

Free Entitlement Policy

Free Entitlement (F.E.) is effectively 570 Universal or 1140 Extended hours of free childcare a year for 2, 3 and 4-year olds funded by the government.

We offer the entitlement referred to as ’15 (Universal) hours per week’ and 15 (Extended) hours a week’. 15 or 30 hours for the 38 term time only or 51 weeks a year

We are registered as a provider of the Free Entitlement. The funding is received directly to Jo Devine and enables you to receive your free childcare. Your entitlement is therefore worked out as 11 or 22 hours a week (an annual total of 570 Universal or 1140 Extended).

Eligibility

Some 2-year olds and all children from the term after their 3rd birthday are entitled to Universal hours, and some 3 and 4-year olds are eligible for Extended hours. To check eligibility please use the following website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Once your child becomes eligible for the Extended hours you will need to inform us by providing us with your unique code and following our checks we will be able to claim the additional hours.

Once your child has started to receive 2-year-old or standard 3 and 4-year-old F.E, it continues until the end of term before your child starts full time school, however **with the Extended hours you need to check your eligibility every 3 months** as it will stop at the end of the grace period if you are no longer eligible. You must inform us immediately if your child is no longer eligible for the Extended hours.

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| **Date parent receives ineligible decision on reconfirmation** | **Grace period ends** |
| 1st January - 10th February | 31st March |
| 11th February - 31st March | 31st August |
| 1st April - 26th May | 31st August |
| 27th May - 31st August | 31st December |
| 1st September - 21st October | 31st December |
| 22nd October - 31st December | 31st March |

When can my child begin their Free Entitlement?

Children can begin to receive their F.E. hours from the term after their 3rd birthday or 2nd birthday if they meet the Eligibility Criteria (please see chart below)**.** Session must have started by the headcount date and after this date we are unable to reduce the number of funded hours until the following term.

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| **Child’s birthday** | **When you can claim from** | **Headcount** |
| 1st April to 31st August | 4th September | 15th September |
| 1st September to 31st December | 8th January | 19th January |
| 1st January to 31st March | 16th April | 27th April |

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What do I have to do to access the Free Entitlement with Next steps day care?

Shortly before the beginning of each term, we identify which children become eligible for Universal F.E. hours (Please inform us if your child is eligible for 2-year-old or the Extended hours), you will be asked to sign a Parent Declaration, setting out the agreed hours and patterns of access to the Free Entitlement. You will also be required to bring your child’s Passport or Birth Certificate for us to take a copy. Your entitlement may be split with one other provider if you wish, as long as you do not exceed your entitlement of 570 or 1140 hours, if you have already claimed the full hours at provider 1, you cannot claim at any other provision. If you decide to access your F.E. at more than one provider you must inform us and will be asked to sign a Parent Declaration at both settings. You must ensure your child is registered and have started their sessions with us by Headcount date.

What happens if my child already attends Next steps day-care?

If your child already attends Next steps day care, once you are eligible for funding we will assume you want to continue accessing the same sessions and we will automatically convert some of your childcare sessions to funded sessions. However, you can change your sessions prior to the start of the term. Please note that you will still be required to sign a Parent Declaration, you will also be required to bring your child’s Passport or Birth Certificate for us to take a copy.

Can I claim funding after Headcount?

In exceptional circumstances claims for Free Entitlement after Headcount may be accepted. To make a Post Headcount claim we will require you to complete the relevant forms, the Local Authority will then decide whether to approve the funding. We will not be able to provide your child with funded hours until we have received approval from the Local Authority.

What are the associated charges?

We offer the ability to book any of our session, the first 11 or 22 hours your child attends each week are free. However, you will be charged for the following;

Additional hours

* You will be charged for any additional hours of childcare your child has over and above the free entitlement. (If your child attends a second nursery setting, your childcare funding will be split between settings and therefore you will be liable for any hours over and above the funding.)

Additional services charge

* An additional services charge for any extra hours not funded. You will need to supply nappies, wipes and sun creams.

Non-funded week

* The last week in August is a non-funded week, you will be required to pay for this week in full term time only

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| **Session** | | **Number of hours** | **2-year-old A.S.C** | **3-year-old A.S.C** |
| **Morning** | 08:00-13:00 | 5 | £30 inclusive meals | £30.00 inclusive meals |
| **Afternoon** | 13:00-18:00 | 5 | £30.00 inclusive meals | £30.00 inclusive meals |
| **School Day** | 08:00-16:00 | 8 | £45.00 | £45.00 |
| **Early morning** | 7.30-8.00 | 0.25 | £5.00 | £5.00 |
| **Full Day**  **Meals** | 0.800-18.00 | 10 | £55.00 | £55.00 |
|  |  | £2.40 | £2.40 |
| Additional hours (hours over first 11 or 22 funded hours each week) | | | £5.00 | £5.00 |