

Childcare Places Policy

Culverdene Nursery Ltd operates 51 weeks per year from 7:30 to 6:00. We offer up to 52 places per day. We are aiming to extend our offer and where possible offer a wider range of sessions to support your family's needs. All the details are outlined below.

What is Early Years Funded Entitlement?

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement a week (up to a maximum of 570 hours annually)
- Eligible working parents can apply for Early Years Funding Entitlement for Working Families providing access to:
 - Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
 - From September 2025, children aged 9 months and above can access up to 30 hours per week (or a maximum of 1140 hours annually).
- Some 2 year olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

See the tables below for information on when children become age eligible for the various entitlements:

A child born between:	Will be of eligible age for the 9 month old EYFE* from the start of term beginning in:
1 April and 30 June	September after turning 9 months old
1 July and 30 November	January after turning 9 months old
1 December and 31 March	April after turning 9 months old

A child born on or between:	Will become eligible for 2 year old EYFE for Working Families* or 2 year old LA Issued EYFE** from the start of term beginning in:	Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds* from the start of term beginning in:
1 January and 31 March	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of application at childcarechoices.gov.uk

**Subject to approval by their Local Authority.

Places and waitlist

A waitlist will be kept of any children who would like a place, with priority of places offered in the following order:

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Parent Declaration form.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality's legislation.

Culverdene Nursery Ltd provides Early Years Funded Entitlement hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- Extended EYFE for 3 and 4 year olds under the Working Families Entitlement
- LA Issued EYFE for 2 year olds
- EYFE for 2 year olds under the Working Families Entitlement
- EYFE for 9 months and older under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium, Deprivation Funding and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

Pattern of delivery offered

Fee paying sessions: Nursery requires a minimum of one full day or two half days to support continuity of care for your child. These are examples and further sessions are available if staff to child ratio allow.	
Half session 7:30-12:30 or 1:00-6:00	Full session 7:30-6:00
£45.00	£70.00

Additional hours can be used at £8.50 per hour.

Nursery fee paying sessions can be used alongside the Early Years Funded Entitlement. Each family will be able to use a plan outlined below and if required add additional fee paying sessions. Fee paying sessions are separate to your Early Years Funding Entitlement- there are no charges for your Early Years Funding Entitlement.

Culverdene Nursery Ltd offers EYFE for up to 51 weeks per year.

At Culverdene Nursery Ltd, we offer Early Years Funded Entitlement (EYFE) for 38, 47, 48, 49, 50 or 51 weeks per year. Children accessing over 38 weeks will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week.

Children eligible for up to 15 hours per week can access up to 570 hours per year, and children eligible for up to 30 hours per week can access up to 1140 hours per year. See the table below for details on the number of hours you can claim per week at Culverdene Nursery Ltd.

Accessing Early Years Funded Entitlement at Culverdene Nursery Ltd

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form before they begin accessing their EYFE sessions at Culverdene Nursery Ltd. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for Culverdene Nursery Ltd to claim EYFE funding from Newcastle City Council for them.

Note there are no conditions to accessing EYFE places at Culverdene Nursery Ltd including:

- No requirement to access a minimum number of hours or sessions.
- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as consumables or pay towards trips and outings.
- No administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at Culverdene Nursery Ltd. Children may access EYFE sessions at a maximum of two different sites per day. Please inform us if this is your intention, to allow us to adjust our headcount claim and to also work with the other provider to support your child's learning and development.

Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend Culverdene Nursery Ltd for all their required hours unless planned holidays and illness which must be excluded. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, Culverdene Nursery Ltd requires four weeks written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider

within Newcastle upon Tyne after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Culverdene Nursery Ltd is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Culverdene Nursery Ltd will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

Upon registering your child with Culverdene Nursery Ltd, we ask for a Registration/Administration fee of £40.00. Note that children accessing only EYFE are exempt from this charge.

Additional Services

- Food services, such as breakfast, lunch, and snacks.

Due to a strict food adherence, we are unable to accommodate pack lunches. This relates to our storage facilities, the high number of allergies of children attending our session and food intolerance and the special diets which our children follow.

- Additional Hours

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our fee policy.

Charges for additional hours and services

Item	Charge
Additional hours	£8.50
Meal option 1: Full day breakfast, snack, lunch, snack and light tea *This	£8.50 per day

is contribution only and is not mandatory	
Meal option 2: Breakfast, snack and lunch *This is contribution only and is not mandatory	£6.00 per day
Meal option 3: 2 Snacks and lunch *This is contribution only and is not mandatory	£4.50
Meal option 4: 1 snack and 1 light tea *This is contribution only and is not mandatory	£3.50
Early drop-off	£8.50 per hour a maximum of 2 hours extra to the session
Late collection	£20.00 for every 15 minutes If your child is not collected at the designated time there is a strict late fee charge due to the requirement of staff to remain with your child

Support for children with Special Educational Needs and Disabilities (SEND)

Culverdene Nursery Ltd is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, Culverdene Nursery Ltd will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or

Culverdene Nursery Ltd identify. This will be in line with our Special Educational Needs and Disability Policy and our Early Intervention Ethos.

Inclusion Funding

The inclusion fund is available to support all funded two-, three- and four-year-olds who may need additional resources (including a higher staff ratio or equipment)

Your early years, childcare provider or school applies for this funding usually once the child has started so they can assess your child's needs. If you think additional support is needed before your child can attend you can discuss this with your provider or with other professionals who are involved with your child.

Local Offer

You can find information about our Local Offer
www.newcastle.gov.uk/localoffer

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For Culverdene Nursery Ltd to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Culverdene Nursery Ltd will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from Newcastle City Council for best use.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For Culverdene Nursery Ltd to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like Culverdene Nursery Ltd to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, Culverdene Nursery Ltd will assess the needs of the child, consult with parents, and seek support from Newcastle City Council where required.

For further information please speak to a member of the management team

