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| **Logo  Description automatically generated** | |
| **Name:** | **Date written:** |
| **Early Years Entitlement Policy** | **2021** |
| **Written by:** | **Review Date:** |
| **Emma Homes** | **16/5/23** |
| **Policy Statement** | |
| **This policy is in place to ensure we are adhering to Government and Council guidance when we offer the various entitlement grants to two- and three-year-old children.** | |
| **Aims and Purpose** | |
| **The government provides varying levels of funding to help parents and carers of children aged 2, 3 and 4 with childcare costs. At Young Friends, we fully support the government’s free childcare initiatives. Because we are not a term time only setting, using the council’s calculations we are able to offer the 15 and 30 hours on a ‘stretched basis’ over the year. The government funds 30 hours of childcare per week for eligible families for 38 weeks of the year. This equates to 22.8 hours per week all year around. All 3- and 4-year-olds are eligible for 15 hours per week for 38 weeks which equates to a maximum of 570 hours or 11.4 hours per week for an entire year. This is the same calculation for the eligible two-year-old funding.** | |
| **Applicability** | |
| Staff  Families | |
| **Definition of Terms** | |
| BHCC: Brighton and Hove City Council  Early Years Entitlement:  2-year-olds  The 2-year-old offer provides funding for 570 hours per year of early years education to some of the most disadvantaged 2-year-olds. This will be given to families who reach certain criteria the term after their child’s 2nd birthday.  3-and 4-year-olds  All 3-and 4-year-olds in England are entitled to up to 570 hours of free early education per year. This will begin the term after their third birthday.  Some 3-and 4-year-olds  If a child has working parents, they may be entitled to 30 hours of free childcare a week for 38 weeks of the year. This is equivalent to term time, but at Young Friends this is stretched over 50 weeks. Each parent, or the sole parent in a single parent family of a 3- or 4-year-old, has to at least earn the equivalent of 16 hours on the national minimum wage per week, but no more than £100,000 per year, to qualify. Parents can also split their funded hours allowance across more than one provider.  Please see links below to check for eligibility….. | |
| **Overview** | |
| **Eligibility**  **Stand-Alone Funded Space**  **Extras**  **Registration Fees and Deposits**  **Attending Two Settings**  **Change to Sessions and Prolonged Absences**  **Early Years Pupil Premium**  **Disability Living Allowance**  **English as an Additional Language** | |
| **Procedures** | |
| **Eligibility**  **When you register your child at Young Friends Kindergarten we will need to see original documentation e.g. passport or birth certificate. From this we will be able to verify their age for any funding they may be eligible for. This documentation will be secured securely in the child’s personal file on our password protected One Drive. To check for eligibility please use the links below:**  [**30 hours free childcare - GOV.UK (www.gov.uk)**](https://www.gov.uk/30-hours-free-childcare)  [**Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK (www.gov.uk)**](https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds)  **When are children eligible?**   |  |  |  | | --- | --- | --- | | **Child’s birthday between:** | **2-year-old applications can be made no earlier than:** | **Funding can start from:** | | **1 January and 31 March** | **1 January** | **Start of term beginning on or following**  **1 April after the child’s second birthday** | | **1 April and 31 August** | **1 April** | **Start of term beginning on or following**  **1 September after the child’s second birthday** | | **1 September and 31 December** | **1 September** | **Start of term beginning on or following**  **1 January after the child’s second birthday** |   **When you child reaches the correct age we will send you a ‘Parent Declaration Form’ which will give us all the information we need to process your funding. This will also be stored securely in your child’s file and will allow us to receive confirmation and notifications from BHCC about ongoing (or not) eligibility.**  **For the Two-Year-Old and the 30 Hour funding you will need to show us your offer letter with a unique code. If a parent forgets to apply, the extended entitlement cannot be backdated and will be put on hold until the next term after the application has been made. However, your child will receive the universal '15 hour' entitlement until then. BHCC will conduct audits at 6 points each year to check ongoing eligibility and notify us if anything has changed. If someone falls out of eligibility there is a grace period of approximately 6 weeks. For information on falling out of eligibility and grace periods please see the Family Information Service.**  **Stand-Alone Funded Space**  **There are a limited number of ‘stand-alone’ spaces available. Stand-alone funded sessions for eligible 2-year old’s and universal 15 hour funded 3 years old’s, will all start at 8am. Stand-alone hours (see details below) for 30 hour extended entitlement start at 7.30am. It is possible to start with fewer funded hours and build them up – however in such cases we cannot guarantee that the spaces to increase will be available when desired.**  **Stand-alone hours for 30 hours can be taken between 7.30-12.00 every day to a maximum of 22.8 hours per week and stand-alone hours for 2-year old’s and universally funded 3-year olds from 8.00-12.00 for 3 days to a maximum of 11.4 hours. These hours will include breakfast and morning snack as complimentary. If you have one of these spaces, it will be possible to opt in or out of the extras available. Families who wish to enquire about stand-alone spaces should contact management regarding current availability and criteria.