visit the Governments dedicated childcare support page (link at bottom of this document).

**Special circumstances**

2-year-olds can also get funded childcare if they:

* are looked after by a local authority
* have a statement of [special education needs (SEN)](https://www.gov.uk/children-with-special-educational-needs) or an [education, health and care (EHC) plan](http://www.essexlocaloffer.org.uk/category/one-planning-and-education-health-and-care-plan/)
* get [Disability Allowance](https://www.gov.uk/disability-living-allowance-children)
* have left care under a special guardianship order, child arrangements order or adoption order

In addition, consideration is given to applications for children where the council has received a Section 23 notification from Health.

If a deposit is taken prior to children accessing FEEE2 funding, (regardless of whether attendance is partially or fully funded) it will be refunded to the parent by no later than the first half term funding starts.

**FEEE3 and FEEE4:**

The funded early education entitlement for 3 and 4-year-olds (FEEE) is a government programme. It gives all three to four-year-olds up to 15 hours of funded early education per week. This is a total of 570 hours per year over 38 weeks during term time. Parents may use fewer hours per week over a longer period, up to 51 weeks under our stretched offer.

This is a universal offer for all three and four-year-olds. Funding can start from the term after their third birthday. It can continue up to compulsory school age or when parents register their child for a maintained school place or academy class.

**30 hours extended entitlement for three- to four-year-olds**

Thirty hours funded childcare is available for eligible working families of three and four-year-olds. It is an extra 15 hours on top of the 15 hours already available for all three and four-year-olds. Parents will need to check they are eligible and apply through [Childcare Choices](https://www.childcarechoices.gov.uk/).co.uk.

Parents will need to apply in the term before they wish to take up the funding. If eligible, the parent will receive an 11-digit code to share with nursery to claim.

The parent/carer must provide:

* Their 11-digit eligibility code
* parent's national insurance number
* child's date of birth

Parents must reconfirm their details every three months. The HMRC will send them two reminders to do this. Parents' eligibility for 30 hours funded childcare will expire if they do not respond. If they miss the deadline, they can only keep their childcare place for a short time, known as a grace period.

**EYPP**

The early years pupil premium (EYPP) is additional funding for early years providers to improve outcomes for children by providing them with enhanced learning and development support. This means that for children from low-income families accessing the Funded Early Education Entitlement (FEEE), providers are entitled to receive additional funding of up to £0.68 per hour. We could get up to £353 per year to help with your child’s education. This will be paid direct to your provider.

If parents are eligible for one or more of the benefits below, they may also be eligible for EYPP:

* [Income Support](https://www.gov.uk/income-support)
* income-based [Jobseeker’s Allowance](https://www.gov.uk/jobseekers-allowance)
* income-related [Employment and Support Allowance](https://www.gov.uk/employment-support-allowance)
* support under [part six of the Immigration and Asylum Act 1999](http://www.legislation.gov.uk/ukpga/1999/33/part/VI)
* the guaranteed element of [State Pension Credit](https://www.gov.uk/pension-credit)
* [Child Tax Credit](https://www.gov.uk/child-tax-credit) (provided you are not also entitled to [Working Tax Credit](https://www.gov.uk/working-tax-credit)) and have an annual gross income of no more than £16,190
* [Working Tax Credit](https://www.gov.uk/working-tax-credit) run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

* adoption
* special guardianship order
* a child arrangements order

**How to apply:** We can help parents with an application which will be kept confidential, and no other parents will know it is being accessed for their child. To apply for early years pupil premium, please come and speak with us confidentially, or add your details to the parent funding agreement form.

**Disability Access Fund (DAF)**

We could get £910 per year to help with your child’s education and support, which is paid directly to the setting. You can apply to get disability access funding if you’re receiving both:

* 15 or 30 hours funded childcare - you do not need to use all your hours to be eligible
* [Disability living allowance for children](https://www.gov.uk/disability-living-allowance-children)

**How to apply**: To apply for disability access funding please contact us, so that we can make an application on your behalf.  We will need to see the letter confirming that you receive disability living allowance for your child and will take a copy. The payment can only be made to one provider and cannot be split so where a child attends with more than one provider, the parent will need to decide which setting will receive the DAF payment. We use the DAF to help us make reasonable adjustments at the setting to improve the child's access to funded early education.

**Website links:**

[Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](https://www.childcarechoices.gov.uk/)

[Disability access fund | Essex County Council](https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs/disability-access)

[Essex school terms and holidays | Essex County Council](https://www.essex.gov.uk/schools-and-learning/schools/essex-school-terms-and-holidays)

[Check what help you could get with childcare costs - GOV.UK (www.gov.uk)](https://www.gov.uk/childcare-calculator)

[Check you're eligible for free childcare if you're working - GOV.UK (www.gov.uk)](https://www.gov.uk/check-eligible-free-childcare-if-youre-working)

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