

1 What is the Funding Entitlement at Little Blue Door?

Little Blue Door is a registered provider for the Early Years Funded Entitlement. Funding is received directly by Little Blue Door and enables you to receive up to 30 hours of funding per week depending on eligibility. Please refer to our 'Eligibility' section 6, later in this policy to find out more.

2 Aims

The aims of this policy are:

- 1) **To support our vision to develop little minds.**
- 2) **To ensure access and entitlement to the benefits of high quality childcare education on a fair and equitable basis.**
- 3) **To establish an admissions policy governed by a clearly defined criteria that may be articulated to our parents and other professionals.**

3 How Little Blue Door operates the Funding Entitlement

From September 2025, eligible working families of Children from 9 months until they reach school age, can claim up to 30 hours of funding per week. Children who are eligible must provide Little Blue Door with a code from Childcare Choices. It is the parents' responsibility to apply for the funding code from Childcare Choices and to ensure that if eligible, the code is passed on to the Nursery Manager to apply the funding.

Please note you are required to reconfirm the eligibility every three months. If your circumstances change and you no longer meet the eligibility criteria you will fall into a "grace period". For a short period you will be able to continue to access the funded hours up until the eligibility codes period and date. Once the grace period has lapsed, your child will be unable to access free childcare unless you become eligible again or when you will be entitled to other funding dependant on your child's age.

4 All year round

Little Blue Door provides the government funding for 38 weeks a year (term time) and full fees are applied for 13 weeks a year. As an all year round nursery, we calculate all fees for the year and stretch the total over 12 months to help you plan your payments throughout the year with no increased fees during the unfunded weeks.

The following sessions are available at Little Blue Door:

EARLY BLUE DOORS	7.30 - 8.00am
FULL DAY	8.00am - 6.00pm
SCHOOL DAY	8.00am - 4.00pm

We offer 6 hours of funding a day for all children eligible and they are applied as follows:

SESSION	8am-4pm	8am-6pm
FUNDED HOURS	6	6
NON FUNDED HOURS	2	4

An hourly rate will be applied to care outside of the funded windows each day.

Unfunded weeks are charged at full fees.

Please note funding cannot be applied to Early Blue Doors (7.30am - 8am and a surcharge is applied of £6).

5 Fee calculation

Please speak to Little Blue Door management team to model your personal session profile with funding applied.

6 Eligibility

Children become eligible of age for funding on the dates set out below:

A child born on or between:	9 MONTH OLD
1 st April to 30 th June	Term starting on or after 1 st April after turning 9 months old
1 st July to 30 th November	Term starting on or after 1 st September after turning 9 months old
1 st Decemeber to 31 st March	Term starting on or after 1 st January after turning 9 months old

A child born on or between:	2, 3 & 4 YEAR OLDS
1 st April to 31 st August	Term starting on or after 1 st April after their birthday
1 st September to 31 st December	Term starting on or after 1 st January after their birthday
1 st January to 31 st March	Term starting on or after 1 st April after their birthday

Your child is eligible to receive funding from the term after they turn 9 months old and enables you to receive up to 30 hours a week. Please note, from the term after your child turns 3 years old, they are only eligible for 15 hours of funding unless entitled to extended funding which is an additional 15 hours per week.

7 What to do if my child receives funding at Little Blue Door

Once you have received your eligibility code, we will send you a funding declaration pack where you will specify how many hours you wish to claim. You will be required to bring your child's passport or birth certificate for us to look at. If you decide to split your funding across two providers then you must inform us, as we will still require you to complete a parent declaration for both settings. You must ensure your child is registered and has started with us by the requested date in your packs.

8 Funding start date

Please note we can only claim funding in advance of the term. If your child starts part way through the term full fees will be applied to your Invoice until we receive your funding.

9 School leavers

If your child is a school leaver, we will send a letter out during the last term for you to notify us of your required leave date. Please note we only have two options for leave dates if your child is a school leaver. These options are the end of July or August, this would be reflective on your child's session pattern.

Unfortunately, once your child leaves, we are unable to offer ad hoc sessions over the summer holidays.

10 Useful points to know

- ✓ Children that visit or holiday in the UK from abroad cannot access funding at Little Blue Door.
- ✓ A child may move to another setting during a term; however, parents/carers must make sure they comply with Little Blue Door notice period; for a funded child this is 4 weeks, ideally from the 1st of the month.
- ✓ Children are allowed to split their funding across two settings.
- ✓ Parents/carers must update Little Blue Door and complete 'Record of changes made to original declaration' when arrangements or your details change.
- ✓ If you take your child on holiday, you will miss out on the funding and it cannot be transferred to other sessions. Please can you notify the Nursery Manager in advance when you have holiday booked.
- ✓ You pay 13 weeks full fees. However, your fees are stretched (divided by 12) across the year, so your monthly standing order remains the same.

- ✓ Parents need to claim a consistent amount of hours per week; if parents would like to increase or reduce their funded hours, this needs to be discussed with the Nursery Manager before implementing any change. In addition, a change of funded hours form will need to be completed, in line with headcount.
- ✓ All parents are asked to complete a 'Parent Declaration form'. The Nursery Manager will ask to see proof of identity for the child (i.e. passport, birth certificate). The Manager will then sign the declaration detailing that an original has been seen.
- ✓ If your child is collected later than their session, there is also a charge for this service. Our standard late fee will apply, being £5 for every 5 minutes after the end of the session.
- ✓ Please refer to the website www.childcarechoices.gov.uk
- ✓ Please note we are not a term time nursery and operate all year.

*We **ALWAYS** assume you will be continuing your **existing** sessions with us. However, If you would like to increase your hours, this will be handled on a first come, first serve basis, and are subject to availability. We shall make every effort to accommodate all of our parents needs but cannot guarantee that you will be able to increase your sessions to claim further funding.*

11 Monitoring and review

Our admissions policy will be reviewed every term and checked annually by the Nursery Manager on behalf of the Management Team. We reserve the rights to make any changes as a result of the review.

Signed: _____ Name: _____ Date: _____

I have read and agreed Little Blue Door admissions policy and take full responsibility of completing all the relevant documentation and agree to return it back on the requested date. I understand that if paperwork is not completed on time, funding may not be able to be processed due to Little Blue Door and WSCC deadlines.

