

Fee & Funding Terms & Conditions (BUCKS)

For more information about how we offer funded sessions at Hungry Caterpillars please see our full pack. We aim to offer funded places to all eligible children, however terms and conditions apply. We do not offer term time funded places.

A registration fee and deposit is required in order to secure a fee and funded place at the nursery

Registration Fee (non-refundable)	£50	Deposit (part time place)	£300	Deposit (full time place)	£400
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Universal Funding Entitlement UE: (570 funded hours per annum)

All children are eligible for Universal Funding Entitlement, which starts the term after their 3rd birthday.

1. Funding is stretched over 51 weeks per year (11.11 hours per week).
2. Two full days per week is the minimum attendance required in order to access UE funding (20 hours per week).
3. Additional sessions are available at our standard fee rate (see fee schedule)
4. The additional hours on top of funding are chargeable. (see fee schedule)
5. There is a consumable charge which is applied to the funded hours in order to make them fully inclusive of everything the nursery offers (see fee schedule)

Working Family Funding (WFF) / 570 to 1140 funded hours per annum

WFF funding is for working parents and therefore eligibility criteria applies. To check if you are eligible visit: <https://www.childcarechoices.gov.uk/>

1. Funding is stretched over 51 week. (570 hours = 11.11 hours per week / 1140 hours = 22.22 hours per week)
2. 570 hours funding per annum is offered over a minimum of 2 full days per week (see fee schedule)
3. 1140 hours funding per annum is offered over a minimum of 3 full day per week (see fee schedule)
4. Additional sessions are available at our standard fee rate (see fee schedule)
5. The additional hours on top of funding are chargeable (see fee schedule)
6. There is a consumable charge which is applied to the funded hours in order to make them fully inclusive of everything the nursery offers (see fee schedule)
7. Parents must provide the nursery with a valid **eligibility code** by the end of the month prior to the start of the new term. Summer term (31st March), Autumn Term (31st August), Spring Term (31st December). HMRC rules state that codes obtained after this date will not be valid for that term.
8. Parents are responsible for ensuring their code remains valid in order for the nursery to claim funding for their sessions.
9. Parents remain fully responsible for full fees if they fail to renew their eligibility code or fall out of eligibility. Fees will apply as per our standard fee.
10. Parents are responsible for notifying the nursery immediately if they are no longer eligible.

Forms and Documentation Required

Parents are required to complete a number of forms in order to allow the nursery to administrate the funding for them and claim from the local authority. They include:

1. Nursery parent funding agreement

2. Local authority funding declaration form
3. 15 (570 hrs) /30 (1140 hrs) extended offer eligibility check consent form

Consumable Charge for Universal & Working Family Funding with Fees

The Department for Education's (DfE) Operational Guidance for the delivery of the UE & WFF Funding Entitlement states:

"Government funding is intended to deliver 15 to 30 hours a week of funded, high quality flexible childcare. It is not intended to cover the cost of meals, other consumables, additional hours or additional activities".

We therefore charge a consumable fee for all fee and funded places, which enables the nursery to provide a fully inclusive service and provide you with the highest quality childcare. The consumable charge also supports the nursery in the shortfall in the funding rate paid by the local authority and delivery cost to the nursery.

1. Funded hours are subject to a consumables charge which includes but is not limited to: *Meals & snacks, arts and craft, sun cream, cooking ingredients, local visits and trips, additional activities*
2. The consumable charge on fee and funded attendance is based on 51 weeks divided into 12 equal calendar monthly payments (see fee schedule)
3. The consumable charge is applied to the funded hours your child attends only, at an hourly rate

Monthly Invoicing

Your monthly invoice is designed to clearly display your sessions and charges, therefore it will show your:

1. Funded entitlement as zero charge.
2. Show charges for unfunded sessions / ad hoc extras separately.
3. Show the consumable charge separately

Two-Year-Old Funding (2YO) / 570 hours per annum

Some children at 2 years of age, whose parents meet certain criteria, may be eligible for 15 hours funding which is equal to 570 hour per annum. This starts from the term after their 2nd birthday. To access funding an eligibility letter must be provided as proof of eligibility. This is issued by the local authority.

Please see our Standalone Funding Offer (fee schedule) for more information

The nursery reserves the right to review and update these terms and conditions subject to local authority guidelines and policy changes / nursery changes. All terms and conditions are agreed and signed for during the electronic registration. This document works in conjunction with our:

- Standard terms and conditions
- Standard nursery fees & fees with funding pack

Childs Name:	Childs DOB:	Parents Name & Signature:
Managers Name:	Managers Signature:	Date of Agreement: