



MELISSA'S CHILDCARE

EARLY YEARS FUNDING POLICY

PURPOSE OF POLICY

We are committed to delivering high-quality care and early education for all children. As part of this, we proudly offer government-funded childcare places. These are designed to support working families and reduce inequality in access to early years education. We follow national and local authority guidance to ensure compliance in how funding is allocated and claimed.

SCOPE OF FUNDING

We strictly follow the terms and conditions set by the government and local authority, including:

- Funded hours are for children aged 9 months and above, starting the term after they become eligible.
- Eligible children can receive **15 /30 hours** per week over **38 weeks per year or stretched** (570 or 1140-hours total).
- Funded hours are available 38 weeks per year, between 8:00am–6:00pm only.
- Funding cannot exceed 10 hours per day or more than 15/30 hours per week.
- Sessions must be in **continuous blocks** (no artificial breaks like lunch).
- A child can attend a **maximum of two settings per day**.
- **No registration or top-up fees** may be charged as a condition of accessing funded only hours (refundable deposits are permitted).
- Funded hours cannot be conditional upon purchasing meals, extra-curricular activities, or consumables.
- Providers must be **registered and insured**, meet **EYFS requirements**, promote **British Values** and not claim funding for related children (for childminders)

ELIGIBILITY

Eligibility is based on government criteria. Families may split their child's funded hours between settings, provided the combined use does not exceed the weekly or daily maximums.

- Families may stretch these hours over more than 38 weeks, resulting in fewer weekly hours. We offer the option to **stretch funding** over 48 weeks.
- Availability is subject to capacity, and families should discuss session options before finalising the contract.

REGISTRATION & CLAIMS PROCESS

To access funded childcare:

1. Obtain an 11-digit eligibility code (for 30 hours) from HMRC.
2. Provide your child's **original birth certificate**.
3. Complete and sign the **contract** and provide **written consent** for us to validate and monitor your eligibility with the local authority.
4. **Reconfirm eligibility** every 3 months (HMRC will send reminders)



5. In accordance with government guidance, if your eligibility lapses, a **grace period** may apply, allowing your child to continue accessing funded hours for a limited time. We will inform you if this applies.

ADMISSIONS PRIORITY

Priority for places will be determined in accordance with our Admissions Policy (e.g. sibling priority, date of enquiry, etc.). If no spaces are available, you may request to join our waiting list.

FUNDED HOURS USE

- We offer flexibility where possible, but **specific sessions are not guaranteed**.
- Families can choose to split funded hours with other settings. We work collaboratively to ensure consistency in care and education.
- Providers must agree on which setting claims **universal** vs **extended** hours. Any **Early Years Pupil Premium (EYPP)** or **Disability Access Funding (DAF)** will accompany the setting claiming universal hours.
- Parents must confirm which provider claims the *universal* (15 hours) and which the *extended* (additional 15 hours) entitlement.

FUNDED SESSIONS OFFERED

Funded hours will be delivered during the following times:

30 Hours Funded Childcare:

Stretched (48 weeks)

- Monday – Friday - Any 3 days - 8am-15.55pm (23.75 hours per week)
or
- Monday – Friday - Any 4 days - 8am-13.56pm (23.75 hours per week)

Term Time (38 weeks)

- Monday – Friday – Any 3 days - 8-6 (30 hours per week)

15 Hours Funded Childcare:

Stretched (48 weeks)

- Monday – Friday - Any 2 days - 8am-13.56pm (11.87 hours per week)
or
- Monday – Friday - Any 2 days - 9am-14.56pm (11.87 hours per week)

Term Time (38 weeks)

- Monday – Friday - Any 2 days - 9am-4.30pm (15 hours per week)
or
- Monday – Friday - Any 2 days - 8am-3.30pm (15 hours per week)

We aim to offer flexibility where possible, but places and specific session patterns are subject to availability. Please speak with us for more information.



BILLING AND INVOICING

Only hours **outside the funded entitlement** (private hours) and **non-funded services** will be charged. Meals, activities, and outings are **entirely optional**.

Private Hour Charges

- Private hours (Under 3 years): £8.50 per hour
- Private hours (Aged 3+): £10 per hour

Optional Extras (3yrs +):

- Food: £5 per day
- Outings/Activities: Paid per trip (usually £5-£10)

Charges will be itemised on invoices and included in your contract. No child will be excluded from the EYFS curriculum if a family cannot pay for optional additions.

DEPOSITS

For funded places, a **refundable deposit of £200** may be required to secure a space. ***This deposit will be applied to your first invoice. If the invoice is less than £200, the remaining balance will be applied to future invoices until the full amount is used.***

If your child **only attends funded hours and takes up the place**, the deposit is fully refundable.

Deposits will only be retained if the child **does not start**.

SICKNESS, HOLIDAYS & CLOSURES

Child Absences:

- Short-term absences due to illness, family emergencies, or holidays will usually still be funded.
- Missed funded sessions **cannot be replaced** or rescheduled.

Provider Closures:

- If we close due to illness or a planned holiday, we will not normally be entitled to claim funding for that period. Where possible, we will offer alternative sessions at a different time or date, subject to mutual agreement. If an alternative cannot be arranged, we will adjust the funding claim accordingly for that term.
- Our setting is open Monday to Friday, 8:00am–6:00pm for 48 weeks per year.

SEND SUPPORT

We are fully committed to inclusive education and provide support for children with **Special Educational Needs and Disabilities (SEND)**. We:

- Follow the **SEND Code of Practice (2014)** and **Equality Act (2010)**
- Make **reasonable adjustments** to meet individual needs
- May claim **Disability Access Funding (DAF)** if a child receives **Disability Living Allowance (DLA)**
- Work with parents and professionals to ensure tailored provision.



DISCLOSURE OF BENEFITS

Families are asked to declare any benefits they receive on entry. This may make children eligible for **EYPP**, which enables us to invest additional resources in their development. All data is processed securely under **GDPR** guidelines.

DISPUTES AND APPEALS

We are committed to resolving concerns promptly and fairly in line with our Complaints Policy. If you believe the funding policy is not being fairly applied:

1. Raise the concern with us directly.
2. If unresolved, contact your local authority: **Bromley Council**
3. If further unresolved, contact the **Local Government Ombudsman**.

NOTICE OF LEAVING

Families must give **four weeks' written notice** to end their childcare agreement, in line with our Terms and Conditions.

REVIEW

This policy will be reviewed annually to reflect updates from the government, local authority, or changes in the setting's operation.

