

Nursery funding & payment policy

At White Hall Nursery we are pleased to offer the Essex early education entitlement funding for 2–4-year-olds.

There are 3 ways this funding can be made available:

1. **FEEE3-4** - Universal **15 hours for 3-4-year olds, in the term after the child turns 3.**
2. **FEEE1** - economic 2-year-old funding
3. **FEEE2W** - the working parent 2-year-old funding **with a code,**
 - FEEE1 and 2 have to be applied for and both subject to eligibility.

For FEEE1 the office can help with an assisted application. FEEE3-4 does not need to be applied for.

For settings to secure the funded early education entitlement parents/carers will be required to read and sign a **parent agreement form**, on a termly basis, and are advised to access and read the guidance – link on page 2.

Attendance Patterns for 15hrs offer

As a **school nursery** our 15 hours offer is either:

- 5 x 3-hour sessions in the morning, **8.30 -11.30am**

Or

- 5 x 3-hour sessions in the afternoon, **12.20 – 3.20pm**

It may not be possible to offer parents/carers their first choice as all sessions is allocated subject to available places, in the order that applications are received, and the funding is confirmed. The nursery can allocate up to 30 places each session.

30 hour extended offer

We also offer the extended funding entitlement (EFE) up to 30 hours with an eligibility code. As above the offer is subject to available places.

This needs to be applied for in the term before the child becomes eligible and this needs checking and updating at intervals by the parent.

Parents/carers in receipt of the 30-hour code can choose from 2 attendance options:

1. Child(ren) can attend for 6 hours every day, for 5 days per week, with no additional charge, and **parents will be required to collect at 2.30pm**. With this option parents/carers will need to supply a packed lunch.
Or
2. Child(ren) can attend for 6 hours every day for 5 days per week, until 3.20pm with no charge for the sessions. However, if parents want a full day, including staying for lunch, **parents need to book and pay for a lunch club** session (11.30-12.20pm). With option 2 parents/carers will **collect at 3.20pm**.

Option 2 - Lunch Club with hot meal

As this is *additional* to the early education entitlement offer, there is a charge of **£4.00 payable online and in advance**. This covers staffing, a hot meal and cleaning costs. Children are welcome to bring a packed lunch, but the fee is still payable in advance for the lunch club.

Parents who want to use this facility will be requested to sign that they understand the policy and agree, in advance, to booking their sessions online through **School Gateway** at the beginning of each week, or on a half termly or termly basis and paying the required £4.00 per session.

You can access this by downloading the School Gateway app and saving it to your phone or computer.

Inset days

There will be up to 5 inset days allowed for staff development/ parent consultations as the nursery funding is only for 38 weeks, after which the nursery will try to accommodate replacement sessions. However, rarely there may be bad weather closures, and these cannot be re-offered unless we have an unplanned inset day available.

Nurseries receiving ECC early years funding are also permitted to have up to a day a term for professional training and development in which event you will be given advance notice.

For more information, please check out the link below and read carefully:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Feycp.essex.gov.uk%2Fmedia%2F2584%2Fparent-agreement-form-guidance.docx>

or search <https://eycp.essex.gov.uk/funding/funded-early-education-entitlement/funding-entitlement-offers>



Please note the following:

WHA Nursery is not OFSTED registered for children who are 9 months - 24 months old, so we do not offer the FEEE1W. See above link.

Also, as a term-time school nursery (38 weeks) we are not able to provide the 30hrs *stretched* offer. We are not currently offering any fee-paying nursery sessions.

Funding can be split with another setting if we are unable to offer the full 15 or 30 hours.

Parent Funding agreement

Name of Child:

Start Date:

Date of Birth:

Parent / Carer Name (legal Surname):

Parent /Carer Date of Birth:

Parent / Carer Postcode:

Parent/Carer National Insurance Number:.....

Or

National Asylum Seeker Service Number (if applicable) :.....

My child is eligible for (tick as appropriate):

- 15 hours of funding FEEE 3-4 (in the term after they turn 3)
- 30hours of funding FEEE 3-4 extended (in the term after they turn 3)
 - Code for 30 hours funding:_____
- 15 hours of funding FEEE2W (Working Parents)
 - Code for 15 hours funding:_____
- 15 hours of funding FEEE2 (Subject to eligibility)
 - Code for 15 hours funding:_____

1. Hours of operation

Monday to Friday Core sessions: 8.30am to 11.30pm
12.20pm to 3.20pm

Lunch session: 11.30 am to 12.20pm

Term time only, agreed sessions – Nursery Staff to complete

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.30 to 11.30am					
Lunchtime 11.30 to 12.20pm					
Afternoon 12.20 to 2.30pm / 3.20pm (delete as appropriate)					

2. Fees/payment policy for Lunch Club for FEEE3-4 extended offer

Lunch session - £4.00 (this covers a hot meal, supervision / cleaning costs)

Parent/Carer agrees that all fees will be paid at the beginning of each week for all lunch sessions that week. Termly/half termly payments may also be made.

Please note: if you are not booking Lunch club, you will need to provide your child with a packed lunch and collect at 2.30pm

I understand the above Policy and agreed to my scheduled sessions.

Signature:.....

Date: