

Blue Bell Woods Day Nursery

Early Education Funded (EEF) Terms and Conditions

Parent/Legal Guardian Declaration and Agreement for Early Education Funded Entitlements (EEF)

Funding is available the TERM AFTER your child reaches the relevant age.

15 FUNDED HOURS for 2-year-olds (2HELP)

The Parent/guardian of children eligible for the 15 Hours Free Entitlement for two-year-olds must be in receipt of a placement confirmation letter and confirmation code to be presented to the nursery. Regulation requires us to validate your child's age to confirm eligibility; you will be asked to provide documentary proof of Date of Birth and will be required to sign a Parental Declaration Form on a termly basis.

Universal 15 FUNDED HOURS for 3- & 4-year-olds

Regulation for the Universal 15 Hours Free Entitlement requires us to validate your child's age to confirm eligibility. You will be asked to provide documentary proof of Date of Birth and will be required to sign a Parental Declaration Form on a termly basis.

Working Parent Entitlements

Expanded Hours for children over 9 months old (30 funded hours for working parents)

The government only entitles parents/legal guardians who meet the eligibility requirements (e.g. income requirements) to 30 Expanded Hours for 38 weeks per year. If you are eligible, you will need to apply for and obtain a code via the HMRC website. Regulation requires us to validate your code with the local authority using your child's date of birth, your name and date of birth, your validity code and your National Insurance Number. By providing this information, you are giving us consent to validate your code on the secure portal. It is your responsibility to reconfirm you are eligible every three months and send us the code. Failure to provide us with a valid code will mean you are liable for the full cost of the hours you have committed to for that term.

If your family no longer meets the criteria you will stop being eligible to claim the expanded hours. The funding will continue until the end of the term (grace period), but your 15 hours may be released for the next term, if you cannot commit to paying for them.

Extended Hours for 3- & 4-year-olds (30 hours)

The government only entitles parents/legal guardians who meet the eligibility requirements (e.g. income requirements) to a further 15 Extended Hours. If you are eligible, you will need to apply for and obtain a 30 hours code via the HMRC website. Regulation requires us to validate your 30 hours code with the local authority using your child's date of birth, your name and date of birth, your validity code and your National Insurance Number. By providing this information, you are giving us consent to validate your 30 hours code on the secure portal. It is your responsibility to reconfirm you are eligible every three months and send us the code. Failure to provide us with a valid code will mean you are liable for the full cost of the extra 15 hours you have committed to for that term.

If your family no longer meets the criteria you will stop being eligible to claim the extra hours. The funding will continue until the end of the term (grace period), but your extra 15 hours may be released for the next term, if you cannot commit to paying for them. You will still be able to receive the universal 15 hours of free childcare for all 3 and 4 year olds even if you are no longer eligible for the extended entitlement.

Early Education Funded Entitlements at the Nursery

Parents/Legal guardians must complete and return our Terms and Conditions Consent Form and all other forms required by the nursery. All other terms and conditions apply to this agreement, for example, under the Terms and Conditions you must provide one month's advanced written notice to change or cancel your child's sessions.

Early Education Funded Entitlements – Fully Funded Places

The Early Education Funded Entitlements fully funded sessions are subject to availability.

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We offer Early Education Funded Entitlement hours for free, for 10 hours per day, up to 3 days per week, for children who attend term-time only.

We offer Early Education Funded Entitlement hours for free for 10 hours per day, up to 2 days per week, for children on the stretch option. Parents must be aware that this equates to 20 hours EEF per week. Families can access the full 22.35 EEF hours per week by adding a part-funded session.

We offer Early Education Funded Entitlement hours for free, for 5 hours per PM, up to 5 days per week.

Consumables

Government funding does not cover the costs of meals or other consumables. Meals and care consumables bundles are included in all non-funded sessions and part-funded sessions.

Meals Bundle: breakfast, two-course homemade lunch, homemade high tea, fruit and snacks, unlimited cow's / dairy free milk

The daily charge also supports the nursery financially with costs involved in serving food, such as:

- cleaning supplies: milton, dishwasher tablets, dishwasher salt, washing up liquid, antibacterial spray, kitchen surface cleaner, kitchen floor cleaner, oven cleaner, blue roll, food probe wipes, sterilising equipment, blue aprons, cleaning cloths etc.
- laundering of bibs, tea towels and cook's uniform
- waste disposal: kitchen bin bags, compostable bin bags and collection charges for food waste
- staff training: food safety, allergens, safer eating in early years

Care Bundle: wet wipes, large dry wipes, cotton wool, facial tissues, antiseptic nappy cream, barrier nappy cream, nappy sacks, factor 50 sun cream, infant paracetamol.

The daily charge also supports the nursery financially with costs involved in care, such as:

- cleaning supplies: bathroom cleaner, toilet cleaner, bathroom floor cleaner, disinfectant, rubber gloves
- hand washing and toileting: antibacterial hand soap, hand sanitiser, paper towels, toilet roll, air freshener, white aprons, disposable gloves
- laundering of bedding and towels
- waste disposal: nappy bin cassettes, bathroom bin bags and collection charges for general waste and mixed recycling
- first aid supplies: plasters, dressings, sterile wipes, bandages, antihistamine, absorbent powder, thermometer ear caps

We are mindful of the impact of charges on families, particularly the most disadvantaged, therefore our policy is that parents accessing a funded only 10-hour Full Day or 5-hour PM session, **who are unable or unwilling to pay**, may 'opt out' of purchasing voluntary consumables bundles.

On FULLY FUNDED days only, you can **opt out** of purchasing the voluntary consumables bundles and choose to bring your own meals and/or care consumables to nursery every day.

All items brought from home must strictly adhere to our '[Packed meals and care consumables from home](#)' policy.

Children who register for a fully funded place only are not required to pay a registration fee.

We offer EEF hours during sessions as listed on the Price List, as part of our standard session times. You pay for the times in the standard session which are not funded. A £35 Registration Fee is required for all families whose children access and pay for hours outside of the Early Education Funded Entitlements hours.

You are responsible for paying for the hours booked outside of the Early Education Funded Entitlements hours as per the Terms and Conditions. All fees can be found on our Price List. Your receipt of Early Education Funded Entitlements is subject to our receipt of the government funding from the local authority. We reserve the right to make changes with immediate effect to this

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Agreement and/or our offer of Early Education Funded Entitlements to you if the local authority does not pay the government funding to us for any reason or there are changes to the amount of government funding.

Complaints can be made in writing to the Nursery Manager and will be dealt with according to the Nursery Complaints Procedure, a copy of which can be accessed via the website.

Setting and Attendance Details

Regulation allows your child to attend a maximum of two sites in a single day and if your child attends more than one setting the funding will be split between the settings. You will be asked to provide the following information for the nursery your child attends; nursery name, entitlement hours attended per day, total number of hours per week and total number of weeks per year (i.e. Term Time only or Stretch option). We will record this information on the Parental Declaration Form.

Disability Access Fund and Early Years Pupil Premium

Children who receive a child Disability Living Allowance and Early Education Funded Entitlements may be eligible for the Disability Access Fund (DAF). The local authority pays DAF directly to the nursery setting as a fixed annual rate per eligible child. Some children may be eligible for additional funding in the form of Early Years Pupil Premium. An eligibility criteria exists and this must be checked using an online system. If a child is eligible, additional funding will be paid to the setting to help support the child's learning and development.

Privacy Notice

To provide Early Education Funded Entitlements to you, regulation requires us to share information related to your child and his/her care with the relevant local authority and/or the Department for Education. The information shared may include information relating to your child's gender, age, attendance/absences, disabilities or any other information required under regulation.