



## **Early Years Funded Hours information, options and contract**

**1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

## What funding is available?

### Funded hours for disadvantaged 2-year-olds

Children in families with a low income or in receipt of certain benefits are entitled to 15 hours of free childcare (11.4 hours a week stretched allocation). To access these hours, you need to check your eligibility and apply on the council website. Once you receive your eligibility letter, please give this to the office managers.

[https://cambridgeshire-self.achieveservice.com/service/Apply\\_for\\_Education\\_Welfare\\_Benefits](https://cambridgeshire-self.achieveservice.com/service/Apply_for_Education_Welfare_Benefits)

### Funded hours for ALL 3 and 4 year old's

From the term after your child is 3 years, you will be eligible for 11.4 hours per week all year or 15 hours per week term time only. Every child is eligible for these hours regardless of criteria. You do not need to apply but the nursery will ask you to complete some forms for them to claim for these hours for you.

### Funded hours for working families of 3 and 4 year-olds

From the term after your child is 3 years, you may be eligible for an extra 11.4 hours per week all year or 15 hours per week term time only. This means your child would get 22.8 hours per week or 30 hours per week funding.

Please check your eligibility please visit:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

**Eligibility dates – Please check before you apply.**

Born Between	Funding Commences From
1st January to 31st March	Summer Term
1st April to 31st August	Autumn Term
1st September to 31st December	Spring Term

## What is included in the funding for my child?

The Government pay an hourly rate to us which covers a proportion of the fees. This means there is a shortfall in the gap between funding and the cost to provide childcare. Therefore, the funded hours do not cover some of the services we provide you with.

We call this charge: 'Sustainability Charge'.

## What isn't covered?

The funding for 2, 3 and 4-year-olds does not cover the costs of meals, resources, overheads, and other consumables such as sun cream, wipes and other items used in the day. It doesn't include repairing and maintaining the nursery, updating equipment and other requirements to provide a well-equipped setting for your child. We also include extracurricular activities such as nursery events, staff training, and lower ratios. The full list of these costs is not exhaustive because they vary vastly throughout the year depending on many factors.

## What do we charge?

We ask parents if you would voluntarily pay a 'consumables charge' as part of a funded-hours place at Grove Villa.

The charge is **£1.50** per funded hour.

Any additional hours required for a part-funded session will be at a discounted hourly rate of £6.60 per hour and sessions where no early years funded hours are available are charged at our current fees.

These charges will be next reviewed for April 2024.

## Options

When your child becomes entitled to funded childcare, there are two options that we offer on how the funding is applied, as follows:

### With Voluntary Consumables Charge

Including sustainability charges as explained above. This fully meets DfE and OFSTED requirements but offers greater parental choice, flexibility, and continuity.

### Opt-Out of Voluntary Consumables Charge

If you are unable, or unwilling, to agree to pay the voluntary consumables charge, we can still discuss an option to have a funded hours space at Grove Villa. Given that the funding alone does not fully cover the cost of the whole childcare package, we would have a limited number of free spaces available (one for a disadvantaged 2 year old and one pre-school place). We may also have to limit the times and days when a fully free space is available based on the staff rota, and child register, i.e., three days a week on a Monday, Tuesday and Friday between 13:00 and 15:48 to allow you to use your 11.4 funded hours entitlement. The spaces are allocated on a first-come, first-served basis but, for fairness to other parents who may have applied, we may also time limit this space depending upon demand i.e., to one academic year. A £75 deposit is payable to secure a free place. This is credited back on the second invoice. It is not refundable if the place is cancelled or the first invoice not paid. This fully meets DfE and OFSTED requirements. Please contact the Manager to discuss this option in more detail or email [grovevilla@hotmail.com](mailto:grovevilla@hotmail.com).



Description	What is covered with the Voluntary Consumables Charge
Staffing ratios and qualifications	Staffing ratio qualifications are maintained in accordance with OFSTED / EYFS requirements as a minimum.
Other OFSTED and EYFS Requirements	Met / exceeded for all children.
Provision for up to 15 / 30 hours for qualifying children.	11.4/22.8 hours per week.
Choice of Sessions	Parents can choose their sessions between the hours of 7.30am and 6pm Monday to Friday. A minimum requirement of at least 2 sessions per week of 7 hours per day either using funded hours and (if required) additional hours.
Continuity	Has a guaranteed place until they leave the provider.
Extra hours / Ad Hoc Sessions /	Parents can book additional / extra charged for hours and sessions on top of their funded hours. Discounted part-funded hour session rate.
Stretched entitlement	50 weeks @ 11.4/22.8 hours a week).
Food and other consumables	Includes morning and afternoon snack, two course lunch and high tea (for sessions finishing after 15:30). This includes catering for any dietary requirements your child may have. All other consumables apart from non-dairy milk is included.
Family holidays, time off and bank holidays	The nursery will still charge the consumables fee for a child missing days through sickness, days off and family holidays. Bank holidays are also charged. The consumables charge is not charged for those days within our 2-week shutdown over Christmas (not including New Year's Day holiday if it falls after the 2-week shutdown).

