



Government Funded Early Education Entitlement 3 & 4-Year-Olds

Out There Early Years Funded Hours Policy

Please read the information below very carefully.

An Explanation of universal and extended hours – The ‘universal’ hours refers to the entitlement of 15 government funded hours, which is offered to all 3 and 4 year olds, and the ‘extended’ hours refers to the entitlement of 15 additional hours, which are based on eligibility. Together they make the 30 Hours Free Childcare. Parents have to apply via HMRC for the extended 15 free hours and renew their circumstances/eligibility every 3 months.

For information about extended hours, please scroll to page 3.

If you choose to use your universal hours with us, please read below.

15 Free Hours (Universal)

- **Opening hours and days** – We are open 3 days a week: Tuesday, Wednesday and Thursday, from 8.00-17.30. The breakfast hour runs from 8.00-9.00, the school day from 9.00-15.30 and the after-school club from 15.30-17.30.
- **Funded Places**– We offer funded places 3 days a week from 8.00-15.30. This includes the breakfast hour but not the after-school club session.
- **Operational method** – Funded hours can only be used Term Time Only (TTO) over 38 weeks of the year and cannot be used to pay for holiday club sessions.
- **Food Options** - We do not provide a lunch and all children will be required to bring a packed lunch. We will provide an (optional) mid-morning snack to all children at a cost of 50p per day. Parents will be invoiced for the morning snack on a termly basis. You will need to let us know if you would rather provide your child’s own healthy snack. The same will also apply for breakfast, at a cost of £1.00 per day. For example, if your child attends 1 day week with us and has morning snack, you will be invoiced for £7.00 for the term (14 days in total, across 14 weeks).
- **Costs for trips, workshops, seasonal cooking sessions, etc** - These things are not covered in the government funded hours and in order for us to be able to offer these, we ask

will be asking parents to make a contribution towards them. You will be provided with further details of this when you take up your place with us in September.

- **Cost of non-funded sessions** – we charge £5.00 per hour for non-funded sessions. A non-funded place at the kindergarten from 9.00-15.30 costs £32.50. A non-funded place at the breakfast club costs £5.00. A non-funded place at the after school club costs £10.00 per session.
- **Invoicing frequency; weekly, monthly etc.** – You will be invoiced on a termly basis at the beginning of each term. Payment will be due within 10 days of receiving the invoice. For example, Term 1 2017 starts on the 5th September and ends on the 16th December. The invoice you receive will cover 14 weeks, taking in to account the October half term holiday.
- **Sibling discounts** – We do not offer a sibling discount at the term time kindergarten, only the holiday club.
- **Tax Free Childcare, including your unique reference, starting 5000XXXXXXX** – This is for paid childcare – not the government funded hours. If you want to access tax free childcare you will need our code. Please ask a member of staff for details.
- **Notice periods for the free hours and the additional hours** – We (alongside Bristol City Council) ask parents of 3 and 4-Year-Olds to make a ‘termly’ commitment, but not parents of Eligible 2 year olds. In other words, if a parent decides to remove their child from our care part-way through the term, as long as a EYR1 Parental Declaration Form has been signed, we can refuse to allow the funding to be reallocated to the next provider until end of the term. This is the same for all free hours: both the 15 Free Universal hours and the 15 Free Extended hours. We allow you to break your contract if there are ‘life changing circumstances’, e.g. a parent has lost their job, moving to a new house, serious illness etc.
- **Admissions methods** – please see our separate admissions policy
- **Deposits** – We charge a £25.00 deposit to those parents accessing the free hours, to give us the certainty that parents will take up the place. You will receive a receipt for this deposit and it will be returned to you at the end of the first month of the term.
- **Registration fees** - A registration fee of £25.00 will be charged at the same time we ask for a deposit.
- **Appeals process** - if a parent has a complaint about any aspect of our delivery of the free hours, you can contact Bristol City Council to discuss it further. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0845 129 7 217.

If you choose to use your extended hours with us, please read below.

15 Free Hours (Extended) – known as '30 Hours Free Childcare'

- **30 Hours Eligibility Criteria** – If you want to book some or all of your extended 15 hours with us, we need to check you are eligible. We will use Pioneer to check your 11- digit 30 Hours Code (which usually begins with 5000XXXXXXX, unless it is a temporary code, in which case it will begin with 11). We will also need your National Insurance number, child's date of birth and **written** consent from you, in the form of the EYR1 Parental Declaration Form, to verify eligibility. Once the code has been verified, we can move forward with your booking. Bristol City Council (using Pioneer) will let us know if your 30 Hour Code is invalid and we can work towards getting a new one.
- **How to apply online for the extended hours** - You can check eligibility via www.childcarechoices.gov.uk. Parents can apply for both the extended hours and Tax-free Childcare at the same time. Tax-Free Childcare is the system that is gradually replacing the old voucher scheme - paying for childcare through the employer.
- **Three-month renewal cycle for the extended hours** - You will be prompted every 3 months to reconfirm the details you entered are still correct. You will be prompted by HMRC by email or text 4 weeks before, then again, 2 weeks before if you have not reconfirmed. We will also remind parents they need to reconfirm when asked by HMRC. If parents miss the deadline, your code becomes ineligible and the grace period will come into effect.
- **Grace periods for the extended hours** - If a child who has a 30 Hours Code becomes ineligible during the first half of a term, the child will be funded **until the end of that term** or for as long as they remain under compulsory school age, whichever is shorter. If a 30 Hours Code becomes ineligible during the second half of a term, the child should be funded until **the end of the following term** or for as long as they remain under compulsory school age, whichever is shorter. Ineligibility would only affect extended hours – the child can still have their Universal hours.

Date child becomes ineligible	End of Grace Period + Funding of Extra Free Hours
1 st September to 21 st October	31 st December
22 nd October to 31 st December	31 st March
1 st January to 10 th February	31 st March

11 th February to 31 st March	31 st August
1 st April to 26 th May	31 st August
27 th May to 31 st August	31 st December

In the event of you losing your 15 free extended hours you can,

- keep the child in the setting and pay the private hourly rate for any hours that are not the universal entitlement hours
- reduce the amount of time your child attends this setting each week to just the universal hours. In this case I (the provider) may fill the vacant hours with another child.

This policy was adopted by: Out There Early Years	Date: July 2017
To be reviewed: July 2018	Signed: Jenny Brough