

TLC Neighbourhood Nursery and Playgroup - Early Education Funding Policy

Parents can choose if they would like their child to access Early Education Funding. It is up to parents to decide what kind of early education, if any, is right for their child. By law, children are not required to attend any educational setting until the term after their fifth birthday. The Nursery Education Funding is only available until the child starts school. Every child is entitled to a funded nursery education place from the term after their third birthday in the September, January or April, including those who do not hold a British citizenship. Two-year olds that meet the eligibility criteria become eligible the term after their second birthday. Please ask at reception for term dates.

The child's birthday must be before:

- *31 March will be eligible for free nursery education from the Summer Term (April)*
- *31 August will be eligible for free nursery education from the Autumn Term (September)*
- *31 December will be eligible for free nursery education from the Spring term (January)*

Funded hours

The child is entitled to a maximum of 15 hours per week for 38 weeks of the year or 30 hours per week for those eligible for the extended entitlement. You cannot have more than your entitled funded hours per week and you do not have to use all your funded hours if you do not want to. Parents may stretch their entitlement over a maximum of 50 weeks a year. For example, this means you may have 11 hours and 15 minutes rather than 15 hours per week over 38 weeks. The maximum funded hours that can be claimed per year is 570 hours or 1140 for those eligible to the extended entitlement. For further details please speak to a member of staff at reception.

Flexibility

The nursery aims to be as flexible as possible with our parents and offer a range of ways in which they can take their entitlement. However, these must fit within the daily running of the setting and be beneficial to the child. The playgroup is unable to offer flexibility in sessions and run for either 5 morning or 5 afternoon sessions each week. Sessions must:

- Start at 8am or 9am for a morning or full day session
- Start at 1pm for an afternoon session.
- Be for a minimum of two 3-hour sessions per week

Provider

Children can access their funded hours at more than one provider, however this must not exceed 2 providers. If a parent decides to leave the setting and take their child elsewhere to access their funded hours, a transfer of care form must be completed by the setting and given to parents.

Remember:

- You don't have to have extra hours or sessions on top of the free place

- You will be charged for any extra sessions above the funded hours your child attends, at £4.10 per hour
- If attendance drops below 80%, Early Intervention will be informed.
- There is a maximum of 4 weeks for children to be away for such things as travel.
- Parents will be issued with an invoice showing clearly which sessions/ additional items need to be paid for (if any) and their free entitlement.
- There are a variety of session times and lengths available, please check if there are fees that apply to the sessions you require.
- You may bring a packed lunch for your child should your chosen session times fall over a meal time, speak to a member of staff about our packed lunch policy.
- If you wish to purchase a meal from the nursery they will be invoiced at the rate below:

Meal	Cost
Breakfast	£0.60
Dinner	£2.50
Tea	£0.80

Information for Parents/ Carers

If you would like your child to receive a free early education place you need to:

- Register with the setting
- Agree with the setting what provision (playgroup or nursery, 38 or 50 weeks) is to be offered and sign a contract
- Provide the setting with a document which gives proof of their child's full name and date of birth, such as a birth certificate or passport
- Provide your name, address, date of birth, ethnicity and national insurance number
- Complete and sign the parent agreement form

The setting will ensure:

- We have a signed parental contract in place for each child
- We are registered with Wolverhampton's Early Intervention.
- We meet the EYFS requirements as set out in the EYFS guidance
- We complete attendance details of each child
- We complete headcounts within timescales provided
- We have in place the correct number of qualified staff employed to work with children of different age groups
- We have a signed Parent Agreement Forms for each child and issue a copy to parents
- We have support available for children with special educational needs and disability through the named Special Educational Needs Co-ordinator (SENCO)
- We have procedures in place for keeping children safe, a safeguarding lead and a thorough safeguarding policy
- We have a procedure for dealing with complaints
- We make available to parents information about admissions and session times
- We are working towards the Early Years' Quality Improvement Scheme
- The setting will adhere to the terms and conditions set out by the local authority.