



# FUNDING & FINANCE GUIDE



## EDWARD BEARS PRIVATE DAYCARE

### **Working Family Entitlement 15 Hours Funding**

9 months – 4 years

### **Extended 30 Hours Funding**

3 & 4 year olds

### **Universal 15 Hours Funding**

3 & 4 year olds

[info@edwardbears.com](mailto:info@edwardbears.com)

[www.edwardbears.com](http://www.edwardbears.com)



## How do I check my entitlement and apply for the 9 months–3 years working parents 15 hours entitlement & 3-4 year extended 30 hours entitlement?

You can apply online here at [Apply for free childcare if you're working - GOV.UK](#). You'll need to make sure you have the following information to hand before starting the application: your National Insurance number (or unique taxpayer reference if you are self-employed), the date you started or are due to start work, details of any government support or benefits you receive, and the UK birth certificate reference number (if you have one) for your child. Once codes have been applied for, **YOU** will be required to re-verify your code prior to funding, **every three months**.



You will be able to take up your free hours from the term after you meet all the eligibility criteria for the entitlement you are applying for.

These terms begin on 01 January, 01 May and 01 September. If you do not apply by the deadline, you will not be able to take up your entitlements during that term.





## **Childcare Choices**

You can also find more information regarding the different funding schemes and your eligibility on the Childcare Choices website;



**[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**

## **Universal 15 hours for all 3 & 4 year olds**

All 3 and 4 year olds, who live in England are entitled to this offer, irrespective of your income levels, benefit status, or family circumstances.

## **What can I receive in the universal entitlement?**

All children aged 3 years to starting school in England can receive 570 free hours per year through this entitlement.

## **When do I need to apply for my child's code?**

We recommend applying for your code as soon as possible. You must apply before the end of the current term in order to be eligible for funding in the next term.



## **When can I use the funded entitlements from?**

You can start using your entitlements the term after your child turns the relevant age to use it. The relevant age for the working parent entitlement is 9 months old. For the extended 30 hours entitlement, your child will need to be 3 years old. From September 2025 all children eligible for the working parent funding will be entitled to 30 hours.

**When your child turns the relevant age**



**When they receive their funded hours**

01 September - 31 December



Spring Term starting from 01 January

01 January - 31 March



Summer Term starting from 01 May

01 April - 31 August



Autumn Term starting from 01 September

***\*Please note we are in receipt of your Summer Term funded hours from 01 April to 21 July; however they are apportioned across 01 May to 31 August. Please see information about stretched funding for full details.***

## **When will I find out if I am eligible?**



On receiving your initial code we will check your eligibility with the Local Authority. We will inform you if your code is not valid for your part-funded placement.



**info@edwardbears.com**

**www.edwardbears.com**



## **What do the funded (FE) hours cover?**

The Government funding delivers 15 or 30 hours of subsidised, high-quality childcare; however, it does not cover additional hours or extra costs, such as meals and refreshments and consumables. The FE hours are accounted for on a weekly basis, over a 50-week period (annualised) and divided into 12 equal months of allocation. You will receive your monthly invoice showing the allocation of funded hours, plus charges for additional services and any additional hours. Fees are due termly with 4-equal monthly instalments invoiced for budgeting purposes.

Nursery absences do not change this calculation or entitlement, such as sick or holiday absence, as the nursery is staffed to cover the children's year-round attendance. You cannot save funded hours. There is no requirement for a minimum amount of funded hours you can use per day, but the maximum is 10 hours.

The "nursery terms" comprise of 4 months each;  
January-April, May-August and September-December.

Once you start a term, it is charged in full, including the Summer Term before your child starts school. Not only are we unable to fill your child's space once a term has commenced, but there are also claiming dates and conditions for us to adhere to in accordance with the Government Portal and claiming procedures.



## What will I be charged additionally for?

The Government funding covers a limited number of hours. This does not include other costs that enable us to offer all the wonderful, enhanced activities and meals that the Bear's children love. The **eligible funded hours** of attendance are **FREE**. Consumables are required in addition to free childcare hours, to enable nurseries to offer enhanced, quality education, such as but not limited to, Forest School sessions, P.E sessions, gardening sessions, visits outside of the nursery, access to animals and upgraded resources. However to ensure fairness and inclusivity for all children, regardless of their families, financial circumstances, these are included at Edward Bears at no extra cost; therefore Consumables are not a mandatory charge to access your free hours; Optional charges cover our Meals Service: all snacks, meals & refreshments and any additional hours of attendance required.

