

In order to claim funding parents/carers must read and understand the following policy and complete our Early Education Funding Agreement, along with the Local Authority Funding Agreement which will be emailed to you before the start of each term via funding loop.

Who is eligible?

Category	9-23 months	2 – 3 years	3+
All parents			15 hours
Working parents*	30 hours	30 hours	30 hours
Families receiving some additional support*		15 hours	

*Eligibility depends on your child's age, birthday and your work status, or if you claim certain benefits. You must apply for a code via the Government website by the end of the month before a term begins. www.beststartinlife.gov.uk

How can private settings offer the funding?

Building Blocks Nursery is open all year round, (except for a closure between Christmas and New Year (incl Christmas eve, bank holidays and 3 staff training afternoons), from 8.00 – 18.00. We 'stretch' funding across the year, meaning fewer funded hours per week but available year-round. To do this, we use the following calculation;

15 hours pr week x 38 weeks per year = 570hrs/ year

570 hours per year ÷ 51 weeks per year = 11.18hrs/ week* (*or 22.35 for 30 hours entitlement)

	2 days/ wk	3 days/ wk	4 days/ wk	5 days/wk
Accessible hrs/ wk (8.00-18.00)	20	30	40	50
15 hours funding/wk stretched	11.18	11.18	11.18	11.18
Chargeable hours	8.82hrs	18.82hrs	28.82hrs	38.32hrs
30 hours funding/wk stretched	14.90	22.35	22.35	22.35
Chargeable hours	5.1	7.65	17.65	27.65

Children need to attend at least 2 days/week to fully access their 15hrs stretched entitlement and 3 days/week to fully access their 30hrs stretched entitlement. In **Sessional Pre-School** and **Nursery School** ONLY children can access their full 15hrs entitlement between 9.15am – 12.15pm, Monday - Friday Term Time Only or for 30hrs entitlement in **Nursery School** ONLY, 9am – 3pm, Monday to Friday Term Time Only.

There are 5 packages available to parents/carers at **Building Blocks** Nursery

- Funded with all-inclusive billing**
This is likely to be the most cost-effective solution for working parents/carers with 2 cooked meals, 2 snacks, consumables, nappies/ wipes and enrichment activities included in one monthly pro rata payment.
- Funded with itemised billing**
Parents/carers purchase additional hours and can voluntarily contribute separately to meals/snacks, consumables, nappies/ wipes etc and enrichment activities.
- Fully Funded 30hrs (free at the point of delivery) Stretched All Year Round**
This allows parents/carers to opt out of any voluntary contributions whilst their child still receives the EYFS for 2 days per week all year round.
- Fully Funded 15/30hrs (free at the point of delivery) Term Time Only in Nursery School**
15hrs (9am – 12pm, Monday - Friday Term Time Only) or 30hrs (9am – 3pm, Monday to Friday Term Time Only.) This includes all meals/snacks, consumables and enrichment activities within the above hours.
- Fully Funded 15hrs (free at the point of delivery) Term Time Only in Sessional Pre-School**
15hrs (9.15am – 12.15pm, Monday - Friday Term Time Only) This includes all snacks/consumables and



enrichment activities within the above hours.

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What ‘Funding’ Really Means

Despite being called ‘free childcare,’ government funding only covers basic early years education for 570 or 1,140 hours/year — not full-time care. But more importantly, **Building Blocks** nursery does not offer a ‘basic’ service. We believe in providing a rich, high-quality experience, far beyond what the government funding allows. Here’s **what’s not** covered by funding;

✗ Extra Hours

Most children attend more than the funded hours, additional hours are billed separately to meet families’ real-life childcare needs.

✗ Meal Times

We provide nutritious, home-cooked meals and snacks that support healthy development and valuable social skills as the children self-serve their meals. Parents/carers can provide their own food/snacks for the day (subject to our Food Policy) but this does not offer the same learning benefits.

✗ Enhanced Ratios

We provide enhanced ratios across all age-groups to support the individual needs of the children, staff development and trips/excursions.

