-Funding is available *term-time* for 38 weeks of the year.

Suffolk county council allocate the hours each term that funding can be claimed for as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Period** | **Inclusive funding period dates** | **weeks** | **Equivalent in hours** |
| Autumn | 01/09 to 31/12 | 14 | 14 weeks x 15 hours – 210 hours  |
| Spring  | 01/01 to 31/03  | 11 | 11 weeks x 15 hours – 165 hours  |
| Summer | 01/04 to 31/07 | 13 | 13 weeks x 15 hours – 195 hours  |

Funded entitlement is for early education only and does not include the cost of food, outings or extra-curricular activities.

**2 year olds – 15 hours**

Funded childcare for two year olds is NOT a universal offer, ONLY eligible children may access this funding via an application process.  Parents/carers will need to check you are eligible using the checker on this link [Funded early education for 2-year-olds | Suffolk County Council](https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-2-year-olds/#:~:text=Please%20contact%20Suffolk%20Family%20Information%20Service%20if%20you,call%20you%20back%20on.%20Check%20your%20child%27s%20eligibility) you will then receive a reference which you will need to present to managers to access the funded place. Eligible children may access a Funded childcare place starting the term AFTER their second birthday. A golden ticket can also only be redeemed the tern after the child turns two.

|  |  |
| --- | --- |
| **If your child is born between:** | **They are eligible for a free place from:** |
|   |   |
| 1st April and 31st August | 1st September following their 2nd birthday |
| 1st September and 31st December | 1st January following their 2nd birthday |
| 1st January and 31st March | 1st April following their 2nd birthday |

In Suffolk, families can apply for two year old funding:

Online by visiting- [www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds)

Two-year-olds who have met the eligibility criteria can continue to receive a place once they have taken it up even if the child ceases to meet the criteria at a later date.

There is no additional charge for children receiving a two-year funded place at Parkside Pre-school. Unless you require lunches or additional hours.

If you wish to give notice during a funded term, you will be required to give 4 Paid weeks’ notice of your invoiced hours. Holidays will not be included.

**3/4 year old funding – Universal funding (15 hours)**

All 3 to 4 year olds are entitled to funded early education childcare for 15 hours per week during *term-time*, 38 weeks per year.

This funding applies until they reach compulsory school age (the term following their fifth birthday).

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| **If your child is born between:** | **They are eligible for a funded place from:** |
|   |   |
| 1st April and 31st August | 1st September following their 3rd birthday |
| 1st September and 31st December | 1st January following their 3rd birthday |
| 1st January and 31st March | 1st April following their 3rd birthday |

Funded hours can be accessed between our opening hours 8am-6pm.

If you give notice during a term, 4 full paid weeks will be required, excluding holidays as notice for their additional hours.

Parents receiving a 3/4yr old funded place will be required to pay a monthly invoice of £15 when accessing 15 hours and £18 for the 30 hours. This will be invoiced monthly and will be expected to be paid in line with our payment terms and conditions. This includes incurring late charges. This payment covers all consumables, including art materials, toileting supplies, snacks, extra-curricular activities and outings.

**3/4 year old funding – Extended (30 hours)**

Eligible 3 and 4 year olds maybe entitled to 30 hours a week of free early education or childcare. This can be taken as 30 hours per week *term-time* between 8am-6pm Monday to Friday.

To be eligible, both parents must be working, or the sole parent is working in a lone parent family, and each parent earns on average:

A weekly minimum equivalent to 16 hours at national minimum wage or national living wage; and · Less than £100,000 per year

|  |  |
| --- | --- |
| **If your child is born between:** | **They are eligible for a free place from:** |
|   |   |
| 1st April and 31st August | 1st September following their 3rd birthday |
| 1st September and 31st December | 1st January following their 3rd birthday |
| 1st January and 31st March | 1st April following their 3rd birthday |

Eligibility is only valid for approximately **3 months** from when the code was applied for.  It is the parents’ responsibility to check if they are still eligible for the 30 hours funded childcare.  If a parent fails to reapply for the *extended* 15 hours and loses the funding, they will be liable to pay for the additional hours at the current chargeable rate

If you give notice during a term you will be required to pay 4 full weeks of any hours over and above the funding, this does not include holidays.

Parents will be required to pay a monthly invoice of £15 when accessing 15 hours and £18 when accessing 30 hours. This will be invoiced monthly and will be expected to be paid in line with our payment terms and conditions. This includes incurring late charges. This payment covers all consumables, including art materials, toileting supplies, snacks, extra-curricular activities and outings.

The funding is a contract between Parkside pre-school and Suffolk County Council. We do not encourage moving a child mid-term as it could be detrimental to their learning and development.  If you wish to move your child to another setting mid-term and it is after headcount day, the funding is non-transferrable and remains with Parkside pre-school for that term (unless there are exceptional circumstances) Parkside pre-school’s contract with you is for any additional hours over the funded hours; meals or other agreed contractual payments. The terms and conditions remain in force and although funding is paid termly, your notice period will remain at four weeks (excluding holidays)

If you would like to split the funding this must be discussed with managers prior to your funded place being offered.

As funding is paid termly, it is important that you claim for the correct number of funded hours at the beginning of each term.  If you do not claim for your full entitlement, it is not possible to increase your *funding* once the term has begun.  It is possible to increase your hours and you will be liable for the cost of these hours until the following term when you can claim your additional funding.  Any unclaimed funding cannot be used at a later date.

For funding purposes, the terms are as follows: -

Autumn term             1st September to 31st December

Spring term               1st January to 31st March

Summer term            1st April to 31st August

If your child misses their funded hours due to sickness; your holiday or occasional days off, we re not required to provide alternative sessions.

We are required to monitor your child’s attendance and inform SCC if attendance falls below 90%.  ***The funding is provided by the Government and if your child consistently fails to attend, their funding may be withdrawn.***

It is your responsibility to inform Tax Credits of the change in your childcare costs.

Please feel free to contact managers with any other queries you may have.

Prices for additional hours over and above entitled funding and monthly consumables charge are subject to change with 1 months’ notice at the pre-schools decision.

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| This policy was adopted by | Hadleigh Parkside Pre-School | *(name of provider)* |
| On | January 2024 | *(date)* |
| Date to be reviewed | January 2024 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Chloe Bambridge |
| Role of signatory (e.g. chair, director or owner) | Manager |

To be reviewed when funding changes come into place from April 2024