



Tiny Town Nursery

Early Education Funding Policy

Tiny Town Nursery offers a range of funding hours as detailed below:

2Help Entitlement - For eligible two-year-olds from the term after their second birthday with a valid EY Voucher Code

Universal Entitlement - For all three- and four-year-olds from the term after their third birthday (No code required)

Working Parent Entitlements - For eligible children from the term after the age of 9 months with a valid Eligibility Code (Expanded Hours)

Working Parent Entitlements - For eligible children from the term after their third birthday with a valid Eligibility Code (Extended Hours)

Details regarding eligibility for this can be found at www.childcarechoices.gov.uk/

Funding comes into effect the term after their eligible birthday. For example:

- If their birthday is from September to December, they can start claiming in January.
- If their birthday is from January to March, they can start claiming in April.
- If their birthday is from April to August they can start claiming in September.

For all funding, we will require your eligibility code, national insurance number and proof of ID for the child.

All Early Education Funding is available during term time only therefore when the end of term and half term breaks occur, no funding is claimed for the child. Any fees will be charged at full rate.

If the child attends another setting where he/she also accesses funding, then the hours may be split between setting or claimed at one or the other.

If the child is moved from the setting claiming the funded hours, to another setting, half way through a term, this does not guarantee that the funding will move with the child. It is advised to parents/carers they do not move children within a term for this reason.

Any person that wishes to give notice for their child must still follow the nursery procedure of one written month. If this is part way through a term, the funding will still be claimed by the nursery. If the headcount day has not yet passed then full fees will apply to the parent.

Policy Review Date: September 2024 Next Review Date: September 2025



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The children must be attending the nursery for the number of hours they are claiming. This will be indicated on the room registers. If this is not the case, the funding may be reduced or removed by the local authority. This would then incur full charges for the parents to pay back to nursery. Tiny Town Nursery will keep a logged document on all children to monitor any attendance issues and absences, which can then be addressed with the parents/carers verbally and via email/letter. Such information will be kept on the child's individual file. The management team will liaise with the EEF team at the Local Authority for advice on such matters.

The funding is done on an hourly basis. Children can start to access the funded hours from 8am, up to a maximum of 8 hours a day, for a full day and up to a maximum of 4 hours a day for a half day. Hours outside the funded hours will be charged at nursery rate of £9.00 per hour. There will be limited funded only sessions places available where no payment for hours is required.

All other places will be charged for sessional hours i.e., half day sessions will claim 4 hours funding then be charged for 1 hour per day, full day sessions will claim 8 hours funding then be charged for 2 hours per day.

Parents/carers must ensure that they are at nursery by 5:50pm in order to receive full feedback. Any parent wishing to access nursery from 7:30am may do so at an additional charge.

Any difference of fees paid by parents/carers is for additional sessions they use outside funded hours.

All places are booked on a first come first served basis.

All funded hours do not include the delivery of food or extra-curricular activities. There are additional fees for this, which are a voluntary payment if you would like your child to be part of. There is a separate EEF Food and Drink policy with full details for this.

We ask all parents/carers to complete a parent declaration form, giving details on their child and declaring that we are the nursery where education funding is accessed. We also ask for proof of identification for audit purposes, which will only be viewed by a member of management, not copied, and the details included within the PDF. This is under the Data Protection Act 1998 and GDPR 2018.



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The nursery also takes part in the Early Years Pupil Premium and Disability Access Fund schemes if certain children are eligible. There is a separate policy for these.

The nursery manager is available at any time to answer any questions that parent/carers may have.