

Little Treasures Day Nursery

Early Education Funding policy

We offer full-time and part-time childcare. All children are welcome. We treat all children and families with respect. We aim to meet the specific needs of each child in our care.

Early Education Funding eligibility.

We deliver early education funding in line with the requirements set out in the [Early Education and Childcare Statutory Guidance](#) document (which applies from 1 April 2024).

Children aged 9 to 24 months:

- **From 1 September 2025 onwards parents can get an expanded funded place for up to 30 hours a week for their children aged 9 to 24 months if they are working.** The parent, and any partner, must each expect to earn (on average) the equivalent of 16 hours at the National Minimum or Living Wage. Parents can find out more and [Apply for childcare if you're working - GOV.UK \(www.gov.uk\)](#) to get a code for government funded childcare to give to their childcare provider.

Children aged 2:

There are two ways parents can apply for 2-year-old funding.

- **Parents can get a funded place for up to 15 hours a week for their 2-year-old if they claim certain benefits from the government and their household income is £15,400 a year or less after tax.** Parents can check the [eligibility criteria](#) for government funded early education and childcare for 2-year-olds to see if they are eligible for a government funded place up to 15 hours. Parents can [make an application](#) on the Southend Citizen's Portal to confirm eligibility for 2-year-old funding for their child and get an approved application number.
- **From 1 September 2025 onwards parents can also get an expanded funded place for up to 30 hours a week for their 2-year-old if they are working.** The parent, and any partner, must each expect to earn (on average) the equivalent of 16 hours at the National Minimum or Living Wage. Parents can find out more and [Apply for childcare if you're working - GOV.UK \(www.gov.uk\)](#) to get a code for government funded childcare to give to their childcare provider.

Children aged 3 and 4:

- **All 3 and 4-year-olds who live in England are entitled to up to 15 hours per week universal funded childcare, irrespective of income levels, benefit status, or family circumstances.** Universal funding can be claimed from the start of the funding period following their third birthday.
- **Parents can also get an expanded funded place for up to 30 hours a week for their 3- and 4-year-old if they are working.** The parent, and any partner, must each expect to earn (on average) the equivalent of 16 hours at the National Minimum or Living Wage. Parents can find out more and [Apply for childcare if you're working - GOV.UK \(www.gov.uk\)](#) to get a code for government funded childcare to give to their childcare provider.

Where parents are accessing the working parent entitlement for up to 30 hours, it is the parent/carers responsibility to reconfirm their eligibility every three months. Full details around how 30 hours funding is applied for, and the timescales, cut off dates that are applied to claims can be found online.

www.childcarechoices.gov.uk

Early Years Pupil Premium (EYPP)

If your child is accessing an early education funding place, your early years provider could be eligible for extra funding to help support your child to develop and learn. EYPP is paid directly to your provider based on the first 15 hours of funding for all age groups.

Disability Access Funding (DAF)

- If your child is accessing an early education funding place and is in receipt of Disability Living Allowance (DLA), your early years provider could be eligible for extra funding to help support your child. Disability Access Funding is paid annually directly to your chosen provider.

Parent Responsibility.

Parent/carers must complete and sign a Parent/Carer Declaration Form (Part A and Part B).

- **Part A will only need to be completed when the child first takes up a funded place.**
- **Part B is a short form that will need to be completed each funding period (so three times a year- Summer, Autumn and Spring) to:**
 - confirm the agreement between the provider and the parent for the duration of the funding period.
 - record the number of hours/weeks of government funded childcare for the duration of the funding period.
 - record if parents are accessing funding over one or more providers to prevent double funding claims being made. We may charge for the hours your child attends more than his/her government funded early education funding entitlement if you have not declared accurately how many hours your child is attending with another provider.
 - give consent that the information provided on the Parent Declaration Form (Part A and Part B) can be shared with Southend-on-Sea City Council.
 - confirm that the parent/carers understands that if they wish to increase the number of funded hours their child is accessing after the headcount date, We may charge for these additional sessions.

Parents accessing Working Parent entitlement must reconfirm eligibility every three months. If you fail to do so you could lose your eligibility for a Working Parent Entitlement place at this provision.

In the interests of stability, Southend-on-Sea City Council does not encourage the movement of children between providers' mid-terms. Children will not be funded if they move providers during the funding period except for exceptional circumstances and the request to transfer must be approved by Southend-on-Sea City Council.

Parents must give at least 20 working days' notice if they intend to withdraw their child.

If the provision is closed due to Holidays e.g. Bank Holiday.

- We are not open on Bank holidays and will not charge for these days.

If the provision closes due to sickness, emergencies etc.

Parents will not be charged fees for hours when the provision is closed. For example: In case of emergency where the provision must close due to circumstances beyond our control, for example severe weather conditions,

- Parents may lose the funded hours if closure is beyond our control.

If your child doesn't attend due to sickness, family holiday or days off.

