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TERMS AND CONDITIONS FOR THOSE CLAIMING FUNDED HOURS AT SHAPES DAY NURSERY

Information regarding what help you can get with childcare costs and the criteria for eligibility can be found at: www.childcarechoices.gov.uk

To find out what information you need for your application and to apply go to:
<https://www.childcarechoices.gov.uk/30-hours-childcare-support/working-families/how-to-apply>

WORKING PARENT ENTITLEMENT FUNDING For Children Aged 9 months – 3 Years

- Eligible parents can claim up to 30 hours funding per week for 38 weeks of the year. At Shapes this will be 'stretched' across the 51 weeks we are open as follows:
 - 30 hours x 38 weeks = 1140 hours
 - 1140 hours divided by 51 weeks = 22.35 hours per week
- For children accessing their funding at Shapes but attending more than just their funded hours, normal session times will apply and additional hours and chargeable extras will be included in your invoice amount and shown on your fees breakdown. Fees are calculated from the 1st of the month that your child becomes eligible and will be invoiced on a calendar monthly basis (see fee sheet).
- Eligible children can receive funding from the start of the term after they turn 9 months old (1st January, 1st April or 1st September):

When your child turns the relevant age	When they can get their hours from
1 st January to 31 st March	Term starting on or after 1 st April
1 st April to 31 st August	Term starting on or after 1 st September
1 st September to 31 st December	Term starting on or after 1 st January

- If you are returning to work following parental leave (and the parental leave relates to the child you are applying for):

Date of returning to work	When you can apply from	When you can access your entitlements from
1 st October to 31 st January	1 st September to 31 st December	1 st January
1 st February to 30 th April	1 st January to 31 st March	1 st April
1 st May to 30 th September	1 st April to 31 st August	1 st September

- Once you made a successful application, you will receive an 11-digit eligibility code. Your eligibility code has three dates:
 1. Validity start date (the date the parent makes their successful application for 30 hours funded childcare).
 2. Validity end date (the date when the parent's eligibility for 30 hours funded childcare will end and the grace period will start)
 3. Grace period end date (the date when the 30 hours funded childcare eligibility will end if the parent has not successfully reconfirmed their eligibility)
- Parents must reconfirm their eligibility before their validity end date, to receive the funding for the following term and should check this at least every 3 months. Parents will receive email and text message reminders to do this - but we advise parents to keep checking their Childcare Service account to ensure they do not miss their end date!
- Working Parent Entitlement funded hours can be used across more than one childcare setting. Please advise the nursery if you are planning to split your funding in this way as we will need to agree how many hours will be claimed at each setting. Your fees will also need to be re-calculated based on how many hours you are claiming at Shapes.
- **If a parent does not reconfirm their eligibility in time or is no longer eligible, and we are unable to claim funding on their behalf, standard rate fees will need to be paid in full once the grace period has ended.**
- One month's notice is required in writing if you wish to withdraw your child from the nursery.

Please note that if you leave the nursery in the middle of a funded year, you may not be able to access your full 1140 hour entitlement and you may be charged for any hours delivered that cannot be claimed. If you leave in the middle of a term, no funding from that term's allocation can be transferred to another setting.

- In order to claim your funding a 'Working Parents Entitlement Eligibility Form' and a 'Parent Declaration Form' (PDF) must be completed and signed by the parent at the start of the 1st term your child is eligible. This must be re-signed at the start of every new term and a new PDF form completed at the start of a new academic year. A copy of your child's ID must also be provided (passport or birth certificate) when they access funding for the first time (although you should already have provided this at the time of registration). A digital copy is sufficient.

Once your Declaration Form has been signed, this is taken as an agreement to accept and abide by both the terms and conditions of registration and the terms & conditions for funding.

FUNDED EARLY EDUCATION (FEE) – For 3 Year Olds

From the term after your child turns 3 years old you will be eligible to claim either 15 Universal hours or 30 Extended hours per week for your child.

UNIVERSAL 15 HOURS

- **ALL** children, the term following their 3rd birthday are eligible to receive Funded Early Education (FEE) sessions. There are no eligibility criteria to claim these hours
- You can claim up to 15 hours of funded early education and childcare per week for 38 weeks of the year. These hours are allocated to each term as follows:
 - Autumn Term – 210 hours (14 weeks x 15 hours)
 - Spring Term – 165 hours (11 weeks x 15 hours)
 - Summer Term – 195 hours (13 weeks x 15 hours)

At Shapes this will be 'stretched' across the remaining weeks available in the academic year from the start of the term when your child becomes eligible to claim as follows:

- Eligible from 1st September – 570 hours available for 51 weeks
 $570 \div 51 = 11.18$ hours per week
- Eligible from 1st January – 360 hours available for 35 weeks
 $360 \div 35 = 10.29$ hours per week
- Eligible from 1st April – 195 hours available for 22 weeks
 $195 \div 22 = 8.86$ hours per week
- For children accessing their funding at Shapes but attending more than just their funded hours, normal session times will apply and additional hours and chargeable extras will be included in your invoice amount and shown on your fees breakdown. Fees are calculated from the 1st of the month that your child becomes eligible and will be invoiced on a calendar monthly basis (see fee sheet).
- Eligible children can receive funding from the start of the term after they turn 3 years old (1st January, 1st April or 1st September):

When your child turns three	When they can get their hours from
1 st January to 31 st March	Term starting on or after 1 st April
1 st April to 31 st August	Term starting on or after 1 st September
1 st September to 31 st December	Term starting on or after 1 st January

- One month's notice is required in writing if you wish to withdraw your child from the nursery.

