

Policy Statement

At Sawston Nursery, we are committed to offering high-quality, affordable early years education and care. We are pleased to accept government-funded childcare hours for eligible children as part of the Early Education Entitlement (EEE). This policy outlines how funded hours can be accessed within our setting.

Funding Entitlement Overview

Government-funded childcare is available to eligible families and can include 15 or 30 hours per week depending on eligibility. At Sawston Nursery, we offer a **stretched funding** model across the full calendar year (51 weeks), rather than term-time only. This allows families to access their funded hours evenly throughout the year.

This means:

- **15 hours term-time only (38 weeks)** equates to approximately **11.4 hours per week stretched**.
 - **30 hours term-time only (38 weeks)** equates to approximately **22 hours per week stretched**.
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Accessing Funded Hours at Sawston Nursery

Families may access their child's funded hours in the following ways:

Option 1: Fully Funded-Afternoon Sessions Only

- Funded sessions are available from **1.30pm to 5.30pm**.
- Parents can use **4 hours of funding** per afternoon session.
- A **packed tea** must be provided by the parent, or a **nursery meal can be purchased at £3.50 per session**.
- Meal payments must be made **monthly in advance**.

Option 2: Full Day Sessions

- Full-day attendance is from **8.00am to 6.00pm**.
- Parents may claim **up to 4 hours of funded entitlement per full day**, up to the maximum of their stretched weekly allocation.
- The remaining hours are chargeable at the standard session rate.
- Meals and snacks are included in the full-day fee.

Additional Notes

- Funded hours **do not cover meals, snacks, or additional services** (such as extracurricular activities or consumables).
- Parents will be asked to **complete a funding declaration form** each term and provide a valid **30-hour code** (if applicable).
- Funded hours sessions are **subject to availability** and must be booked in advance.
- Fully Funded hours are allocated on a termly basis and will be reviewed each term, to ensure all families are able to benefit from these sessions.
- Changes to funded attendance must be requested in writing and are subject to agreement and notice periods.

Payment Terms

- Charges for meals (if applicable), non-funded hours, and additional services are **invoiced termly in advance**.
- Fees for non-funded hours are outlined in our **Fee Schedule** and must be paid as per our contracts.

Contact & Support

If you have questions about your child's funding entitlement or need assistance in applying, please speak to the nursery manager or administrator, who will be happy to help.

This policy was adopted on	Signed on behalf of the nursery	Date for review
July 2025	T. Spencer	July 2026