✗ Essentials (Nappies, Wipes)

We supply these daily to save families the hassle because we understand the small things matter.

✗ Extra-Curricular Activities

Sports, Hartbeeps and Forest School classes foster social, emotional and physical development, all enriching your child’s experience beyond the standard curriculum.

✗ Trips, Excursions & Special Events/Visitors

Outings to farms, museums, National Trust Membership (along with the use of our nursery minibus), Special events and other enhanced learning experiences not directly covered by the EYFS requirements for example; The Bug Man, Living Things (chicks, butterflies) all enhance curiosity, independence and real-world learning.

✗ Premium Resources

We invest in durable, high-quality learning materials to inspire creativity and support every child’s developmental journey.

Even beyond the above, with our added commitment to delivering exceptional care, we choose to invest in services that keep your child safe, supported and thriving, such as;

- All staff trained in Paediatric First Aid — not just the minimum required.
- Eyeworks digital learning journals — for real-time updates and insights into your child’s day.
- Coded gates, key fob entry system, coded internal doors and web cameras in the classrooms/outdoors for top-level security and peace of mind.

How will the 15 hours and 30 hours funding be offered and allocated at **Building Blocks Nursery?**

Building Blocks Nursery has 5 packages in place to deliver funding as flexibly as possible, in line with operational guidance from the government and our Local Authority. Our Admissions Policy details how funded places will be allocated, as well as information about the complaints procedure relating to the offering of funded childcare.

Where fees are applicable, these are calculated pro rata and applied equally across all days, including bank holidays and other planned closures. This ensures each child’s funding entitlement is delivered only on the day/s they attend. Where parents/carers have opted to not make voluntary contributions, we are obliged to offer reasonable alternatives, which are detailed within the packages further below.



Our Packages and Fees

Package 1) Funded with all-inclusive billing

Our 'all-inclusive' package stretches funding over 51 weeks of the year, with additional charges to cover the costs of all additional hours, all meals/snacks, consumables, nappies/ wipes and enrichment activities.

Invoices: Invoices will show how many hours of funding has been given at nil cost. Itemised elements (ie additional hours, meals/snacks, consumables, nappies/ wipes and enrichment activities) will be shown at 100% reduction, and an additional line for the 'all-inclusive' package will be shown.

Package 1: Funded with all-inclusive billing				
This package is most suitable for working parents/carers who require at least 2 full days of childcare per week, all year round and would like to access all aspects of the settings offerings for a flat, monthly pro rata additional fee. A minimum attendance of 2 days applies.				
This package offers; • Entry to the setting from 08.00 – 18.00 all year round. • Monthly pro rata invoices, payable by the 25th of each month for all additional hours, all meals/snacks, consumables, nappies/ wipes and enrichment activities.				
	2 days/ wk	3 days/ wk	4 days/ wk	5 days/ wk
15 hours entitlement (Babies/Outstanding Ones. Top Toddlers, Premier Pre School)	Monthly pro rata			
Funded hours (11.18/wk)	£0	£0	£0	£0
All-inclusive fees	£591.02	£1064.65	£1538.28	£1914.63
30 hours entitlement (Babies/Outstanding Ones. Top Toddlers, Premier Pre School)	Monthly pro rata			
Funded hours (22.35/ wk for 3 days or more. 14.9/wk for 2 days)	£0	£0	£0	£0
All-inclusive fees	£472.33	£708.40	£1182.03	£1558.38
15 hours entitlement (Nursery School)	Monthly pro rata			
Funded hours (11.18/ wk)	£0	£0	£0	£0
All-inclusive fees	£494.47	£900.11	£1305.75	£1657.45
30 hours entitlement (Nursery School)	Monthly pro rata			
Funded hours (22.35/ wk for 3 days or more. 14.9/wk for 2 days)	£0	£0	£0	£0
All-inclusive fees	£388.91	£583.28	£988.92	£1340.62

**Package 2) Funded with itemised billing**

Where parents/carers wish to opt out of some elements of the all-inclusive option, they may do so by building their own package. Funded hours, plus purchased hours, must always total a full 10hr day.

