



Funding criteria and offerings

Following the governments initiative to offer an "additional" 15 hours of funding to 3 and 4 year old children of "working families", we would confirm that Mereside Farm Children's Nursery are committed to offering funded places as follows;

- 2 year olds 15 hours subject to eligibility
- 3 & 4 year olds Universal funding of 15 hours available to all children
- 3 & 4 year olds Additional 15 hours Funding subject to eligibility

PLEASE NOTE:

- All of the above funded hours are for 38 term weeks of the year
- Be aware that the funded weeks DO NOT always coincide with the school term weeks (please see our web site for actual funded vs school term dates)
- Funded dates for September 2017 to July 2018 are;
 - Autumn 1 Monday 4th September to Friday 20th October 7 weeks
 - Autumn 2 Monday 30th October to Friday 15th December 7 weeks
 - Spring 1 Monday 8th January to Friday 16th February 6 weeks
 - Spring 2 Monday 26th February to Friday 30th March 5 weeks
 - Summer 1 Monday 16th April to Friday 25th May 6 weeks
 - Summer 2 Monday 4th June to Friday 20th July 7 weeks

All other weeks are charged at the standard session charges / hourly rate of the nursery at that time.

Eligibility for Funding

In terms of eligibility and the application process for each of these;

- Eligibility Age - Children will be eligible for funding in the term AFTER which they turn 2 or 3, although please note that funding will ONLY start from the beginning of the term following your application. (E.g., if child is age eligible to start nursery in September (i.e. turns 2 or 3 the months before), then the application needs to have been made (to the relevant organisation) and completed prior to 31st August, otherwise the start date will be delayed until the following term which in this instance would be January and the Spring term. This is Local Authority rules, not ours)



- 2 Year old funding
 - Applications need to be made via Worcestershire County Council at <https://earlyyearsfunding.worcestershire.gov.uk/Enrol/Website/default.aspx>
 - Once funding / eligibility has been confirmed, you will receive a certificate that must be given to the nursery prior to the child starting. This certificate provides a reference number that the nursery will use to claim funding.
 - You will also be required to complete a PDF (Parent Declaration Form) prior to your child starting at nursery and then annually in September or at any stage that your circumstances change. It is your responsibility to ensure that these records are updated if any change.
 - Without the PDF being completed, your child WILL NOT be able to start or continue at the nursery, even if you have the certificate of eligibility as this is a contractual obligation

- 3 & 4 year old Universal Funding
 - There is no need to make any special applications, the nursery will apply for funding
 - You will also be required to complete a PDF (Parent Declaration Form) prior to your child starting at nursery and then annually in September or at any stage that your circumstances change. It is your responsibility to ensure that these records are updated if any change.
 - Without the PDF being completed and updated annually, your child WILL NOT be able to start or continue at the nursery as this is a contractual obligation

- 3 & 4 year old Additional 15 hours funding - application to be made by parents as follows;
 - www.childcarechoices.org.uk
 - Parents can apply for tax-free childcare and 30 hours at the same time
 - Parents can choose not to apply for tax-free childcare and still apply for 30 hours
 - Parents must set up a 'Government Gateway' account
 - Parents need to provide name, address and National Insurance number
 - Parents need to confirm that they expect to meet the income requirements, or receive the relevant benefits, over the next three months.
 - Parents will receive an 11 digit authorisation code.
 - Once this code has been received you must supply this to the nursery along with your full name/s, NI number/s and the child's DOB.
 - WITHOUT this code and correct information, the nursery will be unable to access the funding and your child will not be eligible for the additional hours.
 - Parents who have account/application issues can be directed to the 'Customer Interaction Centre' on 0300 123 4097
 - You will also be required to complete a PDF (Parent Declaration Form) prior to your child starting at nursery and then annually in September or at any stage that your circumstances change. It is your responsibility to ensure that these records are updated if any change.
 - Without the PDF being completed and updated annually, your child WILL NOT be able to start or continue at the nursery, even if you have the 11 digit eligibility code as this is a contractual obligation.

We would remind you that funding for 2 year olds and the 3 & 4 year Universal funding only applies to 15 hours per week for 38 weeks of the year, totalling 570 hours per year. If you are eligible for and wish to use the Additional funding, this will be an additional 570 hours totalling 1140 hours per year for 3 & 4 year olds.



Funded Hours – Attending Nursery Term Time only (38 weeks of year)

If your child will attend nursery for funded hours only (15 hours per week during the funded 38 weeks of the year), then the following applies.

Firstly, these sessions will be offered on a first come first served basis, by way of the following full and half day sessions;

- Full Day 10 hour session running from 8am - 6pm
- Half Day's 5 hour sessions running from either 8am - 1pm or from 1pm-6pm

The following sessions are also available PROVIDING you choose to have nursery food;

- Full Day 10 hour session running from 7.30am - 5.30pm ***
- Half Day 5 hour session running from either 7.30am – 12.30pm ***

PLEASE NOTE

- NO FOOD plan is provided as standard (free) for the above sessions for breakfast, AM/PM snacks, Lunch or Tea meal times. Water is always available to all children and a daily allowance of milk will be given to all children at some stage during the day.
- If you do not opt for a nursery food plan, you will be required to provide a cold packed lunch, snack/s and a cold tea (if an afternoon session) for your child that must adhere to the following guidelines;
- AM / PM snack Fruit / dried fruit and/ or bread sticks/crackers, cheese etc
- Lunch / Tea Cold lunch - Pasta /salad / sandwiches etc
- We do not have the capacity to heat meals so they must be cold and ready to eat from the lunch box.
- No chocolate items, crisps or sweets will be allowed.

Additional Charges that you are liable for:

- Subject to availability, we are able to offer regular or additional sessions / hours, although you will be liable for all fees / charges incurred. These will be charged at the session / hourly rate for that age group at that time (please see web site for standard hourly charge)
- For those choosing a Nursery food plan, charges as per the schedule later on in this document will apply.
- All session fees and food plan charges are due monthly in advance. Invoices are issued on or around 23rd of each month by email and are due on or before 1st of the month (Example; invoice for February's charges will be sent out on 23rd January and due on or before 1st February).
- If there are any changes that are not made to the PDF resulting in any financial losses to the nursery (e.g having to refund funds to the council as you have also claimed elsewhere) then any such losses will be charged and due by yourselves.



Funded Children - Attending Nursery 51 weeks of the year

For parents of funded children wishing their child to attend nursery for 51 weeks of the year, we are able to accommodate this providing the weekly hours are not reduced (in non funded weeks).

The sessions available would be the same sessions as per prior page (with the additional sessions also available subject to choosing a nursery food plan) although we are also able to offer two ways of billing;

Funding normal invoicing

If your child attends nursery for 15 or 30 hours per week for 51 weeks of the year, there will be zero session charges for 38 weeks of the year with the remaining 13 weeks being charged as per the standard nursery session charge / hourly rate at that time.

If a nursery food plan has been requested then this will be charged monthly covering all 51 weeks of the year with meals being charged in the month they were taken.

Stretched invoicing

We are also able to offer stretched funding, which will average out the fees so each months session charges (not food plans) is the same regardless of whether a funded or non funded week, although the following conditions apply;

Stretched invoicing - Children accessing 15 hours of funding per week

- Are eligible for 570 hours of funding per year, which calculates over 51 weeks to 11.17 hours per week.
- As our sessions are either 5 or 10 hour sessions, the minimum we would offer stretched funding for would be 15 hours per week which totals 765 hours per year.
- The difference between 765 and 570 (funded) hours is 195 hours per year, which equates to 3.82 hours per week (195 hours divided by 51 weeks).
- A charge for these 3.82 hours will be made to your invoice at the standard hourly rate of that time and payable by yourself on the 1st of each month in advance.

Stretched invoicing - Children accessing 30 hours of funding per week

- Are eligible for 1140 hours of funding per year, which calculates over 51 weeks to 22.35 hours per week.
- As our sessions are either 5 or 10 hour sessions, the minimum we would offer stretched funding for would be 25 hours per week totalling 1275 hours per year.
- The difference between 1275 and 1140 (funded) hours is 135 hours per year, which equates to 2.64 hours per week (135 hours divided by 51 weeks).
- A charge for these 2.64 hours will be made to your invoice at the standard hourly rate of that time and payable by yourself on the 1st of each month in advance.



