Admissions and Funding Policy

We are thrilled to have you and your child as part of our community. The cost of living continues to be a challenge, and we recognise childcare costs can be a worry and impact on family budgeting. Understanding childcare funding isn't always easy but we are here to help you navigate your entitlements as much as possible.

Funded Early Education Entitlement (FEEE) is a national scheme which is administered by Bristol City Council. The scheme offers funded childcare hours with an OFSTED registered provider. A variety of funded hours are available depending on the child's age and the family's situation. We have chosen to 'stretch' the funding over 50 weeks of the year.

What is stretched funding?

We only receive government funding for 38 weeks of the year. Therefore, we deliver our funded hours as 'stretched' over the 50 weeks of the year that we are open.

- **15** hours of funding equates to **570** funded childcare hours per year and **11.4 hours** per week.
- **30** hours of funding equates to **1140** funded childcare hours per year and **22.8 hours** per week.

One benefit of this 'stretching' ensures that your child gets into a routine and enables them to benefit from everything on offer at our nursery on a more consistent basis. Another benefit is that your fees will stay the same throughout the year, making it easier to manage your finances.

- All parents of **3-4 year olds** are entitled to **11.4 Universal hours** (and up to **11.4 working parent hours** in addition, totaling 22.8 hours, if **eligible**) funded childcare for 50 weeks of the year.
- All **eligible** working parents of children aged **9 months up to 3 years** old can access up to **22.8 hours** funded childcare per week for 50 weeks of the year.
- You can find out your eligibility by visiting www.beststartinlife.gov.uk

Opening Days/Hours

- We are open Monday-Friday 08:00 to 18:00.
- We are also open between 7am-8am for breakfast club as a pre-bookable chargeable extra (Archfield House Nursery only).
- We are open 50 weeks of the year.
- We are closed for all Bank Holidays, and for two essential training days each year (funded hours will be rescheduled on request, if affected). In addition, we are also closed for the three days between Christmas and the New Year.
- We do not charge for Bank Holidays or Christmas closure. However, the two training days are chargeable on rotating days between Tues-Fri each year, (not applicable to funded only places).

Hannah Lewis-Hillman is our Finance Manager across both nurseries. She works hybrid between the Archfield finance office and home. Please email her in the first instance to answer any queries:
finance@archfieldhousenursery.co.uk

Admission Priorities

1. Siblings of existing children at either nursery.
2. Children who wish to attend at least 2 full days per week.
3. Priority given to employees of The University of Bristol (Woodland House Nursery only)

Refundable Deposits

We charge a refundable deposit of **£250** upon acceptance of a nursery place which is refunded when the child leaves the nursery.

Registration Fee

We charge a non-refundable registration fee of **£100** upon acceptance of a nursery place (*this is not applicable for funded only places).*

Under 2s from working families

Funded hours are available to eligible children from the term after their 9th month birthday.

Under 2s Birth Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9th month 'birthday'	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from…	Jan	Jan	Jan	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan

Parents must apply by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

We are able to offer up to 22.8 'stretched' funded hours per week for 50 weeks of the year.

2 year olds from working families

Funded hours are available to eligible children from the term after their 2nd birthday.

2nd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

We are able to offer up to 22.8 'stretched' funded hours per week for 50 weeks of the year.

3 and 4 year olds Universal 11.4 hours

11.4 Universal funded hours are available to **all** children who are 3 or 4 (as long as they are living in England). All children are entitled to this offer regardless of your income levels, benefit status or family circumstances. Funded hours are available to all children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We are able to offer up to 11.4 'stretched' universal funded hours per week for 50 weeks of the year.

3 and 4 year olds from working families 11.4 hours

Funded hours are available to eligible children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

We are able to offer up to 11.4 'stretched' funded hours per week for 50 weeks of the year.

N.B. Parents of 3-4 year olds can use both universal and working parent funded hours in combination which totals up to 22.8 hours per week.