Invoices: Invoices will show how many hours of funding have been given at nil cost, how many hours have been purchased along with any other itemised elements which will be listed and calculated as appropriate.

Package 2: Funded with itemised billing

This package is most suitable for working parents/carers who require at least 2 full days of childcare per week, all year round but wish to opt out of meals/snacks, consumables, nappies/ wipes and/or enrichment activities
Parents/carers can build their own package to suit their needs or preferences.
A minimum attendance of 2 days applies.

This package offers;

- Entry to the setting from 08.00 – 18.00, all year round, on payment of additional hours.
- Monthly pro rata invoices, payable by the 25th of each month for meals/snacks, consumables, nappies/ wipes and enrichment activities, depending on choice.

Fees in this package are as follows:

Additional hours	
	Per hr
Up to 15 hours per week	£20/hr
15 - 30 hours per week	£15/hr
30+ hours per week	£13/hr

		2 days/ wk	3 days/ wk	4 days/ wk	5 days/ wk
15 hours entitlement		Monthly pro rata			
Funded hours (11.18/wk)		£0	£0	£0	£0
Private hours/ mth		£749.70	£1167.90	£1837.28	£2117.18
		(8.82 hrs/wk @ £20)	(18.32hrs/wk @ £15)	(28.82 hrs/wk @ £15)	(38.32 hrs/ek @ £13)
30 hours entitlement		Monthly pro rata			
Funded hours (22.35/wk)		£0	£0	£0	£0
Private hours/ mth		£433.50	£651.10	£1125.83	£1763.33
		(5.10 hrs/wk @ £20)	(7.66 hrs/wk @ £20)	(17.66 hrs/wk @ £15)	(27.66 hrs/wk @ £15)
Voluntary contributions					
	Per Day	Monthly pro rata			
1) Meals/snacks*	£12	£102.00	£153.00	£204.00	£255.00
2) Consumables	£3	£25.50	£38.25	£51.00	£63.75
3) Nappies/ wipes	£2	£17.00	£25.50	£34.00	£42.50
4) Enrichment activities	£5	£42.50	£63.75	£85.00	£106.25
Total	£22	£187.00	£281.00	£374.00	£468.00

*For transparency, the breakdown of meal costs is as follows; we do not offer an option to opt in/ out of some of these. Parents/carers have the choice to opt in to all these elements or provide a Full Day Meal Pack in line with our Food Policy.

Breakfast	AM Snack	Lunch	PM Snack	Dinner
£2 per day	£1.00 per day	£4.00 per day	£1.00 per day	£4.00 per day



For comparison, below is an example of a parent/carer eligible for 30hours of funding, wishing their child to attend 3 days per week, opting **out** of meals and nappies/wipes therefore having to provide these alternatives in line with our policies but opting **in** to consumables and enrichment activities;

	Itemised Billing	All Inclusive
Additional Hours	£651.10	✓
1) Meals	£0	✓
2) Consumables	£38.25	✓
3) Nappies/wipes	£0	✓
4) Enrichment Activities	£63.75	✓
Total per month:	£753.10	£708.40

For Packages 1 and 2 (All-inclusive billing and funded with itemised billing) the following terms apply;

Decreasing days: Parents/carers may give notice to decrease days at any point during the year, giving at least 4 week's written notice. Changes will come into effect on the first day of the next full month.

Changes to days: Parents/carers who wish to change days of attendance, (not decrease/increase the overall number of days), must request this in writing and are subject to availability and will come into effect whenever this change becomes possible; no adjustments will be made to pro rata invoices in this instance.

Increasing days: Where parents/carers wish to increase days, requests must be given in writing and are subject to availability and will come into effect the next following full month. Invoices will be adjusted pro rata in this instance. If an increase in days is available part way through a month these will be charged at the 'ad hoc' rate.

Notice to change package: Where parents/carers wish to move to an alternative funding package, they must give at least 4 week's written notice and changes will come into effect at the start of the following term (Jan, Apr, Sept). Changes to packages cannot be made part-way through the term.

