

30 Hour Funding Statement

Aim:

From September 2017, the government is extending free childcare to families with children aged 3 and 4 years old from 15 hours to 30 hours. The extension to 30 hours is a means tested fund and not all families will be eligible. This statement sets out how Playdays Preschool plan to assess eligibility and deliver 30 hours' free childcare.

Method:

Claiming

Playdays Preschool staff will direct parents to the Childcare Choices website at www.childcarechoices.gov.uk and the Childcare Calculator at www.gov.uk/childcare-calculator to learn more about the range of government childcare offers (including the 30 hours) whether they're likely to be eligible and how to apply.

Staff will use the 30 hours' eligibility guide to help parents understand if they are eligible www.gov.uk/government/publications/30-hours-free-childcare-eligibility

Parents are required to reconfirm the details they have entered on their 30-hour application are still accurate when prompted by the HMRC. Parents will be prompted every three months to reconfirm their details in order to check they are still eligible. Parents will be prompted by text message or email four weeks before their reconfirmation deadline. If their circumstances have changed, they will need to log into their childcare service account, amend and resubmit their details. If parents miss the reconfirmation deadline their eligibility will lapse.

Playdays Preschool will verify eligibility codes through the local authority before offering a 30-hour place. We will require the parent's eligibility code, National Insurance number, and child's date of birth in order to verify a code. Checks are completed by emailing earlyyearsproviderportal@plymouth.gov.uk with the required details. The local authority will develop a function that will allow providers to complete the checks themselves through the Early Years Provider Portal. Playdays will remind parents to bring this information in order to verify the eligibility code and offer a 30-hour place.

We will obtain written permission from parents before verifying eligibility codes, through a completed parent declaration form.

We will encourage parents to apply for 30 hours the term before they wish to claim their place, if a parent becomes eligible part-way through the term, the parent can start claiming their additional hours the term following the date on which they received their code.

The local authority will complete an audit of eligibility codes at 6 fixed points throughout the year, both at half term and end of term. The Eligibility Checking Service (ECS) return codes that are still eligible and those which are not still eligible, as well as the grace period end date on all specified codes. The grace period enables parents to retain their child's place at Playdays for a short period if they become ineligible for 30 hours. The local authority will inform Playdays which children are in their grace period.

Charging Model

We reserve the right to charge parents for snacks and meals, consumables and optional activities as part of the free entitlement. Parents are not required to pay as a condition of taking up their child's free entitlement. Parents

30 Hour Funding Statement

have the option of reducing the cost by supplying their own meals and snacks and not opting in to additional chargeable activities.

All sessions that Playdays provides are eligible to be paid for with 30-hour funding.

Parents will receive an invoice one week in advance of the month it is due. Invoices clearly state the sessions the child is booked to attend, the cost per week, the amount of funding per week, and the residual cost the parent needs to pay where applicable.

Fees are payable as follows:

Breakfast Club - £4.00

Morning Session 9am to 12pm - £12.00

Lunch Club 12pm to 1pm - £4.00

Afternoon Session 12pm to 3pm - £12.00

Free mid-morning Snack

Parent to supply a packed lunch

Free late afternoon snack

When applicable, trips, outings and special visitors will be charged extra to the parent in addition of fees and funding received. This will be determined by the costs implicated from each trip/visit and parents will be given due notice of any one-off costs they need to pay.

Where it is practicable, Playdays will reimburse hours to a parent for a period where the child takes annual leave (and the child does not attend the setting) and/or where the childcare requirements fall on a bank holiday. However, where this is not possible Playdays will not have to remunerate the parent and they will not be financially penalised by the local authority. Parents must give due notice if they wish to take annual leave and alternative sessions will be offered where possible.

If Playdays is required to shut the preschool and the child has to attend alternative childcare and cannot access their free entitlement, Playdays is required to reimburse hours to the parent. This could include offering additional sessions to make up for the hours not used, or be monetary compensation. This is at the discretion of the committee.

Parents should consider limiting their child's absences from the preschool in order to fully utilise their child's free entitlement. There is an expectation that Playdays will reimburse any hours missed, however only when it is reasonable practicable to do so and we have the capacity to reallocate and/or reimburse the hours missed.

Deposits

Playdays will charge a refundable deposit to parents accessing the free entitlement for 2, 3 and 4 years' olds for the existing and extended entitlement. The deposit is equivalent to the fee's due from the beginning of term until headcount week (typically 5-6 weeks). The deposit can be paid in advance or weekly in lieu of fees.

Where parents pay a deposit, this will be refunded at the end of the headcount week, and confirmation that Playdays will receive funding for the child is guaranteed. Playdays recommend that the deposit is paid by cheque which will be stored securely at the preschool, and destroyed or returned to parents at the end of headcount week.

Playdays will take into consideration a reduced deposit to allow families in hardship or disadvantaged families to access childcare e.g. two-year-old funding.