



Funding Policy

Policy

At Evergreen we accept children in receipt of 2-year-old 15-hour funding, 3/4-year-old 15 hours universal funding and 3/4-year-old 30-hour funding. More information regarding these different types of funding can be found in this policy.

We will do everything we can to ensure parents have all the information we have available to us, with regards to applying for and renewing funding codes, but we **must stress** that this is parents/carers responsibility. If codes are not applied for, or renewed in time, fees for care received will be charged at our full rates, as outlined in our fee structure.

Types of funding available

Some families with 2-year olds may be eligible for 15-hour funding. The criteria for this are varied, but includes any families claiming any support, benefits, children with SEND, multiple births. Eligibility checks can be done by visiting:

<https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-2-year-olds/>

All families are eligible for 3-year-old funding the term after the child's third birthday, until they go to school. Parents do NOT need to apply for this. This is universal funding available to every child.

Some families may be eligible to 30 hours instead of the universal 15 hours. Criteria includes both parents, and single parent families, working a certain number of hours.

Parents/carers can check eligibility by visiting:

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

General procedures regarding funding

Any funding granted to families will only start the term after children turn 2 or 3. These dates are as follows:

When your child turns 2 or 3	When they can get funded hours	Recommended time to apply
1 st Sept to 31 st Dec	From 1 st January	15 th Oct to 30 th Nov
1 st Jan to 31 st March	From 1 st April	15 th Jan to 28 th Feb
1 st April to 31 st Aug	From 1 st Sept	15 th June to 31 st July

- Applications must be made in good time, so codes can be received from the Government website and provided to nursery.
- Nursery will check these codes are valid and let parents know as soon as possible if they are not.
- Parents are advised to apply for funding on the dates in the table above.
- 30-hour codes do run out and must be renewed every 3 months. **Parents must make a note of when this needs to be done. We can provide the dates above but are not responsible for the renewing being completed.**
- Parents will be given a parental agreement when they attend their settling in sessions. This gives us permission to claim your funded hours. If this is not completed and returned **BEFORE** your child's first day at nursery, we will not be able to claim, and parents will be liable for the care they receive at full costs, as per the fee structure.

How funding is used

- Funded hours are for term time weeks of the year only. This is 38 weeks. Evergreen Early Years is open for 51 weeks of the year. Funded hours are spread across the 51 weeks so 15 hours gives parents 2 sessions per week, and 30 hours gives 4 sessions per week. There are some additional charges and fees are worked out accordingly, this can be found in detail in our fee's policy.
- Funded hours cover the 'care' of your child. They do not cover food, snacks, drinks, and other consumables (for instance paper, glue, paint, malleable play materials, toiletries). How we calculate charges for these can be found in our fee policy.
- Our sessions are set times from 7.45am till 12.45pm and 12.45pm till 5.45pm or full days are 7.45am till 5.45pm. Parents can choose which sessions or full days they would like, subject to availability.
- We also offer several term time only options for families. Children will only attend 38 weeks and the term dates are set by Lancashire County Councils funding team and will be passed to parents in the August prior to starting nursery. Out term time only session options can be found on the table below.
- If parents only wish to use part of their funded hours, this can be facilitated, and we will discuss this with you.
- Families can split their funded hours between two different settings. This will need to be agreed by both settings and a mutual agreement made. It is parent/carers responsibility to ensure both settings are made aware that the child attends the other

and how funding is to be spilt. This is to ensure that each setting only claim the correct number of hours.

15 hour funding TERM TIME 38 weeks	30 hour funding (3 year olds only) TERM TIME 38 weeks
<ul style="list-style-type: none"> ➤ 3 sessions of 5 hours (7.45am-12.45pm, 12.45pm -5.45pm) (3–4-year-olds) ➤ 5 sessions of 3 hours (8.45am - 11.45am) FULWOOD ONLY ➤ 5 sessions of 3 hours (12.30pm – 3.30pm) FULWOOD ONLY ➤ 8.30am -4pm, 2 day week LADYEWELL ONLY 	<ul style="list-style-type: none"> ➤ 3 full days (7.45am -5.45pm) ➤ 6 sessions from a mixture (7.45am – 12.45pm, or 12.45pm – 5.45pm) ➤ 5 sessions of 6 hours (9am – 3.30pm) FULWOOD ONLY ➤ 8.30am - 4pm, 4 day week LADYEWELL ONLY
15 hours funding ALL YEAR 51 weeks	30 hours funding ALL YEAR 51 weeks
<ul style="list-style-type: none"> ➤ 2 sessions of 5 hours (7.45am-12.45pm, 12.45pm -5.45pm) ➤ 1 full day (7.45am -.5.45pm) ➤ 2 shorter days (8am till 4pm) 	<ul style="list-style-type: none"> ➤ 2 full days (7.45am -5.45pm) ➤ 3 shorter days (8am – 4pm) ➤ 4 sessions from a mixture (7.45am – 12.45pm, or 12.45pm – 17.45pm)
There are varied charges for these options which can be found on our full fee structure	

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>October 2022</i>	<i>L Davy</i>	<i>October 2023</i>