

Funded Nursery Hours at Adventures Day Nursery

Policy Purpose

This policy sets out how Adventures Nursery delivers the government's Early Years Funding entitlements. It explains:

- The funded hours available to families
- Eligibility requirements
- How funded hours are delivered at nursery
- What is included within the funded entitlement
- What is not covered by government funding
- The rationale for any additional charges
- Parents' rights to access a fully funded place without additional costs

Our aim is to ensure full transparency and to support families in understanding their childcare options.

Funding Entitlements

Parents can find out if they are eligible for working parent funding at **Childcare Choices**

<http://www.childcarechoices.gov.uk>

Child's Age*	Funded Hours	Who Is Eligible?
9 months – 2 years	30 hours	Working parents*
2 year olds	30 hours	Working parents*
3 & 4 year olds	15 hours universal funding for all children	Everyone
3 & 4 year olds	30 hours	Working parents*

There are conditions to funding as to which working parents qualify, and funding is applied in three terms, with codes needing to be secured before 31st March for the April term, 31st August for the September start, and 31st December for a January start.

Funding is available the term AFTER a child turns 9 months, 2 or 3, with the code having been applied for by the dates above. Codes need reconfirming every 3 months to keep the funding, and it is a parent's responsibility to do this.

Please note that for the 9-month-old funding, the parent needs to start work within 1 month of the term starting to be eligible for funding that term.

Application and Eligibility Codes

Parents are required to apply for their funded hours through Childcare Choices and must give this code to nursery. They must then renew their eligibility code each term. The government's "grace period" rules will apply if a parent's circumstances change. It is the parent's responsibility to apply for and maintain a valid eligibility code. Adventures Nursery is not responsible for applying for, monitoring, or renewing eligibility codes on behalf of families.

Stretched Funding

Adventures Nursery delivers funded hours on a **stretched basis** across 52 weeks of the year to ensure consistent weekly billing.

- 15-hour funding (570 hours per year) → 11 hours per week stretched
- 30-hour funding (1,140 hours per year) → 22 hours per week stretched

If children start part way through a year (e.g. a January or April start), we will calculate how many hours/weeks of funding you are eligible for. Any weeks not covered will be charged at the nursery's standard daily rate.

The funding is available daily as per our session times, 8.00-6.00pm (10 hours) subject to which days we have availability. We offer limited 2 day a week term time places of 7.5 hours per day if a parent wishes to pay for

additional hours above these times to make a full day, this will be shown on your invoice accordingly and charged at our current hourly rate.

Transparency Requirements (DfE Guidance 2025)

From April 2025, all early year's providers must clearly itemise any charges relating to:

- Food Charges
- Non-food consumables (nappies, wipes & suncream)
- Enhanced provision (trips & extra-curricular activities)

Adventures Nursery complies fully with this requirement. All charges are published on our website and available to families at any time. These charges are also clearly shown on our invoices

Our additional charges are:

- Meal charges (Breakfast, morning snack, lunch, afternoon snack, afternoon tea) **£7.50** per funded day
- Non-food consumables include nappies, wipes, aprons, gloves, waste disposal of nappies, clean bedding, suncream. Our tapestry online journal.
- The Pre-school room children who may not use nappies will often have: Extra-curricular activities such as nursery parties for special events for example Easter, Halloween, Pancake Day, Chinese New Year, Diwali, Harvest, Christmas and many other cultural celebrations. Cooking activities, Mothers/Father's Day celebrations and graduation. To include all these extras in your funded days package we charge **£2.50** per funded day.

Parents will be asked to opt in on a termly basis and agree to the charges for the coming term.

Opting Out of the Consumables Charge

Parents have the right to access their funded hours without being required to pay for additional items or services.

Families who opt out must provide all necessary consumables themselves, including:

- Packed meals and snacks – fully compliant with our Food from Home Policy
- Nappies, wipes, sacks, aprons and gloves. – fully compliant with our Intimate Care Policy
- Any required personal care items and clean bedding daily
- They will also be asked to provide items for parties and cooking activities or extra curriculum activities. A list will be supplied.

