

Funded Hours Policy

Introduction

At Bourton-on-the-Water Day Nursery, we are pleased to offer government-funded early education places in line with current national guidelines. We aim to provide a flexible, high-quality service that supports both children's development and the individual needs of families.

Funded Entitlement

We offer all elements of funding from the term after a child turns **nine months old**, subject to eligibility. Funded hours can be **stretched across the year**, providing greater flexibility compared to term-time only arrangements.

It is the responsibility of parents and carers to:

- Regularly check that their eligibility codes remain valid
- Reconfirm codes as required
- Inform the nursery promptly of any changes to their eligibility

Our management team will always work with families to explore solutions should eligibility change, to support continuity of care wherever possible.

Session Structure

We operate a session-based structure to ensure consistency, routine, and high-quality experiences for all children. A full day consists of:

- Morning session
- Afternoon session

Families may access funded hours within these sessions, with up to **10 funded hours per day** (across both sessions), subject to eligibility and availability.

We understand that every family's needs are different and are happy to **split funded hours** where possible. Our team will work with parents on a case-by-case basis to help maximise the value of their entitlement.

Using Funded Hours

Funded hours are applied across our set sessions and may not always align exactly with individual hourly entitlements. Where funded hours fall within a session, they will be used accordingly.

Where a child attends beyond their funded hours within a session, a **small voluntary additional charge may apply** to cover the extra time. This allows children to enjoy a full and uninterrupted nursery experience within our daily routine.

Voluntary Charges

To support the delivery of high-quality provision, the following voluntary charges apply:

Food Charges (per funded session):

- £7.50 – Full day
- £4.30 – Morning session
- £3.25 – Afternoon session

These charges cover the preparation and provision of all meals, including catering for children with specific dietary needs. We work closely with families to ensure all dietary requirements are met. Due to the number of children with allergies, we kindly discourage packed lunches.

Optional Extras:

- Music session (Monday mornings): £1.00 per week (voluntary)
- Early start sessions: Available for a limited number of children (not covered by funding)

Flexibility and Parental Choice

We recognise that each family has different needs. Parents and carers may:

- Choose how many funded hours to claim (up to their full entitlement)
- Arrange sessions in a way that suits their schedule

There is **no obligation to use all funded hours**, and families may choose to access fewer hours if they wish.

If parents prefer not to access sessions that include any additional charges, they may opt out. We kindly ask that this request is made **in writing**, with a **notice period of one full term**, so that we can review and adjust attendance accordingly.

Deposits and Holding Fees

Children accessing fully funded sessions will **not be charged a holding fee**.

For children attending beyond funded hours, any holding fees paid will be **deducted from the first invoice**.

Working in Partnership

We value strong partnerships with parents and carers and are always happy to discuss individual circumstances. Our aim is to ensure that all families can access their funded entitlement in a way that is clear, fair, and supportive.