



2025

Welcome To Funding





1) Introduction

Saffrons Park Nursery provides high-quality childcare, and a unique learning approach to early education, along with other services designed to help families address the challenges of work and life. We have been operating for over 15 years now, and have been trusted with thousands of families to provide a unique start to their children's lives.

We understand that the Early Years is such an important time for our children. It is our mission to create a learning environment that is unique to the individual child. We provide your children with a child led learning space, that gives them the time, pace and space to learning following their unique 'language.'

We understand that it can be confusing trying to establish the types of funded childcare that your child might be entitled to and we hope that this Funding Welcome Pack will be helpful.

(Please note we have produced this Welcome Pack for guidance only.)

2) What is Funded Childcare?

Funded childcare is an initiative by the government to help parents with the cost of childcare in the early years.

The Department of Education issues guidance to our local authority as to how the funded childcare works and we liaise closely with them, to ensure that we offer the funded childcare to best support our families.

From September 25, there will be five types of funded childcare schemes that offer help towards childcare for children aged from 9 months+, two, three and four. Each of the schemes has different eligibility rules so it is important that you check which scheme is right for you. The childcare provider enters into an agreement with the local authority to provide funded childcare.

The local authority pays the childcare provider a set amount for each hour of funded childcare that is provided.

Parents of children who are receiving funded childcare do not have access to, or the right to access, the monies paid to the childcare provider or the provision of the funded childcare.

We receive funding towards your basic childcare cost only. We do not want to make any cuts that will affect the quality of care and education we offer.



3) Types of Funded Childcare

9 month + funding scheme

You maybe entitled to this funding scheme, the term after your child's 9 month birthday. The terms normally start in September, January and April time. For example if your child turns 9 months old in February, then you will receive the funding from the term after the Easter holidays which is normally around April time.

If you think you will qualify from this funding scheme for working families then you will be able to receive 30 hours of funded childcare over 38 weeks of the year. We will stretch this offer so that you will be able to receive up to 22 hours per week, depending on the length of each term. The eligibility criteria is further on in this booklet.

If you are eligible you will be given an eligibility code that you will need to send to us, along with your national insurance number and a copy of your child's ID. The eligibility code needs to be claimed before the 31st of the month, before the term starts. For example, 31st of August if you want to start using the funding from September.

Once you have received your code, please make note of the date of expiry. You will have to re confirm your code every 1-3 months. If you do not renew the code, then you will not be able to use it and you will be liable to pay the back dated non-funded hours. This is a contract between the Local Authority and yourselves, we do not have involvement with this.

The website to check which funding you will be eligible for is:

www.gov.uk/apply-free-childcare-if-youre-working



Two year old Funded Childcare

Some two year olds are entitled to 570 hours of funded childcare a year under the original scheme. The spirit of this scheme is to ensure that the two year olds, who otherwise would not be accessing childcare are enrolled in a setting that will help to improve their development, social skills and to start to prepare them for primary school.



In order to be eligible for this two year old funded childcare, either you must be in receipt of a qualifying benefit or your two year old must fit into one of the categories of children who have additional needs. The eligibility criteria is set by the government. If you're currently not working and you think you are eligible for this type of funding please visit:

<https://www.gov.uk/> for up to date guidance.

If you are accepted for this type of two year old funded childcare, your child will continue to receive the funded childcare until they turn three, even if there is a change in your circumstances and even if you are no longer in receipt of a qualifying benefit.



If you are successful, the local authority will provide you with confirmation of eligibility (normally a letter or an email) and you must provide this to the nursery directly in order to access the two year old funded childcare. This entitlement gives you 15 hours of funded childcare over 38 weeks of the year.

2 Year Funding for Working Families

Some two year olds will now be entitled to the new two year funding scheme for working families. You will be able to receive 30 hours of funded childcare over 38 weeks of the year. We will stretch this offer so that you will be able to receive up to 22 hours per week, depending on the length of each term.

The Eligibility criteria is the same as the extended 30 hours for 3 year olds. If you are eligible you will be given an eligibility code that you will need to send to us, along with your national insurance number and a copy of your child's ID. You will need to claim your code from the government by the 31st of the month before your funding starts.

Please make note that your code will need to be renewed every one to three months, in order to be able to be used. If you do not renew the code, then you will not be able to use it and you will be liable to pay the backdated non-funded hours. This contract is between the Local Authority and yourselves. We are not involved with this.