### Stretched Funding

For families to receive regular, projected, and consistent billing we stretch the funded hours over a 50-week period. As these hours are stretched, we do not receive 15 or 30 hours per week for the extended 50 weeks, as this would go over the maximum annual allowance.

**570 hours** (11.4 hours per week over 50 weeks)

**1,140 hours** (22.8 hours per week over 50 weeks).

Please see the spreadsheet for hours claimed per week, when stretched from 38 weeks to 50 weeks. The Funding Spreadsheet has been calculated to include consumables and any additional hours required.

This is also your breakdown of what your invoice charges.

Please remember that the nursery term dates are not the same as school terms.







**Deadline dates for your  
Nursery to receive your funding code...**

All codes are required to be sent to us via email @  
**(info@edwardbears.com)** by the deadlines outlined below - please do  
not use the Famly App for finances or booking queries.

***Please note: failure to submit your code by this date may result in  
your child's funding not being allocated for the next term.***

**Term Funded  
entitlement starts**



**Deadline to submit code  
via email**

**Autumn Term**

01 September - 31 December



**31 July**

**Spring Term**

01 January - 31 April



**30 November**

**Summer Term**

01 May - 31 August



**14 March**





### **How often do I need to log into my childcare account?**

You need to log into your childcare account **every 3 months** to reconfirm that your details are up to date and that you remain eligible for the childcare entitlements for working parents and/or Tax-Free Childcare.



### **Will I be reminded to reconfirm my details?**

Yes, you will receive a reminder when your reconfirmation window opens a week before your reconfirmation deadline, and again on your reconfirmation deadline. This message will come from the HMRC. Please remember to make sure that your details are up to date.

**PLEASE NOTE, it is not the Nursery's responsibility to send reminders.**

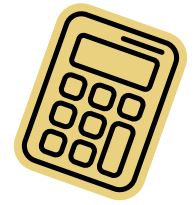
### **How do I log into my childcare account to reconfirm?**

You need to log into your childcare account using your Government Gateway ID to reconfirm. The dates between which you should reconfirm will be displayed when you log in.





# Nursery Funding Spreadsheet



15 Hours Stretched (11.4 over 50 weeks)	2 days	3 days	4 days	5 days
<b>Additional hours required per week</b>	8.6	18.6	28.6	38.6
<b>Cost of additional hours Per Term</b>	£1,066.40	£2,306.40	£3,546.40	£4,786.40
<b>Meals Service charge Per Term</b>	£413.60	£413.60	£413.60	£413.60
<b>Termly costs</b>	£1,480.00	£2,720.00	£3,960.00	£5,200.00
<b>4-monthly instalments</b>	£370.00	£680.00	£990.00	£1,300.00
30 Hours stretched (22.8 over 50 weeks)	2 days	3 days	4 days	5 days
<b>Additional hours required per week</b>	0	7.2	17.2	27.2
<b>Cost of additional hours Per Term</b>	£0	£892.80	£2132.80	£3,372.80
<b>Meals Service charge Per Term</b>	£720.00	£827.20	£827.20	£827.20
<b>Termly costs</b>	£720.00	£1,720.00	£2,960.00	£4,200.00
<b>4-monthly instalments</b>	£180.00	£430.00	£740.00	£1,050.00





## Key Points for acceptance of the funding

Funded hours cover '**childcare only.**' A separate fee is charged to our Meals Service and any additional hours required.

Funded hours are stretched over 50 "nursery weeks," **not** 38 "school weeks."

Funding is calculated termly and therefore a **terms' notice** is required.

Only 570 hours or 1,140 hours maximum can be claimed per year, based on 15 and 30 hours.





The full, four month term is charged, **regardless** of attendance.

A code is **required** for all 9 month-2 year olds on 15 hours and all 3-4 year olds on 30 hours. You must provide us with your funding code and National Insurance number.

**We will not chase you** for this information.

HMRC will remind you to renew your code every three months. If you miss your renewal, you will **lose your eligibility** status going forward.

Codes are required **at least 6 weeks prior** to the new Term for validation and invoicing processes.





Funding eligibility commences from the “**Term after**” your child turns 9 months, 2 or 3 years old.

The nursery Summer Term runs from **01 May - 31 August** and your funded hours for the school Summer Term **April – July** are claimed and apportioned across our “nursery term” to ensure even and consistent billing.

There are **no minimum free hour** requirements to be used per day, but the **maximum is 10 hours**.

Consumables are not a mandatory charge to access your free hours at Bears, so we include these for free. The Meals Service and any additional hours are a chargeable, optional service.

