



### **Free Early Education**

At Enchanted Day Nursery, we offer places for two, three and four-year free early education. We offer the free hour's eligible, based on sessions we provide at the setting. The hours we offer the free funding over falls between 07:00 to 18:00. We will not offer places to families until the child's eligibility has been checked and we have received confirmation. This will be done by:

- Checking the child's age through their birth certificate or passport
- Requesting the reference eligibility code from the parent/carer
- Completion of a parent declaration form

### **Two-year free early education**

The government offers 15 hours free early education, for eligible families, either term time only or on a stretched basis.

Enchanted Day Nursery accepts this funding both ways.

Term time only you can access 15 hours per week or you can access 11 hours per week stretched across 52 weeks of the year.

Enchanted Day Nursery endeavours to be as flexible as possible, whilst ensuring we meet the necessary staffing arrangements and statutory funding requirements.

An **example** of 11 hours spread out throughout the week

Two x half day sessions @ 5.5hours from 08:00-13:30 or 12:30 – 18:00

One x full day @ 10 hours from 08:00 – 18:00

NB: No funded session can be longer than 10 hours in one day

### **Three/four-year free early education**

Every child is eligible to 15 hours free early education in the term after their third birthday. This eligibility remains until they start full time school, by the term after their fifth birthday. This funding is universal and open to all children.

Enchanted Day Nursery operates the same procedure as above for this funding so it can be accessed either term time only at 15 hours per week or stretched across 52 weeks per year at 11 hours per week.

### **Three/four year 30 hours free childcare**

Some three to four-year olds are eligible for a total of 30 hours free childcare. This is an additional 15 hours on top of the universal entitlement for three/four-year olds.

Parents can check their eligibility for this entitlement by the HMRC online eligibility checker which can be found on - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Enchanted Day Nursery accepts these hours term time only at 30 hours per week or stretched across the year totalling 22 hours per week.

*An example of 22 hours spread out throughout the week:*

*Two x full day sessions @ 10 hours from 08:00 – 18:00*

*Four x half day sessions @ 5.5 hours from 08:00 – 13:30 or 12:30 – 18:00*

*NB: No funded session can be longer than 10 hours in one day*

#### **Note:**

- Due to the statutory guidelines, we cannot offer funded sessions longer than 10 hours. Therefore, if parents wish to use their free early education in a full session they can only claim for these hours.
- These guidelines are subject to change. Enchanted Day Nursery reserves the right to amend and make changes to the way we accept free early education, with written confirmation given to families the term before new funding starts.
- Free early education sessions do not include added extras e.g. meals/nappies. Families are given the option to provide their own or pay a fee for the nursery to supply these.
- Families requiring more hours are able to add these on to their free early education funding, at the nursery rate.
- Upon leaving the setting – if a family decide not to attend the 4 week notice period and would like to transfer their free hours on to a new setting, then the sessions within the 4 weeks will be chargeable at the current rate.