Funded Children - Attending Nursery 51 weeks of the year... continued

Additional Charges that you are liable for:

- Subject to availability, we are able to offer regular or additional sessions / hours, although you will be liable for all fees / charges incurred. These will be charged at the session / hourly rate for that age group at that time (please see web site for standard hourly charge)
- For those choosing Nursery food plans, charges as per the schedule later on in this document will apply.
- All session fees and food plan charges are due monthly in advance. Invoices are issued on or around 23rd of each month by email and are due on or before 1st of the month (Example; invoice for February's charges will be sent out on 23rd January and due on or before 1st February).
- If there are any changes that are not made to the PDF resulting in any financial losses to the nursery (e.g having to refund funds to the council as you have also claimed elsewhere) then any such losses will be charged and due by yourselves.

PLEASE NOTE:

- The 15 hours and 25 hours are the minimum hours we will accept to stretch funding, although if regular additional hours are required we are able to stretch more hours than this. Please ask if any queries.
- If you choose additional sessions and we agree to stretch the fees, you do so agreeing to the fact that these charges will be the minimum charges for that term, as WE WILL NOT have the option to change back to normal (non stretched) billing part way through a term.



GENERAL

Charges / Invoicing / Food plans

- All session fees (regular and one off's) plus food plan charges are due monthly in advance. Invoices are issued on or around 23rd of each month by email and are due on or before 1st of the month (Example; invoice for February's charges will be sent out on 23rd January and due on or before 1st February).
- Food plan costs are as follows:

	0 - 2 Year old	3 Years plus
Breakfast	£0.60	£0.80
AM Snack	£0.20	£0.30
Lunch (hot)	£2.80	£3.10
PM Snack	£0.20	£0.30
Tea	£1.50	£1.80

- Providing at least 10 days notice has been given of holidays, food plan charges will not be made for the holiday period.
- Examples of the menu we provide would be:
 - AM / PM snack Fresh / dried fruit, bread sticks, crackers, cheese chunks
 - Lunch Fish Pie, Roast chicken dinner, Lasagne, Chilli, Ham , Sausage and mash all with trimmings
Puddings - Fromage frais, natural yoghurt, jelly, fresh fruit
 - Tea Cheese / beans on toast, cous cous salad, freshly prepared soups
- Guidelines for your child's packed lunch / snacks
 - Portion of starchy food (these foods provide carbohydrates to give your child energy)
 - White or wholegrain bread, rolls, pitta bread or wraps, plain naan bread, bagels, cooked pasta, rice, noodles, couscous or potato as a salad.
 - Protein - (these foods provide protein, iron and zinc to help your child grow)
 - A portion of meat, fish, eggs, beans or other non-dairy
 - Sliced meat, chicken, fish, sliced egg in sandwiches, rolls or wraps, meat alternatives such as tofu or pulses like kidney beans and chickpeas in salads.
 - Fruit & Vegetables - (these foods provide vitamins and minerals to help protect against illness)
 - At least one portion of fruit and/or vegetable (Fresh, frozen, canned or dried, these can all count towards 5-A-DAY.)
 - Vegetables: carrot, cucumber, pepper or celery sticks, tomatoes, grated carrot in sandwiches or wraps, sweetcorn, peas or pulses in salad.
 - Fruits: sliced apple or melon, plums, grapes, strawberries, kiwi, satsumas, chunks of pineapple, or dried fruit
 - A portion of milk or dairy foods - (these foods are a good source of calcium, for strong bones and teeth)
 - Yoghurt or fromage frais, cheese in sandwiches or wraps, whole milk (two year olds) or semi-skimmed (for children aged two and over).
 - Drinks - Water will be provided to all children and available via the cold water dispensers at all times



- NO sugary drinks, chocolate, sweets or chocolate/sugared covered cakes will be allowed.