- If your child is absent during government funded hours, we are not required to provide alternative government funded sessions.
- Please inform us of any reason your child is unable to attend. If your child is getting government funded early education sessions, we are required to monitor your child's attendance and inform Southend-on-Sea City Council if the attendance falls below 90%. Your child's place is government funded. If your child consistently fails to attend, **their place may be withdrawn.**
- If your child cannot attend the provision for any reason, **parents will not be able to claim alternative government funded sessions. Fees for any additional hours must still be paid, as a place has been kept open for your child.**

Deposit.

A deposit of £59.99. is required to secure your child's place. We take £20.00 as admin fee that is nonreturnable.

If you are only accessing government funded hours, we will return the deposit to you at the end of the first full half term following your child's start date. Should there be a change in circumstance, and you no longer wish to take-up a place this deposit is non-refundable.

Charges for Additional Services.

Government funding is intended to deliver up to 15 or 30 hours a week of high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours, or additional services. Providers can charge parents for any additional, private paid hours: according to their usual terms and conditions provided that taking up private paid hours is not a condition of accessing a funded childcare place.

Please see details of our additional services costs.

Details	Cost
Additional hours for children aged 9 – 24 months	9.60 per hour
Additional hours for children aged 2 years old	9.60 per hour
Additional hours for children aged 3 – 4 years old	9.60 per hour
Collection from another provider – daily charge	N/A
Drop off to another provider – daily charge	N/A
Lunch – daily charge – all age groups	£3.50
Snacks – daily charge – all age groups	£0.50 PER SESSION
Consumables - daily charge	Priced per activity
Other activities (e.g. Forest school, beach trips etc)	Priced per activity
Other charges	Priced per activity

Full details of our charges are available on the documents section of our FAMILY APP.

Parents will be provided with clear information to let them know what their individual additional costs will be, to allow them to make an informed decision before they take up a place.

Parents will be provided with an invoice monthly, which clearly shows that the government funded hours are free and gives details of charges for additional services. If you are only accessing early education entitlement hours, please ask about our policy on providing parents with options for alternatives to additional charges.

When you can have government funded early education hours.

Government legislation states that government funded early education sessions can be delivered:

- only between the hours of 6.00am and 8.00pm.
- for a minimum session of one hour per day up to a maximum of 10 hours a day
- For a maximum of up to 15 or 30 hours per week, subject to parent eligibility status.

We offer government funded early education sessions at the following times:			
	9 months to 4 years Working parent Funding	2-year-olds Disadvantaged funding	3 and 4-year-olds Universal funding
Monday	<ul style="list-style-type: none">• 8:00am – 1:00pm• 8:30am – 4:00pm• 9:00am – 4:00pm• 9:00am – 1:00pm• 9:00am – 3:00pm	<ul style="list-style-type: none">• 9:00am – 12:00pm• 9:00am – 1:00pm• 9:00am – 3:00pm	<ul style="list-style-type: none">• 9:00am – 12:00pm• 9:00am – 1:00pm• 9:00am – 3:00pm
Tuesday	<ul style="list-style-type: none">• 8:00am – 1:00pm• 8:30am – 4:00pm• 9:00am – 4:00pm	<ul style="list-style-type: none">• 9:00am – 12:00pm• 9:00am – 1:00pm	<ul style="list-style-type: none">• 9:00am – 12:00pm• 9:00am – 1:00pm

	<ul style="list-style-type: none"> 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 3:00pm
Wednesday	<ul style="list-style-type: none"> 8:00am – 1:00pm 8:30am – 4:00pm 9:00am – 4:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm
Thursday	<ul style="list-style-type: none"> 8:00am – 1:00pm 8:30am – 4:00pm 9:00am – 4:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm
Friday	<ul style="list-style-type: none"> 8:00am – 1:00pm 8:30am – 4:00pm 9:00am – 4:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm 	<ul style="list-style-type: none"> 9:00am – 12:00pm 9:00am – 1:00pm 9:00am – 3:00pm
Saturday			
Sunday			

- We do offer an option to stretch the early education funding entitlement in line with the [Southend Stretched Funding Policy](#) (if the offer is stretched over more than 38 weeks the hours per week are reduced).

More help with childcare costs.



Childcare Choices is a government website providing:

- information about all the different types of help with childcare costs
- a link to the Government [childcare-calculator](#) that we recommend parents use to find out what schemes they are eligible for and how much they can get.

You may be eligible for other help with childcare costs, including.

- Tax Free Childcare:** We are registered to accept Tax free childcare. If you qualify you can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).
- Universal Credit for childcare
- Childcare help if you are training.

To be signed by parent/carer.

I have read and understand the Early Education Funding policy for children aged 9 months to 4 years.

Child's legal name:	
Child's date of birth:	
Parent/carer's legal name:	
Parent/carer's signature:	
Date:	