

Funding Policy March 2025

At Woodentops Preschool, we provide an all-inclusive childcare service that ensures all children's daily care needs are fully met while they are in our setting. This service is included in the session cost and removes the need for parents to supply consumables, ensuring that every child has access to high-quality provisions throughout the day.

This all-inclusive service applies to both funded and unfunded sessions. For families using government-funded hours, this service is charged at a sessional rate, as government funding does not cover consumables. Parents may either pay for the all-inclusive package or opt out and provide all required items themselves.

Scope of the All-Inclusive Service

The all-inclusive package covers:

- **Snacks** – Morning and afternoon
- **Wipes, disposable gloves and nappy sacks** – needed for nappy changing and dealing any body fluid spillage for example wet and soiled toileting accidents.
- **Suncream** – Applied as per our Sun Protection Policy.
- **All consumables** required for nursery routines.
- **Events** - Family events run throughout the year.

All children are automatically enrolled in the all-inclusive service upon registration, ensuring they have everything required for their care, comfort, and participation in all nursery activities.

Opt-Out Process

We recognise that some families may prefer to provide their own items. Parents who wish to opt out of the all-inclusive service must follow the process outlined in our 'All Inclusive Package Opt-Out Policy'. This means they take full responsibility for supplying daily:

- fruit/vegetables cleaned, cut up, ready to eat and a savoury biscuit for snack in a named pot
- pack of wipes- named
- disposable gloves size Medium- named
- water in a named bottle
- nappy sacks
- suncream
- Welly Boots
- Waterproof trousers

To opt out, parents must:

1. Submit a formal opt-out request in writing/ email or via the Famly App at least one month before the next billing period.
2. Provide all required items in full and on time in accordance with the nursery's guidelines.
3. Ensure that all items meet the nursery's safety and quality standards.

Failure to provide the necessary items will result in the child being unable to attend until all required supplies are provided.

Reverting to the All-Inclusive Service

Parents who wish to return to the all-inclusive service must:

1. Submit a request in writing/ email/ via famly app.
2. Resume charges from the next invoicing period. Mid-month or mid-term changes will not be accommodated.

Provide their own items until the new billing period begins. The nursery will not supply consumables during the transition period.

Nursery Standards and Expectations

- The all-inclusive service is available to both funded and unfunded children.
- For funded sessions, parents must either pay for the all-inclusive service separately or opt out.
- For private sessions, the all-inclusive service is already factored into the hourly rate.
- Opt-out families must adhere to the Opt-Out Policy strictly. No partial opt-outs are permitted.
- Children must arrive fully prepared for their session. Parents who have opted out must ensure all necessary items are provided.

Benefits of the All-Inclusive Service

- Convenience – No need to supply consumables.
- Cost-effectiveness – A fixed cost with no additional expenses for consumables.
- Continuity and quality assurance – Ensures all children have consistent access to high-quality products.
- Simplified nursery experience – Parents can drop off their child knowing everything is taken care of.

Service Availability

Woodentops Preschool reserves the right to adapt or withdraw the all-inclusive service if a significant number of families opt out, making it financially or operationally unviable. Any changes to this service will be communicated with parents in advance.

By offering a comprehensive all-inclusive service, Woodentops Preschool ensures that every child receives the highest standard of care in a safe, well-equipped, and nurturing environment.

Frequently asked Questions

When will my child get funding?

A 2 year old child is entitled to funding from the term after their 2nd birthday.

A 3 year old child is entitled to funding from the term after their 3rd birthday. There are 3 terms in an academic/school year (autumn, spring & summer). Funding is provided for 38 weeks of the year, following Local Authority school terms starting in Autumn term (September). This is a maximum of 570 hours for Universal 15hrs Funding, or 1140 hours with Extended 30 hrs Funding in any full academic year. The remaining 13 weeks of the year (ie school holidays and training days) are NOT funded.

How much funding is my child entitled to?

