

# PRECIOUS TIMES CHILDCARE SERVICES POLICIES

## Funding

### Statement of Intent

Flexible Early Years Entitlement (FEYE) is a Government scheme which allows children to access funded, high quality Early Years provision.

The first few years of your child's life are when they develop fastest and will learn more than any other time in their life. It is at this time that children develop the foundations for lifelong learning. Research has shown that accessing quality Early Years Provision helps them acquire the skills they need to make good progress at school.

Precious Times, Riverside is registered to offer the Flexible Early Years Entitlement (15 hours) to eligible 2 year olds and Flexible Early Years Entitlement – Universal (15 hours) and Extended (30 hours) to 3 and 4 year olds.

### Eligibility

#### **2 Year Funding**

2 year olds are eligible for the Flexible Early Years Entitlement if they meet one or more of the following criteria:

In receipt of:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under the VI of Immigration and Asylum Act 1999
- The guarantee element of State and Pension Credit
- Child Tax Credit, (providing you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190)

Or:

- Are looked after by the Local Authority
- Are accessing the Early Years Support Pathway

All places are allocated subject to availability

#### **3 Year Funding (universal 15 hour entitlement)**

All 3 and 4 year olds are eligible the term after their 3<sup>rd</sup> birthday

<b>A child born on or between</b>	<b>Will become eligible for the place</b>
1 <sup>st</sup> April - 31 <sup>st</sup> August	September term following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September - 31 <sup>st</sup> December	January term following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January - 31 <sup>st</sup> March	April term following their 3 <sup>rd</sup> birthday

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### **3 Year Funding (extended 30 hour entitlement)**

In addition to the universal 15 hour entitlement of funded childcare the government offers an additional extended entitlement of 15 hours, creating 30 hours of funded childcare, this is a total of 1140 hours per year for children whose parents are living and working in England. This entitlement does not affect your eligibility to claim the following benefits:

- Tax credits
- Universal Credit
- Childcare vouchers or salary sacrifice schemes
- Childcare grants and bursaries

### **Who will qualify?**

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- If a non-EEA national, the parent must have recourse to public funds.

This applies where

- Parents are in paid employment, self-employed or on zero hours contract.
- One or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- One parent is in a 'start-up period' (i.e. they are newly self-employed) then they do not need to demonstrate that they meet the income criteria for 12 months.

### **Who will not qualify?**

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

### **What happens if a parent loses eligibility?**

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

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Further information can be found at <https://www.childcarechoices.gov.uk/> this website is also where parents should apply for the funding.

### Hours for the Flexible Early Years Entitlement

#### Universal

The Government states that each eligible child receives 15 hours a week for 38 weeks of the year. This must be taken over a minimum of 2 days and no longer than 10 hours per day. Funding must be taken at no more than two providers.

Here at Precious Times, Riverside, funded hours can be taken between the hours of 9am-6pm in 3 hour blocks. Examples of possible sessions are:

9-12, 9-3, 9-6, 12- 3, 12- 6, 3-6

You can top up your child's hours by paying for additional sessions (Please refer to our current pricelist for sessions and costing) any additional sessions must be paid for privately and in line with our Money Matters Policy.

All funded sessions are subject to availability with contracts being reviewed on a termly basis.

#### Extended

The Extended Early Years Entitlement is offered here at Precious Times, meeting the statutory guidance of sessions being no longer than 10 hours, not before 6am or after 8pm and taken at a maximum of 2 sites per day.

These hours can be taken as full days of 10 hours (8am-6pm) or 6 hours (9am-3pm). In some circumstances parents may choose to split their funding between 2 or more providers (maximum of 2 per day) in this case the funding can be taken between 9am and 6pm in 3 hour blocks as mentioned above in the universal entitlement section.

However, all places can only be offered subject to availability with priority going to children who have already been doing more than 15 hours per week with us before they become eligible. Children's universal entitlement will be allocated first followed by their extended entitlement subject to availability.

All funded sessions are subject to availability with contracts being reviewed on a termly basis.

### Attendance

Funded places are much sought-after and there is often a waiting list for spaces therefore when a child's attendance causes us concern the following procedure will be followed:

- A meeting will be called with the parents / carers to discuss their absences and set a plan to help it improve, this plan will detail the required percentage attendance increase and what will be done by us and what has been agreed that the parents / carers will do. This plan will be put in writing to the parent / carer and require a signature – one copy to be kept in the child's file and one for the parents / carers reference.
- If no improvement is seen over the next 4 weeks then the child's place will be cancelled, this will take place with immediate effect and be put in writing to the parents.

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### Leaving before 'Headcount day'

If a child begins with us and then leaves before the official headcount day then the parents are liable for the childcare fees and will be invoiced.

**This Policy was Adopted at a Meeting of Managers and Directors**

**9<sup>th</sup> June 2014**

Mrs K Francis  
Miss V Mckay

Policy Revised Date	Revised By
<b>9<sup>th</sup> February 2015</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss Vicki Mckay
<b>14<sup>th</sup> December 2015</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss Vicki Mckay
<b>8<sup>th</sup> May 2017</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson Miss Vicki Mckay
<b>1<sup>st</sup> May 2018</b>	Mrs Kerry L Francis Miss Kerry L Whitney Mrs Helen Jackson