The website to check which funding you will be eligible for is:
<https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>



b) Universal Three and Four year old Funded Childcare (also known as 15 Hours)

All three and four year olds are entitled to 570 hours of funded childcare a year. This is sometimes referred to as '15 hours'. When the government and local authorities advertise the Universal funded childcare they talk about 15 hours because when the universal funded childcare is accessed during term time (38 weeks) it equates to 15 hours a week. The actual offering is 570 hours a year which can be accessed between 38 and 51 weeks of the year. We therefore offer up to 11 hours of funded childcare per week, which is 570 hours stretched over 51 weeks. If you wish to access funded childcare on a term- time basis, please contact the nursery directly to discuss availability.

Each childcare provider can offer the universal funded childcare over any number of weeks as long as it is for 38 weeks or more. Within our nursery you will be able to access up to six hours per day.

Funded childcare can be split between a number of childcare providers but no more than two childcare sites in a single day.

A child becomes eligible for universal funded childcare from the term beginning on or following the date set out below:

- Children born in the period 1st April to 31st August: 1st September following the child's third birthday; and
- Children born in the period 1st January to 31st March: 1st April following the child's third birthday;
- Children born in the period 1st September to 31st December: 1st January following the child's third birthday.

To claim your universal funded childcare at the nursery you will need to confirm on a termly basis that the nursery can claim the funded childcare hours by completing our Parent Declaration form. Please see the checklist at the back of this pack for further information.

c) Extended Three and Four year old Funded Childcare (also known as 30 hours)

Some three and four year olds are entitled to 570 hours of funded childcare a year in addition to the Universal funded childcare, totalling 1,140 hours of funded childcare a year.

This is referred to as '30 hours'. When the government and local authorities advertise the extended funded childcare they talk about 30 hours because when the extended funded childcare is accessed during term time (38 weeks) it equates to 30 hours a week. We offer up to 22 hours of funded childcare per week, which is 1,140 hours stretched over 51 weeks. Please note that 22 hours is the maximum amount you are able to use in a week, even if your child attends on a term time basis.

Each childcare provider can offer the extended funded childcare over any number of weeks as long as it is for 38 weeks or more. From September 2025, you will be able to access up to six hours of funding per day.

Funded childcare can be split between a number of childcare providers but no more than two childcare sites in a single day.

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

The child has attained the age of three; and the child's parent has a current positive determination of eligibility from HMRC (the eligibility code)

A child becomes eligible for extended funded childcare from the term beginning on or following the date set out below (all codes need to be obtained by the 31st of the month before the funding starts):

Children born in the period 1st September to 31st December: 1st January following the child's third birthday.

Children born in the period 1st January to 31st March: 1st April following the child's third birthday.

Children born in the period 1st April to 31st August: 1st September following the child's third birthday.

4) Parent Eligibility

A child may be eligible for any of the 'working families' funding if you meet the following criteria:

- Seeking the funded childcare to enable them to work.
- Be in qualifying paid work.
- Where one or both parents receive benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended funded childcare.
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended funded childcare.

A child becomes eligible for extended funded childcare from the term beginning on or following the date set out below (all codes need to be obtained by the 31st of the month before the funding starts):

Children born in the period 1st January to 31st March: 1st April following the child's third birthday.

Children born in the period 1st September to 31st December: 1st January following the child's third birthday.

Children born in the period 1st April to 31st August: 1st September following the child's third birthday.

5) Eligibility code

You can check your eligibility for extended funded childcare through the Childcare Calculator

<https://www.gov.uk/childcare-calculator>

and can apply for the extended funded children here

<https://www.gov.uk/apply-30-hours-free-childcare>

You will need to set up a childcare account. You may find out if you are eligible straight away but it can take up to 7 days.

If eligible, you will receive an 11 digit eligibility code. Before the nursery can claim the extended funded childcare on your behalf, you must provide the eligibility code to the nursery, along with your National Insurance Number and your child's date of birth, so that the nursery can check that the code is valid. You cannot take up your extended funded childcare until the nursery has validated the eligibility code and until such time you may be charged the full fees without the extended funded childcare applied.

You will need to reconfirm your eligibility code every three months with HMRC and provide the nursery with the eligibility code. You are responsible for applying and reconfirming your eligibility code via the Childcare Choices website. HMRC should prompt you when you need to reconfirm.