- *Please note that if you leave the nursery in the middle of a funded year, you may not be able to access your full 570 hour entitlement and you may be charged for any hours delivered that cannot be claimed. If you leave in the middle of a term, no funding from that term's allocation can be transferred to another setting.*
- In order to claim your funding a 'Parent Declaration Form' (PDF) must be completed and signed by the parent at the start of the 1st term your child is eligible. This must be re-signed at the start of every new term and a new form completed at the start of a new academic year. A copy of your child's ID must also be provided (passport or birth certificate) when they access funding for the first time (although you should already have provided this at the time of registration). A digital copy is sufficient.

Once your Declaration Form has been signed, this is taken as an agreement to accept and abide by both the terms and conditions of registration and the terms & conditions for funding.

EXTENDED HOURS (additional 15 hours) - WORKING PARENT ENTITLEMENT

- If you are eligible for Working Parent Entitlement (*see page 1 for information*) you can claim for an additional 15 hours funding per week for 38 weeks of the year on top of the 15 Universal hours referred to in the previous section. If you have previously been eligible for Working Parent Entitlement prior to your child turning three, you will not need to re-apply. You will just need to keep reconfirming your eligibility code every 3 months as you have been doing previously.
- This universal and extended funding combined equates to a total of 30 hours for 38 weeks of the year. These hours are allocated to each term as follows:
 - Autumn Term - 420 hours (14 weeks x 30 hours)
 - Spring Term - 330 hours (11 weeks x 30 hours)
 - Summer Term - 390 hours (13 weeks x 30 hours)

At Shapes this will be 'stretched' across the remaining weeks available in the academic year from the start of the term when your child becomes eligible to claim as follows:

- Eligible from 1st September - 1140 hours available for 51 weeks
 $1140 \div 51 = 22.35$ hours per week
- Eligible from 1st January - 720 hours available for 35 weeks
 $720 \div 35 = 20.57$ hours per week
- Eligible from 1st April - 390 hours available for 22 weeks
 $390 \div 22 = 17.73$ hours per week
- For children accessing their funding at Shapes but attending more than just their funded hours, normal session times will apply and additional hours and chargeable extras will be

included in your invoice amount and shown on your fees breakdown. Fees are calculated from the 1st of the month that your child becomes eligible and will be invoiced on a calendar monthly basis (see fee sheet).

- In order to claim your funding a 30 Hours Funded Childcare Eligibility Form and a Declaration Form must be completed and signed by the parent. This must be done at the start of every new term.
- A copy of your child's ID must also be provided (passport or birth certificate) when they access funding for the first time (although you should already have provided this at the time of registration). A digital copy is sufficient.
- Once you made a successful application, you will receive an 11-digit eligibility code. Your eligibility code has three dates:
 1. Validity start date (the date the parent makes their successful application for 30 hours funded childcare).
 2. Validity end date (the date when the parent's eligibility for 30 hours funded childcare will end and the grace period will start)
 3. Grace period end date (the date when the 30 hours funded childcare eligibility will end if the parent has not successfully reconfirmed their eligibility)
- Parents must reconfirm their eligibility before their validity end date, to receive the funding for the following term and should check this at least every 3 months. Parents will receive email and text message reminders to do this - but we advise parents to keep checking their Childcare Service account to ensure they do not miss their end date!
- Working Parent Entitlement funded hours can be used across more than one childcare setting. Please advise the nursery if you are planning to split your funding in this way as we will need to agree how many hours will be claimed at each setting. Your fees will also need to be re-calculated based on how many hours you are claiming at Shapes.
- **If a parent does not reconfirm their eligibility in time or is no longer eligible, and we are unable to claim funding on their behalf, standard rate fees will need to be paid in full once the grace period has ended.**
- One month's notice is required in writing if you wish to withdraw your child from the nursery.

Please note that if you leave the nursery in the middle of a funded year, you may not be able to access your full 1140 hour entitlement and you may be charged for any hours delivered that cannot be claimed. If you leave in the middle of a term, no funding from that term's allocation can be transferred to another setting.

- In order to claim your funding a 'Working Parents Entitlement Eligibility Form' and a 'Parent Declaration Form' (PDF) must be completed and signed by the parent at the start of the 1st term your child is eligible. This must be re-signed at the start of every new term and a new PDF form completed at the start of a new academic year. A copy of your

child's ID must also be provided (passport or birth certificate) when they access funding for the first time (although you should already have provided this at the time of registration). A digital copy is sufficient.

Once your Declaration Form has been signed, this is taken as an agreement to accept and abide by both the terms and conditions of registration and the terms & conditions for funding.

ACCESSING ONLY YOUR FUNDED HOURS

For those parents who wish to access only their funded hours, at Shapes we offer them in the following way:

For those eligible to claim 30 hours per week:

Monday	8.00am-4.30pm	8.5 hours
Wednesday	8.00am-1.00pm	5 hours
Friday	8.00am-4.30pm	8.5 hours
	TOTAL	22 hours

For those eligible to claim 15 hours per week:

Monday	7.30am-1.00pm	5.5 hours
Friday	7.30am-1.00pm	5.5 hours
	TOTAL	11 hours

For attending these sessions, charges will apply for chargeable extras (meals & additional services) as per the breakdown shown on the reverse of the fee sheets. If you cannot pay or would prefer not to pay for these extras please contact Sue Richards at srichards@shapedaynursery.co.uk to discuss your options.