



# Round and Round the Gardens Childcare

*... the natural choice for your child.*

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ  
01932 355322

Company Director / Nursery Manager  
**Suzanne Dawe** BA (Hons) / EYPS  
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager  
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## Early Years Funding Three and Four Year olds + Two year olds (FEE, '30' HOURS & FEET) POLICY

Your child will become eligible for funding the term after their third (or second, if eligible) birthday:

Date of birth falling between	Will be eligible for six terms from
1 September and 31 December	Spring Term
1 January and 31 March	Summer Term
1 April and 31 August	Autumn Term

The maximum **universal funding** entitlement for three and four year olds is 11 hours a week for 51 weeks per year (stretched)

You can access the universal funding during 3 hours in the first session, 3 hours in the second session, 2.5 hours in the third session and 2.5 hours in the fourth session.

The hours are stretched equally over all 51 weeks e.g. rounded to 11 hours per week. As we are full daycare and open for 50 hours per week there will always be a fee applicable. Our fees are calculated by multiplying the weekly charge by 51 weeks and then it's divided by 12 to provide a regular monthly fee. This means that the funding is spread across all 51 weeks rather than just the 38 (term time) that the government specifies.

Your child can access their universal entitlement at up to two providers per day, but the total claim must not be more than 11 hours per week (stretched hours ONLY). You may choose to pay for all full fees here, if you are claiming the full funded entitlement at an alternative provider. However you will be expected to register as stretched, even if you are accessing a term time setting for additional hours.



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If your child attends a local authority provider e.g. mainstream nursery then all funded allowance will be claimed by them.

To claim for the funding you will be provided with two forms by us; one registration form and one declaration form. There will be a deadline set when all forms need to be returned and signed to enable us to claim on time. If these forms are not submitted in time, funding will not be available for an entire term.

The subsequent terms, following funding registration, will entail signing a new declaration form each subsequent term, throughout the school year.

On signing these forms Parents/Guardians are making a commitment that their child will take up their hours of funding they've asked for. You will not be able to take that funding elsewhere throughout that term. Therefore if you wish to give notice your leaving date should coincide with the end of the term e.g. in December, March and July. If you have no alternative but to give notice to leave mid-term, then you will not be able to use the remaining funding at an alternative nursery etc. as the full amount of funding will be claimed by us.

When a child reaches statutory school age at the beginning of the first term after their fifth birthday, they will no longer qualify for funding.

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To check your eligibility for **'30' hours** funding per week (38 weeks) and receive a valid code, visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

These 'extra' hours are applicable for the parents of 3&4 year olds, who both work only.



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## Who will be eligible to receive the extended entitlement?

The extra funded hours will be made available to families where both parents (or the sole parent in a lone parent family):

- are working and earn on average a weekly minimum amount equivalent to working 16 hours at either [National Minimum Wage \(NMW\)](#) or [National Living Wage \(NLW\)](#)
- have an income of less than £100,000 each per year
- live in England (parents who are non-EEA nationals must have recourse to public funds to qualify)

You may still be eligible to apply if you or your partner:

- are taking paid time off work, such as maternity leave, paternity leave or sick leave
- are temporarily away from England for a period of up to 6 months, such as on military duty

You can also apply if either you or your partner are employed or self-employed and one of you gets one or more of the following benefits:

- contribution-based Employment and Support Allowance
- Carer's Allowance
- Incapacity Benefit or long-term Incapacity Benefit
- Severe Disablement Allowance
- National Insurance credits because of incapacity or limited capability for work
- you've been assessed as having limited capability for work for Universal Credit purposes



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If you find yourself eligible for '30' hours and you are therefore provided with a code. We ask that you let us know and write this code number onto your registration and declaration forms for funding, so that this can be validated with Surrey and agreed that funding is from the date due.

We operate the extra hours in the exact same way that we do for the 'universal' hours whereby we allocate the 11 hours as follows:- 3 hours in the first session, 3 hours in the second session, 2.5 hours in the third session and 2.5 hours in the 4<sup>th</sup> session.

You can use the extra hours split across a maximum of two providers per day to a maximum of 11 hours per week.

Please note that we will only accept the extra 11 hours if you are claiming your universal 11 hours with us.

If you are found to have dropped out of eligibility for the extra hours, we will expect full payment for these sessions or two months' notice to remove these applicable sessions from your booking.

