



# GUIDE TO FUNDING

## FUNDING

We understand the options for funded childcare can seem complicated, and we want to help make things as simple as possible and support our families at every step of the way. Our team have a wealth of knowledge about funding and will try to answer any questions you have.

## ELIGIBILITY

Working Family Funding is available from the term after your child turns 9 months. Eligible families can receive up to 30 hours of funded childcare for children 9 months plus.

Universal Funding is available for all children from the term after your child's 3rd birthday up to 15 hours. Children 3 years plus may receive up to 30 hours funded childcare dependent on eligibility.

Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information and to understand more about the eligibility criteria.

## STRETCHED FUNDING

The standard 15 or 30 hours funding is usually spread over 38 weeks of the year. We stretch our funding to apply up to 11 or 22 hours funding over 51 weeks of the year. This means it is applied more consistently over the course of the year. All of our nurseries operate for 51 weeks of the year, but may offer stretched funding. Please contact us if this is of interest to you.

## APPLYING FOR FUNDING

To apply funding to your invoices, we need you to complete and sign a Parent Declaration Form. This will be submitted to the relevant Local Authority by us on your behalf. This will be emailed to you by your nursery manager. If you think your child may be eligible for funding, please speak to your nursery manager and they will be able to advise on how to proceed.



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## FUNDED SESSIONS

We offer morning, afternoon, and full day sessions. The timing of these sessions may differ per nursery.

Funded only sessions are subject to availability.

We charge an optional consumable charge, to cover the cost of food, nappies, sun cream, and others (please see below list).

Please speak to your nursery manager regarding funded session availability.

## CONSUMABLES CHARGE

Our consumables charges are as follows:

- Full day - £12.00
- Half day - £8.50

The consumables charge includes:

- Nappies
- Wipes
- Sun cream
- Nappy cream
- Meals and snacks
- Extra-curricular activities
- Trips
- Clubs

For families not wishing to pay the consumables charge, but wish to use a restricted number of services, the separate charges for each service are laid out below:

Service	Fee
Breakfast	£2.50
Hot lunch and dessert	£5.50
Tea	£3.50
Snacks	£1.50
Nappies and cream	£5.00

Beach School/Forest School/Heartbeeps/Sports/Yoga/Baby Massage/Language Lessons/Cooking Club/Gardening Club/Community Outings - £9.50.

If you do not wish to use nursery nappies/meals you do not have to do so. We will provide a sandwich and fruit alternative to lunch, and you are able to send your own nappies/wipes. We do not allow packed lunches in our nurseries due to allergies. If you do not wish to have nursery breakfast or tea, we ask that you give your child either meal before or after nursery.



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## ADDITIONAL SESSIONS ALONGSIDE FUNDED HOURS

If you wish to add additional sessions alongside your funded sessions, we charge either a full day fee, a morning session fee, or an afternoon session fee. These vary by nursery, and your nursery manager can provide you with a fee sheet. Alternatively, you can email [enquiries@isteplearning.co.uk](mailto:enquiries@isteplearning.co.uk).

### 15 hour funding (stretched over 51 weeks)

15 hours funding stretched over 51 weeks is **11 hours per week**.

1st day: Funded session, £12 consumable charge

2nd Day: 1 hour funded. Cost = Full day fee / 10 (hours per full day session). *This calculation gives the hourly rate for that session.*

The hourly rate is then multiplied by the 9 (the remaining hours in that session) to give the overall charge for that day.

Any further days are charged at the usual rate on the fee sheet.

For example, if the nursery full day fee is £60, we divide 60 by 10 (6), then multiply 6 by 9 (hours not funded), which equals 54. The charge for that day would be £54.

We invoice annually, so if your child attends nursery 2 days per week, for 51 weeks of the year, we would calculate the annual cost, then divide that into 12 equal monthly payments.

Using the above example, this would be calculated in the following way:

$54 \times 51 = 2754$ . The total annual charge would be £2754.

$2754 / 12 = 229.5$ . The total monthly invoice would be £229.50.

### 30 hour funding (stretched over 51 week)

30 hours funding stretched over 51 weeks is **22 hours per week**.

1st day: Funded session, £10 consumable charge.

2nd day: Funded session, £10 consumable charge.

3rd day: 2 hours funded. Cost = Full day fee / 10 (hours per full day session). *This calculation gives the hourly rate for that session.*

The hourly rate is then multiplied by 8 (the remaining hours in that session), to give the overall charge for that day.

Any further days are charged at the usual rate on the fee sheet.

While the consumables charge is optional and you're welcome to opt out, we've included it in the calculations shown here so you can see the maximum possible amount you might pay. This way, there are no surprises—and you can feel confident knowing exactly what to expect. If you decide not to use the consumables package, your final fee will be adjusted accordingly.



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For example, if the nursery full day fee is £60, we would divide 60 by 10 (6), then multiply 6 by 8 (hours not funded), which equals 48. The charge for that day would be £48.

We invoice annually, so if your child attends nursery 3 days per week, for 51 weeks of the year, we would calculate the annual cost, then divide that into 12 equal monthly payments.

Using the above example, this would be calculated in the following way:

$48 \times 51 = 2448$ . The total annual charge would be £2448..

$2448 / 12 = 204$ . The total monthly invoice would be £204.

## NOTICE PERIOD

A notice period of one calendar month is required if you wish to stop accessing your funded place at nursery.

Non-funded sessions require a full calendar month notice *from the 1st of the month*. If you give notice mid-month, the notice period would start from the 1st of the next month.