To claim your extended funded childcare at the nursery you will need to confirm on a termly basis that the nursery can claim the funded childcare hours on your behalf by completing our Parent Declaration form and signing the fee sheet that will be provided by the nursery.

Please see the checklist at the back of this pack for further information.

6. How Saffrons Park offers Funded Childcare

As an all year round childcare provider, we provide care on a sessional basis (morning, afternoon or full day sessions) to support families. We do not offer childcare on an hourly basis. We offer both privately paid childcare as well as offering the government funded childcare options. We offer funded childcare in a way that is fully flexible for parents. As a result parents can benefit the most from this scheme.

We offer funded childcare under the following model:

- Within our Under 3's age groups, parents can claim funded hours between 8am and 4pm. Hours exceeding these times, or your funded weekly amount will be charged at our hourly rate of £11.
- Within our 3-4 year age groups, parents can claim funded hours between 9am and 3pm. Hours exceeding these times, or your funded weekly amount will be charged at our hourly rate of £12.
- Childcare is available on a sessional basis (morning, afternoon or full day sessions)
- Funded childcare is applied over 51 weeks of the year which equates to 9- 11 hours per week for two year old funded childcare and universal funded childcare and up to 22 hours per week for extended funded childcare.
- You are responsible for paying all childcare services outside of the funded childcare as per the fee structure.

7. How can I use my funded hours?

Children in our 0-3 age groups

You will be able to use your funded hours between the hours of 8am and 4pm (up to 8 hours per day). The additional hours that your child attends outside of the funded times and funded weekly amount will be paid at our hourly rate of £11 or using our private fees if it is on a non-funded day.

For example, **I want my child to attend for 3 days 8am - 4pm:**

Your child will be attending nursery for 24 hours. 22 of these hours will be funded and 2 hours will be charged at £11 an hour - totalling £22 per week.

For example, **I want my child to attend for 4 days 8am - 4pm:**

Your child's first 3 days of the week will be classed as 'funded days' and the fees will be calculated as in the example above. The 4th day of the week will be classed as a 'private fees' day and will be charged at our short day rate of £62.61 - £72.04 (depending on your child's age)

For example, **I want my child to attend for 3 days 8am-6pm:**

Your child's day will be broken down into the 8am-4pm slot and our 'tea session.' Your child will attend 24 hours between 8am and 4pm so this will be calculated as it has been in the example above. The 4-6pm 'tea session' will then be charged at £20 including a 2 course cooked tea.

For example, **I want my child to attend for 3 mornings a week 8am-1pm:**

Your child will be attending for 15 hours and so you will be able to use 15 hours of your funding and there will be no extra costs.

For example, **I want my child to attend for 5 mornings 8am-1pm:**

Your child will be attending nursery for 25 hours. 22 of these hours will be funded and 3 hours will be charged at £11 an hour - totalling £33 per week.

For example, **I want my child to attend for 4 afternoons 1-6pm:**

Your child will be attending for 12 hours during our funded times and so will be able to use 12 funded hours during these times. The 4-6pm will be booked in as our 'tea session' and will be charged at £20 per day including a 2 course cooked tea. This will total £80 per week.

Children aged 3 and 4 years

The term after your child's 3rd birthday, they will be entitled to the 3 year old funding sessions. You will be able to access your funding between the hours of 9am-3pm.

Why is the funding different for 3 year olds?

The funding rates that we receive once a child turns 3 is at a lower rate than the other funding schemes. The hourly rate we receive is only to cover the cost of basic childcare and Early Years Foundation Stage delivery. We do not want to reduce our pre school offer or make any adaptations to the environments that we offer.

We also are hoping that by offering the funded sessions this way will prevent us from having to charge for any further additional extras. do not want to start charging for any additional items such as breakfast, snacks etc.

We have given you some examples on how to use the funding below:

For example, **I want my child to attend for 3 days a week 8am-4pm:**

Your child will be attending for 18 hours between the hours of 9am and 3pm. The additional hours of 8-9am and 3-4pm will be charged at our hourly rate of £12, totalling £72 per week.

