

Emma's Little Monkeys

**Admission Policy – NEW FUNDED HOURS FROM SEPTEMBER 2024**

*This policy will be reviewed on a regular basis and is subject to change when needed.*

Following the Chancellors announcement on reforming childcare, I have adapted my funding and Admissions policy accordingly.

Offering funding is completely voluntary and at my discretion. In the first instance, please talk to me to find out if I have a place available for your child and if so, the next stage would be for you to obtain a code. . It is the parents’ responsibility to renew your code before it runs out.

 To find out how to do this please visit [https://www.childcarechoices.gov.uk](https://www.childcarechoices.gov.uk/).

Funding is offered term time only (38 weeks of the year) and if you take YOUR holidays during term time, funding will cover this. As per our contract, my holidays are also chargeable (half rate), and parents will need to make arrangements to continue payment for this.

If I have to close the setting due to illness, the funded hours will be lost and will not be offered at a later date – **I WILL NOT CLAIM THESE HOURS FROM FUNDING**.

To access funding from the local authority I will be required to see your child’s birth certificate and ask you to fully complete a Parent Declaration Form each time you renew your code.

All charges will be made clear on your invoice.

When claiming funding hours, parents are also able to continue using Tax Free Childcare or Universal Credit to help towards childcare fees.

Listed below are my fixed funding hours where parents **WILL NOT** be charged. (The prices in brackets are what is remaining to be paid each day) I am open from 8am till 4pm and offer a minimum of 2 full days. **I do not offer funded only spaces.**

In order to claim the funding, you must be here for the times shown (in green) or you will be liable to cover costs.

Session attendance is monitored to ensure the full government entitlement is being used effectively. Should we find the entitlement is being underused (because you have collected early or arrived late) you may be subject to additional charges if funding is removed by the local authority. We ask that you respect the times booked and do not attempt to claim these government funds fraudulently.

For any additional charges, please see my Fees list.

**Below are the funding session for children from 9 months to 2 years**

|  |  |
| --- | --- |
| ***SESSION*** |  |
|  | ***FUNDING ENTITLEMENT – 15 HOURS*** | ***DAILY FEE*** |
| ***8am till 4pm*** | **2 days**  | 8am-3.30pm (7.5 hours) | £7.50 |
| ***8am till 4pm*** | **3 days**  | 8am-1.00pm (5 hours) | £25 |
| ***8am till 4pm*** | **4 days**  | 8am – 11.45am (3.75 hours) | £34  |

|  |  |
| --- | --- |
| ***SESSION*** |  |
|  | ***FUNDING ENTITLEMENT – 30 HOURS*** | ***DAILY FEE*** |
| ***8am till 4pm*** | **2 days**  | 8am-4.00pm (8 hours) | NIL |
| ***8am till 4pm*** | **3 days**  | 8am-4.00pm (8 hours) | NIL |
| ***8am till 4pm*** | **4 days**  | 8am -3.30pm (7.5 hours) | £7.50  |

Funded places are subject to an **additional sustainability charge** to cover entry fees to toddler groups, soft play sessions and car parking fees on these outings as well as crafts and resources.

**Additional Sustainability Charge** = £5.00 per day.

*It will help towards maintaining a successful and quality business whilst still giving you, the parent a highly discounted rate on some if not all your required hours.*

***3 YEAR OLDS……………….***

***When your child turns 3 years old, please speak to me about their funded space as I may not have availability to continue their care.***

If your child is here part time and you would like to increase your days to enable you to claim the full 30 hours, it would depend on availability and my ratios at that time. I cannot guarantee that I will have the full 30 hours available.

I make it a priority to build solid relationships, building trust making the children feel like part of the family. I work with you helping them to become positive, confident, independent school ready children.

Set out below is the proposed timetable for the new introduction of funded hours. This of course is subject to change. Please note, you can claim for funded hours the term after the child’s relevant birthday.

|  |  |  |  |
| --- | --- | --- | --- |
| **AGE OF CHILD** | **3-4 YEARS** | **2 YEARS** | **9-23 MONTHS** |
| **NOW** | All 15 hours30 if eligible | Usually none but may qualify for 15 if meets criteria for free for two | None |
| **APRIL 2024** | All 15 hours30 if eligible | 15 hours if eligible | None |
| **SEPTEMBER 2024** | All 15 hours30 if eligible | 15 hours if eligible | 15 hours if eligible |
| **SEPTEMBER 2025** | All 15 hours30 if eligible | 30 hours if eligible | 30 hours if eligible |

Written by Emma Marshall Updated: SEPT 2024