Eligibility Codes (for working families)

- Once you have received your eligibility code from HMRC (via Childcare Choices), the code needs to be reconfirmed every 3 months.
- The eligibility code will remain the same after reconfirmation. It is the parent/carer responsibility to always keep their child's eligibility code valid.
- Verification checks will be made on Bristol City Council's Provider Portal, using the following data:
    a. Your 11-digit eligibility code
    b. Your National Insurance Number(s)
    c. Your child's date of birth
    d. Your written consent from your signed EYR01 Parental Declaration Form to verify eligibility.

Failure to submit your code by the relevant dates may result in your child's funding not being allocated for the following term.

You may initially be given a temporary code from HMRC which starts with '11...' which confirms your eligibility for funding. However, this code will not be re-confirmed and will be replaced with a permanent code which starts with '50…' once the reconfirmation window opens. As soon as you get your permanent code, please share this with us so we can update your account and ensure you receive all of the funded hours you are entitled to.

Grace Periods

If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their funded hours. Once the grace period has expired:

- Under 2s from working families will have to pay for all childcare provision privately.
- 2-year olds from working families will have to pay for all childcare provision privately.
- 3-4 year olds from working families will only be able to access their Universal funded hours and must pay for any additional childcare provision privately.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for extended funded hours.

Funding Loop

- This is a simple-to-use portal that allows parents to complete their funding documents online, making it quicker and easier to successfully access their funding entitlement.
- Parents of eligible children will be invited to create a Funding Loop account to receive their child's documents securely. We advise all parents to log into Funding Loop as soon as they receive their invitation to ensure that the necessary administration is carried out in an efficient and timely manner.
- Once your log in has been initially created, your details will be saved for each subsequent term when completed again.

Using more than one provider

Our preference is for parents to just use our provision to access funded hours for logistical reasons and for childcare continuity. If this is not possible, and where the other provider is also administered by Bristol City Council, it is the parent's responsibility to inform us how many hours to claim with each provider, to ensure they are not claiming more than their entitlement. We are unable to claim any funded hours if you are also using another provider outside of Bristol City Council.

Tax Free Childcare

Parents can apply for Tax Free Childcare (TFC) in addition to receiving the funding. You can check eligibility and apply for TFC via www.beststartinlife.gov.uk

Our TFC information is below:

Archfield House Nursery
TFC Reference number: 50001868969.
Nursery unique reference number (our OFSTED number): **EY400669**

Woodland House Nursery
TFC Reference number: 50001874454
Nursery unique reference number (our OFSTED number): **EY400553**

Famly

As part of our ***'Enhanced Archfield and Woodland Experience'*** package, we use an Early Years Platform called Famly. It is used by numerous early years settings to boost parent communications and support child development. You will be sent a log in request prior to your child's start date at the nursery.

Invoicing

We invoice monthly.

- All funded and privately paid hours will be shown clearly on your invoice.
- Invoices will be issued via Famly on or around 20th of each month for the following month's childcare.
- All payments must be made **promptly by the 1st of each month**.
- If your child does not attend for whatever reason, the charge is still payable. We are unable to swap sessions for logistical reasons.
- In line with government funding eligibility, all changes to nursery fee rates (based on your child's age) will be applied from the start of the term following your child's birthday.

Additional Services Charge (ASC)– *'The Enhanced Archfield and Woodland Experience'*

The Government provides an hourly funding rate that contributes towards the cost of your childcare. However, this funding does not fully cover the actual costs of delivering our high-quality and award-winning provision which goes beyond the basics at every level. Whilst the funded hours are shown as £0 on your invoice, we have included a non-mandatory Additional Services Charge as part of your all-inclusive ***'Enhanced Archfield and Woodland Experience'*** package. All children are automatically enrolled into this package upon registration which ensures that children have everything required for their care, comfort, and participation in all the exciting and enriching activities.

