



A Guide to
Universal
15 Hours Funding
Extended
30 Hour Funding
How to Claim

This PDF is also available on
Tapestry via a browser
and our website.

Stepping Stones Day Nursery & Pre School Okehampton
Registration Number EY 478044

OUR FUNDING DELIVERY

The funding has been quite tricky for us to integrate into our ethos. As a setting we have in the past been quite flexible on sessions and session changes and in most cases have been able to accommodate parents needs.

Sadly for us as a setting the government have tied our hands and set a fee that is simply unsustainable in its current format. Even the government have stated that ;

“ The funding is to cover the cost of delivering the free childcare, and is not intended to fund the cost of consumables (such as drinks, meals and nappies) or additional services (such as yoga, music lessons and trips). Providers are free to charge parents for such discretionary items provided they are not compulsory, but this cannot be a condition of taking up a place. The level of these fees is a matter between the provider and the parent.”

Many nursery settings have simply not offered the funding or have become unviable causing them to close as a consequence.

We are committed to trying to make it work long term and have made the difficult decision to change how we offer care to all children in receipt of funding simply to cover costs. The additional costs relating to minimum wages, pension contributions, business rates and more importantly dedicated loyal staff (many whom have degrees) mean we would not survive if we continued as we were.

We quite understand that this delivery model will not suit all parents. Over the next few pages there will be answers to the questions you may have and further explanation of the delivery of care from the age your child gets the **Universal** and **Extended** funding

We do hope you understand our situation and thank you for your continued support.

Clare, Chris and All the Team at Stepping Stones

FUNDING ENTITLEMENT SUMMARY

Age

2

For families in **England**, receiving some forms of support with 2-year-old children.

- 15 hours of funded childcare over 38 weeks or
- 11 hours of funded childcare over 50 weeks

ages
3-4

Universal Funding for all families in **England** with 3 and 4 year-old children.

- 15 hours of funded childcare a week over 38 weeks or
- 11 hours over 50 weeks early education a week

(Universal Funding is automatic you do not need to apply)

ages
3-4

Extended Funding for working families in **England** with 3 and 4-year-old children.

- An extra 15 hours a week of free childcare - so 30 in all
- 30 hours of funded childcare a week over 38 weeks or
- 22 hours of funded childcare a week over 50 weeks

(Children who are 3 by the 31st August can apply now)

Up to
£2,000
per child*

Tax Free Childcare for working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled)

- For every £8 you pay in, the government will add an extra £2, up to £2,000 per child.

In summary all children are entitled to **Universal Funding 15 hours** funded childcare. **Universal Funding** is not dependant on your financial or employment circumstances: This is available to all 3 & 4 year olds from the term after their 3rd birthday.

Extended Funding 30 hours funded child care from the term after their 3rd birthday. Working parents may be entitled to the **Extended Funding** if eligible you must apply for extended funding through childcare choices web site see next page.

In exceptional cases some parents may get funding from the term after their child's 2nd birthday **2 Year Old Funding** if you think you are entitled you can check your eligibility on the devon.gov.uk website

You can get a further 20% off your invoice by paying through the Tax Free Child Care Choices

APPLYING FOR FUNDING

1



The Smith family want to know if they are eligible of 30 hours funding

They look online for more information
<https://www.gov.uk/childcare-calculator>



2

3



They apply online
<https://www.childcarechoices.gov.uk>
You will need to confirm your identity

Once their identity is confirmed they can complete the application



4

5



They get a eligibility code "5000XXXXXXX"
They can also pay into a
Tax Free Child care account

They take their code to the childcare provider along with their NI Code and complete a Parent Funding Declaration



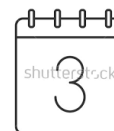
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7



The provider contacts the Local Authority to check the eligibility code

Every 3 months the Smith's check eligibility through childcare choices service and renew their eligibility.



8

HOW CAN I USE MY FUNDING ?



There is a number of options for you when your child receives funding. The first choice is, do you wish to attend all year 50 weeks or term time only 38 weeks?

If you attend all year, it will reduce the amount of hours you can claim a week but you can claim them all year.

In both instances the total hours you can claim in an academic year September to August are the same.

You can claim from two settings, but again the total funding received must not exceed your yearly entitlement over the two settings.

15 Hours Universal Entitlement

Funding can be accessed 15 Hours a week over 38 weeks (Term Time Only) totalling 570 hours funding per academic year.