## **Applying for a funded hours place**

During the term before your child is entitled, you will be required to complete and sign a parent declaration form for the local authority - this includes a box for the funded hours entitlement code you received (not applicable for 'universal 3-year-old funding'). You will also receive a 'Voluntary Consumables Charge' agreement issued by the nursery to sign.

You will also need to show the nursery manager (or the nursery funding representative) official identification for your child. This can be as a passport or birth certificate.

Each monthly invoice will detail how many funded hours are delivered at zero cost and a breakdown of the consumables charge and part funded session cost.

If your circumstances change and you are no longer eligible for early years funded hours, you will receive a grace period in line with the council's terms and conditions. This may be up to a term and therefore no changes will be made to your contract mid-term. If it is only a month, you will be notified in writing and a new contract will be created with 1 months' notice. Please make us aware if you know that you will become ineligible.

## **Terminating or changing your contract**

You will be required to put in writing your request to terminate your contract with Grove Villa. You will be required to put in writing any requests and the manager will confirm any changes that are eligible in writing.

Funded hours are registered in advance of the term by the nursery and agreed with the council. Any changes after the start of the term such as reducing or increasing funded hours may not be possible as there are cut-off dates dictated by the council. You will need to discuss your options with the nursery managers if you wish to change or terminate mid-term.

Please do not register with another setting without notifying the nursery managers as funding has to be transferred and we require one month's notice. Failure to give notice will result in the nursery charging you full payment.

## **Sharing funding with another setting**

You are allowed to share your funding with as many other settings as you like but cannot take funding within the same day with more than 2 settings.

If you would like to share your funding, please make the nursery aware of this either on your contract or by contacting them so they can claim with the council correctly. Failure to do this may result in an incorrect claim and funding reduced.



# Grove Villa Childcare

Grove Villa, 7 Cambridge Road, Godmanchester, PE29 2BW Website: [www.grovetilla.co.uk](http://www.grovetilla.co.uk)

Tel: 01480 413435 Email: [grovetilla@hotmail.com](mailto:grovetilla@hotmail.com)

Directors: Mr & Mrs Wolstenholme

Manager: D Williams

Version: April 23

Dear Parent,

## REF: - Voluntary Consumables Charge (VCC) Agreement

For childcare sessions utilising the 15 or 30-hours government funded hours scheme (*also referred to as 15- or 30-hours free childcare*), we ask parents to voluntarily contribute financially to cover the cost of 'consumables' that are required to provide the full childcare package.

Unfortunately, the level of remuneration we receive back from the local authority for providing 'funded hours' does not cover all the costs of delivering childcare and as such we ask that parents voluntarily contribute to allow this to continue to be sustainable for the nursery.

The voluntary consumables fee covers; food, additional activities used in our setting, hand towels, soaps, disposable gloves and aprons, sun cream, baby wipes, staff training (which includes safeguarding and pediatric first aid for all staff), food/snack times, – please note this list is not exhaustive! Please contact us if you have any questions about this.

From 1<sup>st</sup> April 2023, the Voluntary Consumables Charge is £1.50 for each hour where government funded hours are used. For a part-funded session, additional hours required are charged at £6.60 per hour. These rates are subject to change as part of fee reviews. Grove Villa Childcare allows 'funded hours' to be taken between 0730 and 1800.

By signing this letter, you are acknowledging that you understand what the 'Voluntary Consumables Charge' is and that you agree to pay it.



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Tel: 01480 413435 Email: [grovetilla@hotmail.com](mailto:grovetilla@hotmail.com)

Directors: Mr & Mrs Wolstenholme

Manager: D Williams

## Agreement

I/we agree to pay the 'Voluntary Consumables Charge' for the 'government funded hours' sessions that Grove Villa Childcare provide to our child. This includes and sessions where our child is absent, sick and on holiday. It also includes bank holidays which fall on a day of the week that our child would normally attend but where the nursery is closed.

Child's name.....

Parent 1 Name.....

Parent 1 Signature.....

Parent 2 Name.....

Parent 2 Signature.....

Dated.....

Please do let me know if you have any further questions regarding this.

Regards

*Michael Wolstenholme*

Michael Wolstenholme

Director