For example, **I want my child to attend for 3 days a week 8am-6pm:**

Your child will be attending for 18 hours between the hours of 9am and 3pm. The additional hours of 8-9am and 3-4pm will be charged at our hourly rate of £12. The 'tea session' from 4-6pm will then be charged at £16 including a 2 course cooked tea.



Children aged 3 and 4 years

For example, **I want my child to attend for 3 mornings a week 8am-1pm:**

You will be able to use your funded hours between 9am and 1pm, so will use 12 hours of funding over 3 mornings. The hour between 8am and 9am will be charged at £12.

For example, **I want my child to just attend for their funded hours.** Your child can attend the nursery between the hours of 9am and 3pm, totalling 6 hours per day.

7:30 - 8am	8 - 9 am	9 - 3pm	3 - 4pm	4 - 6pm
£4.83	£12	Funded 6 hours	£12	£16 inc. tea

8. Parent Declaration Form

We are required to enter into a separate agreement with parents in relation to funded childcare, called a Parent Declaration Form. We have a standard Parent Declaration Form that covers the different types of funded childcare available. It must be completed, signed and returned to the nursery. The nursery will not be able to claim funded childcare on your behalf until this form has been returned. If the form is not returned to the nursery you will be charged the full fee as the nursery will have to assume that you do not want the nursery to claim the funded childcare on your behalf. Parent declaration forms will be emailed out to you for completion, just before the start of each term. These will then need to be completed and emailed back to us to the email address: invoices@saffronsparknursery.co.uk

If you do have any questions or queries please speak with the nursery directly, nursery staff will be happy to help. We look forward to welcoming you to funded childcare.

11) Checklists

TWO YEAR OLD FUNDED CHILDCARE PARENT CHECKLIST

- Is your child two or soon to be two? ☐
- Do you (or your child) satisfy the eligibility criteria? ☐
- Have you contacted the local authority? ☐
- Have you received your confirmation of eligibility from the local authority? ☐
- Have you provided the confirmation of eligibility to the nursery? ☐
- Have you provided evidence of your child's date of birth? E.g. birth certificate ☐
- Have you returned the signed Parent Declaration form to the nursery? ☐

UNIVERSAL FUNDED CHILDCARE PARENT CHECKLIST

- Have you provided evidence of your child's date of birth? E.g. birth certificate ☐
- Have you returned the signed Parent Declaration form to the nursery? ☐
- If you are accessing some or all of your funded childcare at another childcare provider, have you told each nursery? ☐

EXTENDED & NEW 9+m, 2 YEAR FUNDED CHILDCARE PARENT CHECKLIST

- Is your child two, three or four, or soon to be? ☐
- Have you applied for/reconfirmed your eligibility code? ☐
- Have you provided evidence of your child's date of birth? E.g. birth certificate ☐
- Have you returned the signed Parent Declaration form to the nursery? ☐
- Have you provided your eligibility code and NI Number to the nursery? ☐
- If you are accessing some or all of your funded childcare at another childcare provider, have you told each nursery? ☐

12) Frequently Asked Questions

When will funding start for my child?

If you are eligible for the working families funding scheme, then your child will be eligible from the start of the term after their 9 month, 2nd or 3rd birthday. For example, if your child turns 3 in October, then will be eligible for the funding from January. You will need to check eligibility and claim your code by the following dates:

August 31st, if your child qualifies from September

December 31st if your child qualifies from January

March 31st if your child qualifies from April.

Please note your child will not automatically get the working families funding, you will need to go onto www.childcarechoices.co.uk and see if you are eligible. We do not have anything to do with applying for the codes.

How much funding will my child get?

If you qualify for the 9+month, and either of the two year funding schemes, then your child is entitled to 30 hours over 38 weeks of the year. As we operate over 51 weeks of the year, then this is spread across the year (unless you are on one of our funded only bookings). This normally works out up to 22 hours per week. We can calculate the funding hours over the year, from September to August. However if your child receives funding part way through the academic year, then we calculate the amount of funded hours owed and divide this by the amount of weeks left in the academic year.

It will also depend on how many hours and sessions that your child attends for during the week. Please see earlier workings out for examples.

How is my invoice worked out once my child receives funding?

Famly will calculate your weekly amount by calculating the cost of the actual sessions that your child is booked in for. It will show you any paid private hours and your funded hours per week. Once your weekly amount is calculated, this is then multiplied by 51 weeks of the year or 39 weeks of the year, and divided into 12 equal months.



