

Blue Bell Woods Day Nursery

Early Education Funded (EEF) Terms and Conditions

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

Early Education Funding (EEF)

We provide government funded childcare as part of **Best Start in Life**. Funding is available the TERM AFTER your child reaches the relevant age, in line with DfE term dates.

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

Entitlement is for children where families receive additional forms of support:

- If parents/carers live in England and are in receipt of certain benefits or credits
- If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.

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 / EY Voucher Code to be presented to the nursery. If you do not have an EY Voucher Code, you must give permission for us to carry out an eligibility check. If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where we are unable to claim funding for your child. Note: If your child is eligible for both the 2Help and working parent entitlements, the 2Help entitlement for children receiving some additional forms of support must be used first.

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

Entitlement is for all three and four-year-olds from the term after their third birthday in line with DfE term dates. NO ELIGIBILITY CODE is required.

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. 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. 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 30 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

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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, and minimum attendance booking is at least two half-day sessions per week.

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 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.

Early Education Funded Entitlements – Fully Funded Places

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

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. You must be aware that this equates to 20 hours EEF per week. Families on the stretch option 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, for children who attend term-time only.

We offer Early Education Funded Entitlement hours for free, for 5 hours per PM, up to 4 days per week, for children on the stretch option. You must be aware that this equates to 20 hours EEF per week. Families on the stretch option can access the full 22.35 EEF hours per week by adding a part-funded session.

Registration Fee

A £35 Registration Fee is required for all families who book privately paid hours outside of Early Education Funded Entitlements hours. Families who register for a **fully funded place only** are **not** required to pay a registration fee.

Consumables

Government funding does not cover the costs of meals or care consumables. Consumables are charged in all privately paid sessions and hours. During fully funded hours, you can purchase optional consumables.

During **fully funded hours**, if you're unable or unwilling to purchase consumables, you must bring your own meals and/or care items to nursery every day.

Meals Packages

Optional meals to purchase during fully funded hours:

- Part funded AM: breakfast, fruit, snacks, unlimited cow's/ dairy free milk.
- Fully funded PM: homemade high tea, fruit, snacks, unlimited cow's/ dairy free milk.
- Part/ Fully funded FD (10 hours EEF): Discounted meals package: breakfast, seasonal two-course lunch, homemade high tea, fruit & snacks, unlimited cow's/ dairy free milk.

Costs involved in serving food, which we do not charge for, include:

- 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.

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- 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

Optional care bundle to purchase during fully funded hours: wet wipes, large dry wipes, cotton wool, facial tissues, antiseptic nappy cream, barrier nappy cream, nappy sacks, factor 50 sun cream, infant paracetamol.

Costs involved in care, which we do not charge families for, include:

- 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 do not charge families 'top up' fees (the difference between a provider's normal charge to parents/carers and the funding they receive from the local authority), the supply or use of any materials, business running costs, registration fees as a condition of taking up their child's funded place or general charges.

We are mindful of the impact of charges on families, particularly the most disadvantaged, therefore our policy is that during fully funded hours, if you are unable or unwilling to purchase consumables, you must bring your own meals and/or care items to nursery every day.

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

Privately paid hours

We offer EEF hours during sessions as listed on the [Price List](#). We offer 7.45am-5.45pm OR 1pm-6pm FULLY FUNDED. For all other sessions booked, you purchase privately paid hours in the set session, and consumables provided during all privately paid hours. Privately paid hours vary in cost per session and are strictly bookable in advance. We do not offer childcare by the hour.

You are responsible for paying for the privately paid 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](#).

Early Education Funded Entitlements- Funding Models and Fees

Full Year Care Funding Model

We stretch the maximum entitlement over 51 weeks per academic year, as follows:

- Autumn Term: 16 weeks
- Summer Term: 13 weeks
- Spring Term: 22 weeks

Stretch EEF: maximum of 15- or 30-hours x 38 weeks, divided by 51 weeks = 11.18 or 22.35 hours per week. Our stretch funding models offer a maximum of 10 or 20 fully funded hours per week.

Full Year Care Fees

Charges for privately paid hours, consumables provided during all privately paid hours, and consumables purchased in EEF hours are annualised:

- Weekly charge x 52 weeks, divided by 12 equal months.

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- Same charge each month, except for December, when we deduct a week of fees from the invoice for our Christmas closure.

Term-Time Only Funding Model

Attendance is in line with Warwickshire Term Dates.

We claim the maximum entitlement over 38 weeks per academic year, as follows:

- Autumn Term: 14 weeks
- Summer Term: 11 weeks
- Spring Term: 13 weeks

Term time EEF: maximum of 15- or 30-hours per week for 38 weeks.

N.B. The number of funded weeks per term does not automatically correspond with Warwickshire Term Dates. In instances where a child does not attend for the full academic year, the number of funded weeks offered will be adjusted accordingly and the number of weeks offered may not fall in line with Warwickshire Term dates.

Term-Time Fees

Charges for privately paid hours, consumables provided during all privately paid hours, and consumables purchased in EEF hours are actualised. The amount you pay each month fluctuates based on the sessions booked in that month.

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.

Warwickshire County Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your

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child/ren is being or will be used, please contact the nursery or Warwickshire County Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. We pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/trainingvideos/handling-more-sensitive-information/>

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how WCC uses your personal data and what your information rights are, please read WCC's Education Services privacy notice at: <https://www.warwickshire.gov.uk/childcarecosts>

It should be read in addition to the council's overall customer privacy notice at: <https://www.warwickshire.gov.uk/privacy> which includes the contact details if you have a complaint about your information rights.

For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.

Complaints

Complaints in relation to funding 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. If you require further clarification, contact Warwickshire County Council Early Years Entitlements Team:

Email: eyfunding@warwickshire.gov.uk

Tel: 01926 746992