Sadly, the government provides significantly less funding for children aged 3-5 years. As a result, the ASC applied to each funded hour for this age group increases. However, at this stage of nursery life, children benefit from a wider range of trips, activities and enhanced provision. They also gain from the input of a qualified teacher.

The **Department for Education (DfE)** states;

"Government funding is intended to deliver high quality, flexible childcare. It is not intended to cover the costs of meals, consumables, additional hours or additional services."

If you would prefer to opt out of our ***'Enhanced Archfield and Woodland Experience'*** package, please let us know in writing and we can provide you with more information. Please note, if you opt out, you will still be eligible for the Government funded hours, but you will need to provide consumables and additional resources yourself as well as collect your child at mealtimes. Regrettably, this may also mean that at times, your child will not be able to participate in some trips and activities.

Please see below our non-mandatory additional services charges chart which is applied per funded day to cover our ***'Enhanced Archfield and Woodland Experience':***

	0-2 Years	2-3 Years	3-5 Years
Lunch & Snacks	£5	£7	£10
Consumables	£3	£4	£7
Trips & Activities	£1	£3	£12
Enhanced Provision	£1	£3	£8
Total per funded day:	£10	£17	£37

*Please note additional charges may apply for some trips or experiences not planned for as part of the **'Enhanced Archfield and Woodland Experience'**. (e.g. theatre trips)*

These charges above support our ***'Enhanced Archfield and Woodland Experience'*** package, which includes (but not limited to):

- Access to a dedicated **Outdoor Learning Ambassador** who enhances children's connection with nature – on and off site.
- Regular **local trips** to explore and engage with the surrounding community.
- Weekly **Forest School** and **Beach School** sessions, accessed by minibus/coach and train. (Priority given to children in their pre-school year)
- **Enrichment activities** including Active Kids, language specialists, Cookery club, musicians, artists, animal practitioners and Woodwork practitioners.
- **Lower adult-to-child ratios** than the statutory requirements.
- A highly qualified team, including **Early Years Qualified Teachers** and **graduates**.
- A programme of **meaningful parent events** and family engagement opportunities.
- **Freshly prepared, nutritious meals and snacks** made daily by our **qualified Early Years Chef**.
- Recognition at **Specialist level by the Early Years Nutrition Partnership**, highlighting our commitment to outstanding food and nutrition standards.

- Provision of everyday **essentials** including **nappies, wipes, creams, formula milk, suncream, puddlesuits, and sunhats**—all provided as part of our care.
- A commitment to fair employment by paying all staff the **Real Living Wage**.
- Ongoing investment in enriching experiences, resources, and opportunities that go **above and beyond the standard early years offer**.

These enhancements are integral to our ethos and reflect our unwavering commitment to excellence in early years education and care.

Payment of Paid Childcare

The regular hourly rate for all non-funded fees is as follows;

- **£10.25** per hour for all **0-2** years
- **£9.85** per hour for all **2-3** years
- **£9.35** per hour for all **3-5** years

Ad Hoc days

Extra days can be pre-booked to meet your childcare needs. These are subject to availability and charged at the ad hoc day rate of £105 for 0-2 years and £95 for 3–5-year-olds per day.

Sibling Discount

We offer a sibling discount of 5% deducted from the oldest child.

Notice Periods

Parents are asked to make a termly commitment if they are receiving government funding. This means that once parents sign the EYR01 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start of the following term (Sept, Jan, April).

All other notice periods are one calendar month as per our terms and conditions.

The General Data Protection Regulation (GDPR) Policy

As a data controller, we comply with the Data Protection Law. Data Protection Law

Appeals Process

If anybody has a complaint about any aspect of the delivery of the funded hours, please contact our Finance Manager, Hannah Lewis-Hillman in the first instance: finance@archfieldhousenursery.co.uk.

Alternatively, please contact Bristol City Council to discuss your questions and concerns: askcyps@bristol.gov.uk or call 0117 3574192