Opting out does **not** affect a child's access to funded hours. Adventures Nursery remains fully committed to delivering every child's entitlement in accordance with statutory requirements.

If you have previously opted in, you must let us know 4 weeks before the end of term that you wish to opt out for the following term.

Attendance Expectations

To ensure the effective delivery of funded hours and to maintain compliance with local authority requirements, the following attendance expectations apply:

- Children are expected to attend regularly and consistently during their agreed funded sessions.
- Repeated non-attendance may lead to a review of the child's funded place.
- Parents must inform the nursery of any planned absences, holidays, or changes to their child's attendance pattern.
- Persistent unexplained absences may be reported to the local authority in line with funding regulations.

Regular and consistent attendance supports children's learning, development, and wellbeing, and enables the nursery to meet its obligations under the funded entitlement framework.

Scheduling of Funded Hours

Funded hours must be accessed during the nursery's standard session times and in line with our established session structure. Parents may select from the available funded session patterns, subject to availability.

Key points:

- Funded hours cannot be "banked," accumulated, or carried over to another week.
- Funded hours must be used within the term dates set by the local authority.
- Any hours taken in addition to the funded entitlement will be charged at the nursery's standard hourly rate.
- Each invoice will clearly identify which hours are funded and which are chargeable.

Invoicing and Payment Terms

Invoices issued will provide a clear breakdown of all charges, including:

- Government funded hours-funded hours
- Food
- Consumables charges
- Additional paid hours

Parents are responsible for ensuring that all non-funded charges are paid by the due date stated on the invoice. Failure to make timely payments may result in:

- Suspension of optional extras
- Withdrawal of additional paid hours

Government funding cannot be used to offset or cover any unpaid fees

Notice Periods

Standard nursery notices periods of one month applies to all children, including those accessing funded hours. Parents are required to provide written notice if they intend to:

- Reduce their child's hours
- Change their child's attendance pattern
- Withdraw their child from the nursery

Failure to provide the required notice may result in charges being applied for the notice period, as government funding cannot be claimed retrospectively.

We ask parents opting out and providing your own meals follow the guidelines below:

1. All food must be provided in containers which are easy for children to serve themselves from and can be sealed up and sent home with any uneaten food remaining.

- Allergen information: Packaging should clearly list any allergens like nuts, dairy or gluten.

To reduce risks of cross-contamination.

2. Health and nutrition

- No unhealthy snacks: Avoid chocolate, crisps, sugary snacks or junk food such as food high in salt and sugar or saturated fats.

- Healthy meal ideas: Include balanced foods like:

- Fresh fruit or vegetable sticks, whole grain sandwiches or wraps, cheese, boiled eggs, yoghurt.

3. Allergy safety

- Nut-free: Do not send anything with nuts or nut products (e.g. peanut butter).
- Allergies: Let us know if your child has any allergies, so we can keep them safe.

4. Choking hazards

- Safe food sizes: Cut food into small, manageable pieces to avoid choking risks (e.g., slice grapes, cut vegetables thinly).

- No whole grapes or large chunks of food.

5. Temperature and Storage

- No heating: We will not heat food from home.
- Room temperature: Pack food that can stay safe at room temperature until lunchtime or has cooling blocks or pads.

6. Drop-off times

- Breakfast before 8.50 this must be portioned out and be in a container suitable for staff to add nursery milk., carbohydrate snack: 10.00am such as a cracker or rice cake.

- Lunch and dessert: 11:30am

Fruit snack 2.00pm should be cut up and in a container that can be sent home.

- Tea: 3:30pm Sandwiches, fruit, salad items

7. Policy enforcement

- Non-compliance: If a lunch does not follow these rules, we **can not** serve it. Parents will be asked to provide an alternative or collect their child.

Policy Review

This policy will be reviewed annually or sooner if government guidance changes.

Date Policy Reviewed:	
Signed by Manager:	
Date of Next Review:	