30 Hours Extended Entitlement

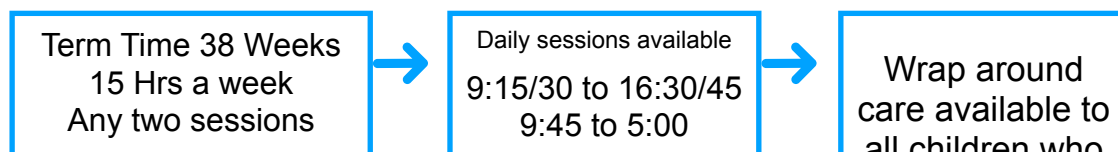
Funding can be accessed 30 Hours a week over 38 weeks (Term Time Only) or 22 hours a week over 50 weeks (All Year) totalling 1140 hours funding per academic year.

Dates you can start your funding	
Child Born Between	Funded Session From
1st April & 31st August	1st September : Autumn Term
1st September & 31st December	1st January : Spring Term
1st January & 31st March	1st April : Summer Term

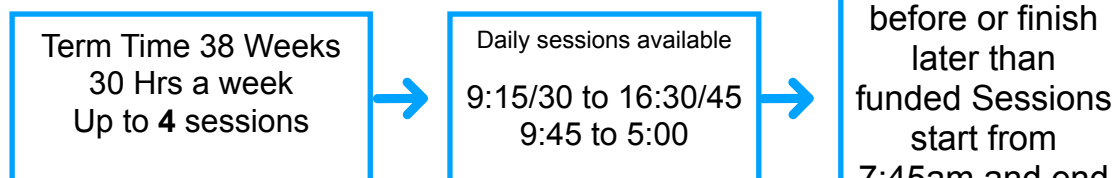
FUNDING ONLY OPTIONS

Our Minimum contract policy using funding is two 7.5 hour sessions per week that can be accessed as below :- Select an option below to choose which best suit your needs.

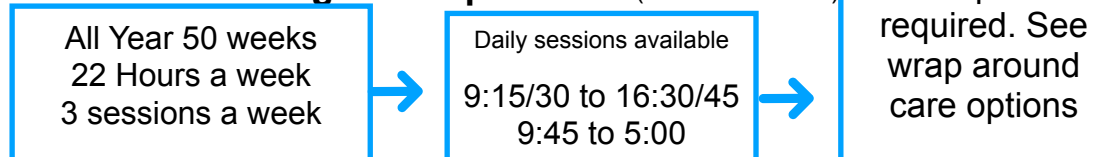
Universal Funding 15 Hrs per week Equal to 570 hrs funding a year



Extended Funding 30 hrs per week (with a 500 code)



Extended Funding 22 hrs per week (with a 500 code)



What we charge for

Funded only sessions 9:30 to 16:45, 9:45 to 5:00 daily are offered **subject to a consumables cost and availability** we do not offer free sessions that start before 9:30am or finish later than 17:00pm.

The Early Years Entitlement funding is intended to deliver free, high quality, flexible childcare. It is not intended to pay for the costs of meals, drinks, snacks, other consumables, or additional activities.

Consumables charge for funded only sessions.

The charge is intended to contribute towards the cost of items not covered by the funding, including all meals, drinks and snacks.

This charge is waived for parents / carers in receipt of the Early Years Pupil Premium (EYPP).

We do not allow funded parents / carers to bring in their own food and drink for their children except where we are unable to cater for severe diagnosed allergies. The policy helps us combat food inequality, promote communal, healthy eating and enables us to embed mealtimes within the wider curriculum (where children learn about specific foodstuffs and then eat them).

Remember consumables charges can be paid through Tax-Free Childcare, thus having the benefit of a further 20% reduction.

Children attending:- Consumables fee from Sept 2023
£15 per session to include lunch

This is NOT a voluntary payment as it is not possible to attend and NOT access the services we provide

For a full list of Consumables all of which are not covered by the funding please see Tapestry Newsletters (Consumables)

Consumables charges apply to all sessions irrespective of attendance.

We offer wrap around care to cover the rest of the hours not covered by the funding.

Fees for children accessing wrap around do not incur a consumables charge.

WRAP AROUND CARE BREAKFAST CLUB & EARLY & LATE SESSIONS

Breakfast Club 7:45 to 17:00, includes Breakfast consisting of selection of cereals, fruit, yogurt and toast (**served up to 8:20**), AM / PM snacks inc £20.00 per day. (Funded hours 9:45 to 17:00 Free)

Equivalent to £2.22 per hour (8:00 to 17:00 9 Hrs)

Early Starter Session 8:30 to 17:00, AM / PM snacks inc £18.00 per day. (Funded hours 9:45 to 17:00 Free) *Equivalent to £2.11 per hour (8:30 to 5:30 8:30 Hrs)*

Late Session 9:45 to 17:45 includes Afternoon Snacks / Tea & consumable £12.00 per day. (Funded hours 9:45 to 17:00 Free)

Equivalent to £1.25 per hour (9:45 to 17:45 8 Hrs)

Wrap around fees above are applicable to all children on the days they are in receipt of funding. All other days are charged at our normal hourly rate as set on our price list, depending on hours attended daily. All children attending 40 hours plus are charged at their hourly rate to include lunches on all days.

