**East Cliff Pre-School Funding Policy**

**Funding Officer – Beckie Capewell**

**Policy Statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our funding Policy is designed to be clear and fair. We work with government and local authority guidelines and legislation.

**Procedures**

We accept the 15 government funded hours for 2,3 & 4 year olds and 30 hours for 3 & 4 year olds.

We work our hours, so parents don’t have top up charges. We open at 8.30am and 9.15am and the session finishes at either 1pm or 2.30pm.

If parents wish to solely use the funded hours and have no additional hours to pay, you can take either, 4 short (9.15am-1pm) or 3 long (9.15am-2.30pm) sessions per week for 15 hours or 5 days (8.30am-2.30pm) for the 30 hours. Parents can then add days, sessions, or hours on top of the 9.15am-1pm slot, 9.15am-1pm is not changeable due to the structure of the day.

Parents have a weekly consumables charge (price changes 1st April annually).

This is not optional if not allocated a fully funded space and covers, snack, additional activities such as; cooking, art and craft sessions and 2 annual events/parties. Please see Appendix 1

Parents can choose if they pay daily, weekly, monthly or half termly.

If parents don’t pay weekly, they will be invoiced half termly.

**Fully Funded Places**

At East Cliff we offer completely funded places for a 2-year old’s and for 3- & 4-year olds.

These places are means tested and will need to be applied for by the parents. The place runs for the funding cycle for each age group, for example when the two-year-old goes into the 3-year-old funding the place will expire. Parents are welcome to re-apply for the funded place but have no guarantee it will be available the following year.

The process to apply for a fully funded place will required a financial in and out form, this is to ensure that we can be holistic and help parents with all their financials needs. As we have specialist staff that can assist you.

When awarded the funded place, there is no compulsory consumables charge, however parents will be required to provide the list below Appendix 1. They will need to ensure that they have nappies in the child’s bag and if they fail to provide them will be charged 25p per nappy the pre-school have to use for their child, and 25p per day they don’t provide the above snack.

ECPS will not allow children to ‘opt out’ of snack or nappy changes. As this does not fit with our inclusion policy and the ethos of the setting. We would not allow a child to see others eating and feel left out or excluded. However, if a funded placed child chooses themselves on a day to not have snack no charge will be given to the parent.

We will never not change a child due to either a forgotten nappy or parents’ request. When the children are in our care, we ensure at a minimum their base needs are met, and being dry, clean, and fed are base needs.

**Government Guidelines, taken from Model Agreement, early years provision free of charge and free childcare. June 2018** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/718184/Early\_years\_provision\_free\_of\_charge\_and\_free\_childcare-model\_agreement.pdf

2.47. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.

2.48. The provider can charge for meals and snacks as part of a free entitlement place, and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Parents should therefore expect to pay for these, although these charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals. Providers should be particularly mindful of the impact of additional charges on the most disadvantaged parents.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

Appendix 1

If parents opt to bring their own consumables they will need to provide below list in a sealable plastic box as such [TENLITE PACK OF 2 Large Storage Box with Lid Strong Plastic Stackable Nestable Container Home Office Clear (25 Litre) : Amazon.co.uk: Home & Kitchen](https://www.amazon.co.uk/Storage-Plastic-Stackable-Nestable-Container/dp/B09PZ33QLN/ref=sr_1_6?crid=35844VHTG32GI&keywords=large+plastic+box&qid=1683024087&sprefix=large+plastic+box%2Caps%2C85&sr=8-6).

Clean clothes

Box of tissues

Sun Cream

**Packet of crackers**

**Packet of bread sticks. In an airtight box**

**A packet of plain no sugar cereal**

Butter

Daily fresh fruit

Paints – Red, Blue, Green, Yellow, Orange, Black, White.

Glue stick

Pva liquid glue

Paper

Pencils crayons

Wax crayons

Tissue paper

Weekly craft from staff planning, will be given a weeks notice on required items.

Weekly Sensory activity from staff planning, will be given a weels notice on required items.