**Audlen House Day Nursery**

**Funded Early Education Entitlement** – **For 9 months, 2, 3 & 4-Year-Olds**

**Admissions and usage Policy – April 2025**

**15 & 30 Funded Hours**

* **Opening hours and days** –

Monday to Friday 8am – 6pm

* **Session times, specifying the sessions that are free** –

08:50 to 11:50 fully funded + voluntary £3.00 additional service charge (limited availability)

1pm to 4pm fully funded + voluntary £3.00 additional service charge (limited availability)

9am to 3pm fully funded + voluntary £18.00 additional service charge (limited availability)

8am – 1pm fully funded + £15.00 additional services

1pm – 6pm fully funded + £15.00 additional services

8am – 6pm fully funded + £30.00 additional services

Other sessions may be available, please see our fee chart

* **Operational method** –

The funded hours are offered on a Term Time basis over 38 weeks. The Term dates will be determined by the nursery and where possible will follow the local authorities school term dates

* **Additional Services charges –**

All meals freshly prepared and cooked daily on site,

Personal care needs including sanitary and hygiene products and services,

Enrichment activities such as dance, drama, forest school, sing and sign, and cooking,

On line learning journeys,

Above the minimum 50% qualified staff,

Above the minimum requirement of paediatric first aid trained staff,

Additional support staff

Continuous professional staff development,

On site gardens,

On site car parking,

Our list is not limited or exhaustive and is a guide to our additional services

* **Voluntary sundry charge** –

The three and six hour sessions are subject to availability and a voluntary sundry charge

* **Cost of non-funded sessions** –

Please see our fee chart

* **Invoicing frequency –**

All pre-booked sessions to be attended for the month will be charged for on a monthly basis and are payable on the 1st of each month to which they refer. There are no refunds for additional services or additional hours due to absences or holiday

* **Payments from 3rd parties (e.g. colleges and universities)** – Parents cannot receive free hours for the same hours they are funded by their 3rd party. Student parents are not eligible for 30 Hours Free Childcare as their funding is not counted as ‘income’ by HMRC.
* **Sibling discounts –**

Sibling discounts are offered on the oldest child where the siblings all attend the same sessions which must be a minimum of 3 full paying 8am to 6pm, 8am to 4pm, 9am to 4pm. No discounts are offered on funded or part funded sessions

* **Notice periods for the funded hours and the additional hours –**

We ask parents 2, 3 and 4-Year-Olds to make a ‘termly’ commitment. In other words, if a parent decides to remove their child from our care part-way through the term, the funding will remain with us until the end of term. For additional hours we require a minimum of six weeks’ notice to cancel a place. Additional service charges may be waived in exceptional circumstances.

* **Late collections –**

All babies and children must be collected from the nursery by a responsible adult who is known

to us. We stress that babies and children must be collected promptly before the end of their

session.

Where a session is overrun there will be a late fee increase to the Ad hoc hourly rate which is

£16.00.

Where the collection of the baby or child is after 6pm there will be a fine imposed of £10.00

per child, **per member of staff** for each 15 minutes or part thereof. The late fine is to be paid

directly to the staff that have been inconvenienced and have had to stay behind to wait with

your child.

* **Admissions methods –**

We have a first come first served policy and priority will be given to those seeking full time sessions and siblings of children already attending.

* **Deposits and Registration fees –**

A deposit of two weeks fees is required for all funded places. This deposit is refunded off the first invoice when the child starts. A £60.00 registration fee is payable for any places accessing hours above the funded hours.

**Appeals process -** If a parent has a complaint about any aspect of our delivery of the free hours, they can contact West Berkshire Council to discuss it further. <http://info.westberks.gov.uk>

**15 Funded Hours (Extended) – known as ’30 Hours Funded Childcare’**

* **Explanation of Working parent entitlement and 2 year old funding,**

The ‘universal’ entitlement of 15 funded hours, is offered to all 3 and 4 year olds from the term after their 3rd birthday and the ‘extended’ entitlement of 15 free hours, subject to eligibility. Together they make the 30 Hours Funded Childcare. Parents have to apply via HMRC for the extended 15 funded hours and renew their circumstances/eligibility every 3 months.

The working parent entitlement of 15 hours, is offered to working parents of 9 month old+ babies and 2 year olds, subject to eligibility.

Some 2 year olds of non working parents may be eligible 15 hours funding, subject to eligibility.

* **Eligibility Criteria -** When a parent wants to book some or all of their extended 15 hours or working parent entitlement , we will check they are eligible. We will check their 11- digit Working parent entitlement or 30 Hours Code (which usually begins with 5000XXXXXXX, unless it is a temporary code, in which case it will begin with 11). We will also need the parents’ National Insurance number, child’s date of birth (we will be required to see the child’s original birth certificate or passport) and **written** consent from the parent (Parental Declaration Form) to verify eligibility. Once the code has been verified with West Berkshire Council, we can discuss sessions and offer a place.
* **How to apply online for the Working parent entitlement or extended hours -** Parents can check eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Parents can apply for both the extended hours and Tax-free Childcare at the same time. Tax-Free Childcare is the system that is gradually replacing the old voucher scheme - paying for childcare though the employer.
* **Three-month renewal cycle for the extended hours -** Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again, 2 weeks before if they have not reconfirmed. Remind parents they need to reconfirm when asked by HMRC. If parents miss the deadline, their code becomes ineligible and the grace period will come into effect.
* **Grace periods for the Working Parent entitlement and extended hours -**  If a child who has a Code that becomes **in**eligible during the first half of a term, the child will be funded **until the end of that term** or for as long as they remain under compulsory school age, whichever is shorter. If a Code becomes **ineligible** during the second half of a term, the child should be funded until **the end of the following term** or for as long as they remain under compulsory school age, whichever is shorter. Ineligibility would only affect Working parent entitlement or extended hours – the child can still have their Universal hours. It is the parent’s responsibility to ensure eligibility and any fees due as a result of ineligibility will be payable by the parents. If parents continue to be ineligible for the extended hours they must give 6 weeks’ notice to reduce their sessions or they can continue to pay fees as per our fee structure.

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| **Date child becomes ineligible** | **End of Grace Period + Funding of Extra Free Hours** |
| 1st September to 21st October | 31st December |
| 22nd October to 31st December | 31st March |
| 1st January to 10th February | 31st March |
| 11th February to 31st March | 31st August |
| 1st April to 26th May | 31st August |
| 27th May to 31st August | 31st December |

In the event of you losing your Working Parent entitlement or 15 free extended hours you can,

* keep the child in the setting and pay the private hourly rate for any hours that are not the universal entitlement hours
* reduce the amount of time your child attends this setting each week to just the universal hours. In this case we may fill the vacant hours with another child.
* Where hours are reduced due to ineligibility there is no guarantee that if eligibility is reinstated that there will be a place at the setting for your increased hours.