Stepping Stones reserve the right to vary wrap around fees to ensure the viability of the nursery.

You must check eligibility for EXTENDED FUNDING (30 Hrs).
If eligible you will be given an 11 digit code

NO CODE, NO EXTENDED FUNDING.

Non eligible parents please see Universal Funding options.

A SIMPLE GUIDE TO FREE ENTITLEMENT

As a parent if you wish to access the free entitlement you may have to adjust the hours you attend to 9:15 to 16:30, 9:30 to 16:45, 9:45 to 5:00 daily (completely free) to use 7.5 hours of funding per session.

You can use your entitlement in one session (7.5 Hrs), two sessions (totalling 15 Hrs), three sessions (totalling 22.5) Hrs, or four sessions (totalling 30 Hrs) Monday to Friday. We will claim 7.5 hrs of funding for each session attended, giving parents a discretionary few minutes either side for drop off and collection.

Funded sessions 9:15 to 16:30, 9:30 to 16:45, 9:45 to 5:00 daily are completely free, however they do not include lunch or any consumables. You will need to ensure that your child arrives at nursery ready: spare clothes, nappies and wipes supplied and sun cream applied, when applicable. Failure to supply will mean sessions may be forfeited.

FEEE sessions only are offered termly only and are not guaranteed

Where lunch / snack is provided there will be a charge of £3.00 per session, payable one week in advance. Healthy Cold Packed lunches and snacks can be provided by the parent, but must not contain chocolate or nuts.

Sessions are offered 9:45 to 17:00 7.5 Hrs daily term time 38 weeks or all year 50 weeks if accessing extended funding. We do not offer half day funded sessions. You are welcome to drop off and collect anytime in between these hours. However we will be claiming for the whole session.

Q. Why is there a higher charge for lunch (£3) on the FREE sessions?

A The free session also includes a PM snack which this charge takes into account.

We offer wrap around session for parents who require childcare before 9:45 and after 17:00

EXAMPLES OF WRAP AROUND CARE

Example 8:30 to 17:00, 8.5 hours a day

Children will be able to attend the Early Starter session 8:30 to 9:45 followed by the free session 9:45 to 17:00

Cost to the parent is Early Fee ONLY attending 8:30 to 17:00, 8.5 hours a day

Example 8:00 to 17:00, 9 hours a day

Children will be able to attend the Breakfast Club session 7:45 to 9:45 followed by the free session 9:45 to 17:00

Cost to the parent is Breakfast Club Only attending 8:00 to 17:00, 9 hours a day

Example 8:30 to 18:00, 9.5 hours a day

Children will be able to attend the Early Starter session (£18) 8:30 to 9:45 followed by the free session 9:45 to 17:00. The last hour will only be charged at the hourly rate not the late session charge.

Where children attend either end of the day for both early session and late sessions wrap around fees are only charged once with the balance at the hourly rate see examples below.

8:00 to 17:45	Breakfast Club Fee	Free session	17:00 to 17:45 Hourly fee only
8:30 to 18:00	Early Starter Fee	Free session	17:00 to 18:00 Hourly fee only

Q. Can I start at 8am on a day my child does not get funding ?

A. You can! All morning sessions start at 8:00 or 8:30, the breakfast session includes breakfast as standard on non funded days at no extra cost.

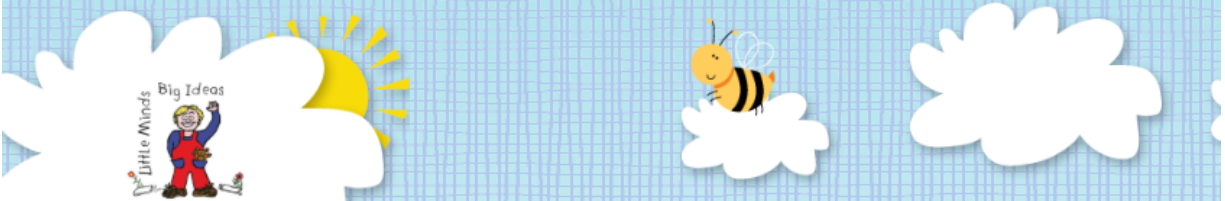
**FUNDING DECLARATION FORMS
are all on the SSDN Connect APP**

MORE TAB > Funding Forms > Funding Sessions

NO FORM NO FUNDING

Stepping Stones

Observations Children Reports Memos Activities Documents



All our news letters are published on
Tapestry and the Connect APP
When did you last log in?



Tapestry is a Learning Journal of your child's
achievements and can be downloaded as a book at
the end of your child's time at Stepping Stones

By using the App we get your messages and
you may get a response quicker.

We do not open on Bank Holidays

You are welcome to speak to your child's key
worker at any time you wish.

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