Funding is provided by the Government as follows :

- **Government funded 15 hrs funding** : Some 2 year olds are entitled to government funding and will receive a code from Central Beds which they need to pass onto Woodentops so we can claim the funding on their behalf.
- **Universal 15 hrs funding** : 15 hours per week for 38 weeks per year – all 3 and 4 year-olds are entitled to this regardless of income or whether the parents are working
- **Extended 30 hrs funding** : an additional 15 or 30 hours per week for 38 weeks per year for all 2, 3 and 4 year olds – both parents should be in work for at least 16 hours per week, each earning at least National Minimum Wage up to £100k per year. You may also be eligible if one parent is working and the other is in receipt of Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance, Employment & Support Allowance or is on Maternity/Paternity Leave. Parents need to apply for an eleven digit code which they then pass onto Woodentops so we can verify it with Central Beds.

How does funding work at Woodentops

We offer up to 24 hours of funding per week during term time. We follow the term dates of Potton Primary loosely.

'Free' Funding

Please note, offering funding at Woodentops is completely voluntary and at my discretion. The Dept. of Education (DfE) have stipulated that funded hours for two, three and four year olds must be free at point of delivery (21st Feb 2025).

Woodentops charges a Voluntary sessional fee as per DfE's guidance, if this sessional fee is not paid Woodentops is at risk of closing. The costs goes towards the cost of food, celebrations such as Mother's and Father's day but not exclusively to, special visitors, seasonal activities, memberships, and all the exciting adventures we embark on together. It will help towards maintaining a successful and quality business whilst still giving you, the parent a highly discounted rate on some if not all your required hours.

Can I use my Tax-Free Childcare account to pay for the fees?

Yes. Apply here- <https://www.gov.uk/tax-free-childcare> You can continue to use your Tax-Free Childcare account to pay your fees, so you will still benefit from your usual tax savings on top of the saving provided by funding.

Can I increase my child's days when we get funding?

Yes. Many of our parents take advantage of the lower fees to increase their child's sessions. If you wish to increase your child's days, please give us as much notice as possible. We'll then send you a breakdown of your new fees if we can accommodate your request.

How does it work if my child attends another provider as well?

You are entitled to split your funding between two providers, such as a childminder, a preschool or nursery setting. Please bear in mind if your child goes to a school's nursery, it is likely to be a term-time only provision and adult: child ratios could be higher (up to 1:13). At Woodentops we maintain our **1:8 ratio** always, sometimes it can be a ratio of 1:6. Additionally, if your child attends a school's nursery it is not a guarantee that your child will get a place at the school. Please check these details with the school nursery if you are considering one.

How do I apply for my child's funding?

- **Government funded 15 hours-** parents can apply here-
https://www.centralbedfordshire.gov.uk/info/315/help_with_childcare_costs/1757/funded_childcare_for_2_year_old#:~:text=Find%20out%20if%20your%202-year-old%20is%20eligible%20for,about%20qualifying%20benefits%2C%20how%20to%20apply%2C%20and%20more.
- **Universal 15 hrs funding** : no need to apply as all 3&4 year olds are automatically entitled to this funding.
- **Extended 30 hrs funding** : you must apply online and obtain a “30-hour code” any time from when your child is **1 and a half years old**, using this link:
[https://www.gov.uk/30-hours-free-childcare.](https://www.gov.uk/30-hours-free-childcare)
The deadline is stated on the website but please see the key dates table below.
Once your application is approved you will receive your 11-digit “30-hour code”, this will need to be given to Woodentops

If you have a Tax-Free Childcare account, you might receive your code automatically

What happens next?

We will give you a Parental Declaration form in due course to complete and return to us. If you've applied for Extended 30 Hours funding, you must put your 30 hour code on the form. This form constitutes your permission for us as your childcare provider to claim your child's funding from the Local Authority. It will cover your child's funding for that term (a new form must be completed at the start of each new term). We cannot confirm your funded place or claim your child's funding until we have this form. And that's it, we will do all the admin after that!

Please note : The Local Authority can refuse to pay funding for late applications so please be aware of this. If you miss the deadline and are refused funding this is out of our hands, and we will be unable to offer your child a funded place.

This policy was adopted on	28th Feb 2025
Policy reviewed	
Date for review	March 2026