We can confirm that we do not operate an hourly rate. Our session prices are carefully calculated to ensure that our business remains viable and can continue to offer the quality service that we provide, therefore when the funding is applied, we do still need to maintain the session price. We do not receive any more for the session than our full charge e.g. funding for funded hours + parent charge for unfunded hours = our full session price.

It is unfortunate that the hourly rate we receive from the government for the funded hours is a lot less than we can make work financially, therefore the charge made for each session has to make up that shortfall e.g. for the full day's 6 hours funded session, parents pay £30.94 for the unfunded hours (4 hours).



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To check your eligibility for **FEET** please visit Surrey County Council website:-

<http://www.surreycc.gov.uk/people-and-community/family-information-service/family-finances/free-early-education-for-two-year-olds-feet-information-for-parents>

## Qualifying criteria

To be eligible to apply for FEET your family must meet either the automatically funded, financial or other criteria shown below.

Families who meet the automatically funded and financial criteria can apply themselves but families who are applying under other criteria will need to be referred to the FEET team.

If your child does not meet any of these they may still be eligible for funding if a professional involved with your family considers them to have a significant need.

## Automatically funded criteria

If a child is in one of the groups listed below they will automatically be eligible to claim FEET.

- [Child looked after by Surrey County Council](#)
- Child who has left care through either a special guardianship order, a child arrangements order or adoption order
- Child with a current statement of special educational needs (SEN) or an education, health and care plan

Please note: These are the only groups that can now claim FEET as 'Other criteria' was withdrawn on 31 December 2014.

R&RG Childcare Ltd trading as Round and Round the Gardens Childcare:  
Registered in England number – 07609295  
Registered Office – Jack Temple Building, Pyrford Road, Pyrford, Woking, Surrey GU22 8UQ



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## Financial criteria

If your family receives one of the following benefits then your child may be eligible to claim FEET:

- [Income Support](#)
- [Income based Jobseeker's Allowance \(JSA\)](#)
- [Income related Employment and Support Allowance \(ESA\)](#)
- Support through Part 6 of the Immigration and Asylum Act 1999
- [The Guaranteed element of State Pension Credit](#)
- [Child Tax Credit](#) and have a gross annual income up to £16,190
- [Working Tax Credit](#) and have a gross annual income up to £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Child in receipt of [Disability Living Allowance \(DLA\)](#)

Receiving FEET will not affect your benefits unless you are using the [Childcare Element of Working Tax Credit](#). This may be affected if your childcare costs are reduced once you start receiving FEET as you cannot claim it for the free hours. If this is the case you will need to let [HMRC](#) know as soon as possible as they may need to adjust their payments to you



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Round and Round the Gardens Childcare provide a maximum of 8 hours of FEET (free) during our afternoon sessions (1pm to 5pm) ONLY; across all 51 weeks. Any additional regular sessions will be chargeable at our normal sessional rates.

We are unable to provide the full 11 hours of FEET due to logistics of our session times, as FEET cannot be applied to part sessions.

FEET can be accessed across two providers, however these hours must be 'stretched' (NOT at term time settings).

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Funding scenarios for information:-

## Universal 11 hours

Monday 8am to 6pm 6 hours applied

Wednesday 8am to 6pm 5 hours applied

Thursday 9am to 1pm

= weekly full cost £146 x 51 weeks / 12 months

= monthly full cost £620.50

= regular monthly 'funded' cost £409.66

## Universal 11 hours & Extra 3 hours

Monday 8am to 6pm 6 hours applied

Wednesday 8am to 6pm 5 hours applied

Thursday 9am to 1pm 3 hours applied

months

= weekly full cost £146 x 51 weeks / 12

= monthly full cost £620.50

= regular monthly 'funded' cost £352.15



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## Universal 11 hours & Extra 11 hours

Monday 8am to 6pm 6 hours applied  
Wednesday 8am to 6pm 5 hours applied  
Thursday 8am to 6pm 6 hours applied  
Friday 8am to 6pm 5 hours applied

= weekly full cost £232 x 51 weeks / 12  
= monthly full cost £986.00

= regular monthly 'funded' cost £564.31

## FEET 8 hours

Monday 1pm to 5pm FREE  
Tuesday 1pm to 5pm FREE  
Wednesday 1pm to 5pm

= weekly full cost £90.00 x 51 weeks/12  
= monthly full cost £382.50

= regular monthly 'funded' cost £127.50

All of our funding information is provided at time of registration within our Admission Policy that is enclosed with your welcome to the waiting list letter, which meets our open and honest approach to what we offer throughout your time at Round and Round the Gardens Childcare.

Dated: October 2017  
Review: October 2018