



# **CHRIS'S CHILDCARE CENTRE**

## **POLICIES AND PROCEDURES**

### **Policy:**

#### **Early Education Funding.**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We ensure that the existence of our setting is widely known to all sections of the community.

We ensure that information about our setting is accessible, using plain English, in written and spoken.

We charge hourly and are open from 0730 – 1800. 50 weeks a year.

We welcome children in receipt of disadvantaged Two-Year-Old Funding. The universal funding for 3- and 4-year-olds, and the Working Parent entitlement. Full details of these schemes and eligibility are available at <https://www.childcarechoices.gov.uk>

We offer funded places in accordance with the LA in line with provider agreements we offer funded places for 9 months under 2's and 2-year-olds 15 hours term time or 11.2 all year. We also have funded places for 3 and 4 year olds 30 hours term time or 22.4 all year. We are registered to accept Governments Tax free childcare payments. We are also able to claim Early Years Pupil Premium and Disability Access funding for eligible children.

We offer the following pattern of provision for funded Early Education Entitlement Places.

- Up to 15 hours per week for Disadvantaged the Working Parent Entitlement funding over 38 weeks
- Up to 15 hours per week 9 months 2 3 and 4-year-old universal funding over 38 weeks.

Plus, if eligible an additional 15 hours per week for 3- & 4-year-olds extended funding over 38 weeks.

Or Stretched

- Up to 11.2 hours per week for Disadvantaged 2-year-old funding over 50 weeks
- Up to 11.2 hours per week for universal funding over 50 weeks

Plus, if eligible an additional 11.2 hours per week for the Working Parent Entitlement funding over 50 weeks

We have no restriction as to when you use your funded hours.

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied:

1. The child has reached the age of 9 months.
2. The child's parent has a current valid eligibility code from HMRC. Example: if a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December



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3. The child will be entitled to start their additional funded hours from the beginning of the following term. This will not affect their access to the universal hour's entitlement. (We are always available to help guide you through this). You must go online to reconfirm details at the end of each funding period. (You will receive an email from HMRC prompting you to do this).

If you are no longer eligible for extended funding you will fall into a 'Grace Period' This is a short period to give you the opportunity to find work or reconfirm eligibility. We will also inform you if you fall into 'Grace Period' and help you move out of it.

Contact HMRC regarding any queries or appeals on 0300 123 4097 If we or the LA are unable to answer any queries to the online application system.

### **Parent declaration / agreement for early education funded places.**

You will be given a Rutland Parent Declaration form to fill in when you start with us and then whenever there is a change with the information to enable us to claim for early education funding your child is entitled to, we need this to secure your child's funded place for the following year. The information you provide on this form will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). The form must be returned to Stacey Tidswell (Manager).

You must indicate on your application form the pattern of funded attendance you would prefer.

For further information go to <https://www.rutland.gov.uk/education-learning/early-education-childcare/early-education-childcare-funding/early-years-pupil-premium> Or <https://www.rutland.gov.uk/education-learning/early-education-childcare/early-education-childcare-funding/disability-access-fund>

### **Registering your place with us**

To apply for a place, you will have to complete and return your application form to the Manager and provide original copies of documents to confirm that your child has reached the eligible age for early education funded places, for example, birth certificate or passport and where applicable eligibility codes.

Chris's Childcare Limited will retain paper or digital copies of documentation for 6 years. Retention of documents enables Rutland local authority to carry out audits and fraud investigations.

### **Waiting List.**

If there are not enough places available for all applicants, we will allocate places in the following priority order.

1. Children who have a sibling at the setting or who has been.
2. Children of service families
3. In order of date application received

[www.chrisschildcare.com](http://www.chrisschildcare.com)

Last Updated 20/08/2025.



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4. Depending on which room they require
5. Children who have their fourth birthday during their 4<sup>th</sup> birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
6. Looked after children (children in public care and as deemed under section of the children act 1989)
7. Children who have exceptional medical or social grounds
8. Children who live nearest to the setting

The waiting list will be maintained by the Manager.

### **Dual placements**

If you wish to share your child's funded entitlement with another provider we can help you with this as we work in partnership with others so you will be able to claim your child's full entitlement with planned transitions.

### **Deposit / Top ups / Registration fees**

No deposit / Registration or top up fees are charged. (the difference between our usual fee and the funding we receive we get from Rutland Local authority to deliver funded places).

### **Notice Periods**

Parents are required to give a 28 days' notice period for any funded and paid hours when deciding to withdraw their child from us and will be invoiced for this period in the normal way.

### **Optional additional hours, services, and consumables**

All children accessing the government entitlements receive the same quality and access to provision regardless of whether you choose to pay for additional hours, services.

Additional hours or services may be purchased in line with our fees policy.

### **Invoices**

We send out invoices at the end of each month will make sure our invoices are clear and transparent and will show the amount of hours your child has been with us each week and the amount, those on funding will also have the amount of hours of your child's entitlement along with a nil cost. Any hours over will be charged at our hourly rate which is also on the invoice.

Our setting and its practices are welcoming for Mothers, Fathers, Carers, and other relations.



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Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.

We support children and/or parents with disabilities to take full part in all activities within our setting.

We monitor the needs and backgrounds of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.

We are flexible about our attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

If you have a complaint about our funding entitlement or admissions criteria above and feel it has not been fairly applied to your child, we would wish to resolve this at the earliest possible stage. Please raise any issues in person, writing email or by phone with the Manager. If you remain dissatisfied, then you can register a complaint with Rutland local authority. Please use the following link who will help to resolve the issue.

<https://www.rutland.gov.uk/my-council/have-your-say/comments-compliments-and-complaints/>

We share and widely promote our Valuing Diversity and Promoting Equality Policy.

Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### **Review**

This policy will be reviewed yearly and will be approved by a Director.