

## Using Your Funded Hours at Polly Anna's

Polly Anna's provides early years care and education primarily for working families who require early years education and care for their children all year around. These families want our services from when their children are as young as a few months old, right up to until they start Primary School. We do this by providing them with a guaranteed full day of 10 hours per day and morning or afternoon sessions of 5 hours, both for up to 5 days per week, 52 weeks a year. We prioritise these children as they have been accessing our services prior to becoming eligible for government funded hours.

When a child, either already attending or as a new starter, becomes eligible for government funding, parents will be offered a choice of two different Childcare Contracts, giving them two ways of using their funded hours here with us.

They are: **Standard Childcare Contract** and **Free Funded Hours Contract**

### **Option 1**

The **Standard Childcare Contract** is the option that most families want for their child and is the Contract that all children will be on if they started prior to becoming eligible for funded hours.

**If you choose this option we will use the value of your funded hours to reduce the cost of your childcare each month throughout the year.** (Please see our Ready Reckoners for examples of average monthly costs)

Existing parents will see little change when their child starts to receive their funded hours except for: you will be paying a standard amount for your child's booked attendance, a big reduction in your monthly invoice and a charge added for Additional Services.

#### **What Are Additional Services?**

1. The Additional Services charge is only applied to funded hours a child is claiming.
2. They are at an hourly amount and charged on your monthly invoice.
3. The Additional Services charge will not exceed our published fee rates for that attendance pattern.
4. Additional Service charges are to cover the cost of many of the services and quality levels we offer as standard but the government does not fund and include items such as Meals & Snacks, higher staff ratios, qualifications & training above requirements.

#### **If you agree to Option 1 what will you be eligible to?**

1. No change in your Contract or Terms and Conditions.
2. You will continue as you have been, enjoying the ability to attend the guaranteed days/sessions you require throughout the year.
3. The big change will be in your reduced monthly invoice as the value of your child's funded, spread across the whole year reduces your normal childcare costs.
4. Your child's booked days are guaranteed for as long as your child needs them
5. You will continue to receive your monthly Invoice showing you the days attended but the amount you will pay each month will be based on the calculations sheets attached and charged monthly. You will receive a letter detailing these charges.
6. You can still book extra sessions subject to availability and additional charges.
7. Our current charge for our Additional Services is £1.15 for every funded hour used at our nursery.

## **Option 2**

The **Free Funded Place Contract** will mainly suit non-working parents or parents that do not require their child to attend nursery more than the 38 weeks of Term Time. This Contract is not offered until a child is eligible for funded hours.

If you choose this option as an existing family you will be required to cancel your current Childcare Contract and apply by completing a 'Request for a Free Funded Place Application Form' in the same way as if you were a parent of a child who is not currently attending our nursery.

**If you wish to apply for Option 2 you will be offered a Free Funded Place in the following manner:**

1. Free Funded Places will not have any charges normally attached to them.
2. Free Funded Places are subject to availability and our Admission Policy
3. Requests for a Free Funded Places will be taken during the Term preceding the Term requested.
4. Free Funded Places are for Term Time only (38 weeks over 3 Terms, Autumn, Spring & Summer)
5. Parents will be notified of a successful application for a Free Funded Place and informed as to which days/sessions their child has been allocated no later than two weeks prior to the start of the new Term
6. Parents cannot request/reserve a particular day/session/times for their child
7. Applications by parents to changes their child's day/session will not be considered.
8. Free Funded Places are only for one term at a time. Applications for Free Funded Places in future Terms must be made in the normal way prior to the start of each Term
9. Additional day/session/days cannot be purchased.
10. Additional Services can be purchased during the hours a child attends. These will include charges for Meals, snack, etc. Charges are monthly to be paid in advance. Please enquire for more details.
11. Parents not wanting to purchase Additional Services must provide the following: Morning Session – Packed Lunch; Full Days – Packed Lunch & Tea; Afternoon Session – Packet Tea. Guidance on suitability of produce and containers supplied by parents are available on request.

### **Government Funded Hours – Who Gets Them**

The Government provides a limited number either 15 or 30 of 'funded' hours to eligible children. Here at Polly Anna's we allow all children eligible for funding to use their **2, 3 & 4 year old funded hours** here.

**2 year old** children Funding is subject to eligibility and parents need to apply for this funding from City of York Council before booking their child's place at Polly Anna's. If your child is already attending our nursery when your child becomes eligible which is the term after their second birthday, please send your Voucher in to Ken or Helen. Please check your eligibility at: [www.yor-ok.org.uk/workforce2014/Childcare%20Strategy/funding-for-two-year-olds.htm](http://www.yor-ok.org.uk/workforce2014/Childcare%20Strategy/funding-for-two-year-olds.htm)