**  **Extras**  **The government rate that is paid to settings does not cover the many consumables/extras that we at Young Friends are proud to offer and that we believe makes our setting special. We have a simple ‘extras package’ charged at £3 an hour. The ‘extras package’ will be included in invoices for sessions which will include your funded hours.**  **Extras include:**   * **Reusable nappies and laundry service (see nappy policy)** * **Trips out including transport. Please note that for some trips we will require an entrance or other fee to be paid separately but this is rare** * **Kitchen Garden learning trips, resources, staffing, transport to and from** * **Home cooked food, up to 5 meals per day depending on type of session– breakfast, am snack, lunch, pm snack and evening tea** * **Nursey social events – Seasonal Family Days, Autumn/Winter, Spring and Summer** * **Our unique ‘Young Friends Nature School’ trips and activities** * **Eco-Warrior sessions and beach clean ups**   **Registration Fees and Deposits**  **Registration fees will not apply to stand-alone spaces, funded spaces for 2-year-old funded children or children in receipt of 30 hour extended entitlement. If deposits are already held they will be returned when your child leaves as stated in previous terms and conditions. Deposits will be £50 and refundable at the end of your child’s enrolment with us (or after your child has started receiving a 'stand-alone' space. A notice period of one month applies as with usual terms and conditions. If registration fees have been applied previously and you are now eligible we are sorry, but they are non-refundable.**  **Attending Two Settings**  **It is possible to claim funding through and attend two different settings. If this is the case, we will be claiming funding on your behalf on a term time only basis as according to the rules of the entitlement system. In these cases, we will do all we can to work with the other provider to ensure continuity of care and maximize development and well-being. We will give information on how we do this on an individual basis.**  **Change to Sessions and Prolonged Absences**  **Management must be notified of any changes to your child’s sessions. We require a months’ notice to increase or decrease your child’s sessions to notify the Local Authority of the changes to your child’s funding entitlement.**  **We are required to inform the Local Authority should those who are in receipt of funding do not attend for longer than a period of three weeks. Your child’s funding entitlement will not be withdrawn if there is a legitimate reason for your child’s absence.**  **Therefore, we have a policy and procedure around attendance. All nonattendance for medical reasons, medical appointments, holiday and all other absence will be recorded.**  **We take attendance seriously and appropriate action is taken when absence is a concern. We actively support you with attendance and will work with you to resolve any problems. If your child should be unable to attend our setting on their nominated day we would ask that you call us giving an explanation for our records, this includes absence for medical reasons.**  **Early Years Pupil Premium**  **Early Years Pupil Premium is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits and children who are looked after or have left the care of the local authority through adoption or special guardianship. This funding will be used to enhance the quality of their early years’ experience by improving the provision and facilities and resources, with the aim of impacting positively on your child’s progress and development.**  **All families will be asked to complete a ‘Parent declaration form’ if they are to receive 2-year funding or before their child’s third birthday. Part 3 of the form must be completed with parent/carers names, date of birth and national insurance number as part of the process to check EYPP eligibility.**  **Disability Living Allowance**  **If your child is registered with SEND and you are entitled to Disability Living Allowance (DLA) you will also be required to complete part 4 of the ‘Parent declaration form’.**  **Three- and four-year old children who are in receipt of child Disability Living Allowance (DLA) and are receiving EYFE are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child. If your child changes setting during the financial year the DAF will remain with the original setting. We work very closely with Brighton & Hove Inclusion Support Service (BHISS) to ensure that individual children’s needs are met.**  **English as an Additional Language**  If we believe your child may need extra support as English is an additional language we will contact a member of the Ethnic Minority Achievement Service (EMAS) to come into our setting to assess the needs of your child. We work closely with EMAS to ensure that your child’s needs are met. | |
| **External Links and Organisations** | |
| **The Family Information Service:** [**Family Information Service (FIS) (brighton-hove.gov.uk)**](https://www.brighton-hove.gov.uk/families-children-and-learning/childcare-and-family-support/family-information-service-fis)  **EMAS:** [**Ethnic Minority Achievement Service (EMAS) (brighton-hove.gov.uk)**](https://www.brighton-hove.gov.uk/special-educational-needs-and-disabilities/ethnic-minority-achievement-service-emas) | |
| **Relevant Policies and Documents** | |
| Safeguarding Children Policy  Accident and Emergency Policy  Behaviour Management Policy  Caring for Animals Policy  Fire and Evacuation Policy  Food, Nutrition and Healthy Eating Policy  Managing Food Allergies, Intolerances and Cultural Preferences Policy  Manual Handling Policy  Illness and Medication Policy  Positive Risk-Taking Policy  Outdoor Trip Policy  Sun Safety Policy | |
| **Authorisation** | |
| Signature:  Louise Lloyd-Evans  Owner and Director  Young Friends Nature Nursery  89 Holland Road  Hove  East Sussex  BN3 1JP | |