Notice to leave the nursery: Parents/carers may give notice to leave the nursery at any point during the year, giving 8 week's written notice of their last day. Every child is automatically set to leave the nursery on the 31 August before they leave us for reception; any family needing to give notice prior to this must provide at least 8 weeks' notice in writing. Remaining fees will be calculated pro rata in this instance.



Package 3) Fully Funded 30hrs (free at the point of delivery) Stretched All Year Round

Parents/carers have a choice to access their child's funded entitlement at nil cost, to attend for 2 days (30 hours entitlement) per week, without purchasing additional hours or making any voluntary contributions to meals/snacks, consumables, nappies/ wipes or enrichment activities. These will be offered from 8am – 6pm all year round. It is the parents/carers responsibility to supply all meals/snacks, consumables, nappies/ wipes, as detailed within our Food and Consumables policies, unless they opt in to pay the voluntary contributions.

Fully funded free places are available via a waiting list and are allocated on a termly basis. Parents/carers accessing a fully funded free place may need to allow for termly changes in days of attendance, based on our Place Plan model, which considers how sessions are efficiently planned for.

Please note that we are only permitted to deliver a maximum of 10 funded hours per child, per day. As such we cannot offer the full weekly entitlement (22.35) in this option. However, where availability allows, families may request to use any unused funded hours within the same term to attend for additional days as outlined below. This flexibility is subject to space and staffing and cannot be guaranteed.

Invoices

Invoices will show how many hours of funding have been given at nil cost. Any itemised elements will be listed and calculated as appropriate.

Package 3: Fully Funded 30hrs (free at the point of delivery) All Year Round

This package is suitable for families who require only 2 days of childcare, all year round and can be flexible each term as to which day their child attends, should the nursery need to change the days on offer.

Parents/carers can access the standard EYFS provision at nil cost and opt in to pay a voluntary contribution for meals/snacks, consumables, nappies/ wipes and/or enrichment activities.

This package offers:

- 2 days per week 8.00 – 18.00, all year round.
- Parents/carers can opt in to pay a voluntary contribution for meals/snacks, consumables, nappies/ wipes, and/or enrichment activities, alternatively they must provide a packed lunch/snacks, nappies/ wipes and will be asked to send their child in with relevant consumables.
- Where capacity allows 12 'extra fully funded days' may be requested to account for the shortfall in hours and are subject to availability. A maximum of 4 days per term can be requested.

Package 4) Fully Funded 15/30hrs (free at the point of delivery) Term Time Only in Nursery School

Parents/carers have a choice to access their child's funded entitlement at nil cost for 15/30hrs per week, Term Time Only, without purchasing additional hours or making any voluntary contributions. These will be offered from 9.15am – 12.15pm, Monday – Friday, Term Time Only (15hrs) or 9am – 3pm, Monday to Friday, Term Time Only (30hrs.) All meals/snacks, consumables and enrichment activities are included.

Package 4: Fully Funded 15/30hrs (free at the point of delivery) Term Time Only: Nursery School

This package is suitable for families who require Term Time Only childcare in our Nursery School (3yrs plus) with a minimum requirement of 2 mornings 9.15am – 12.15pm or days 9am – 3pm. All meals/snacks, consumables and enrichment activities are included within this package.



For Packages 3 & 4 (Fully Funded 30hrs All Year Round and Full Funded 15/30hrs Term Time Only in **Nursery School) the following terms apply;**

Access to fully funded free places is via a waiting list and places will be allocated via our Place Plan model, which takes into account how sessions are efficiently planned for across the nursery. For these packages, **Building Blocks** will decide which days the family can have access to, based on availability. We reserve the right to change the day/s on offer each term, based on availability.

Notice to leave the nursery: The notice period for leaving the nursery is one full term in writing.

Package 5) Fully Funded 15hrs (free at the point of delivery) Term Time Only in **Sessional Pre-School** Parents/carers have a choice to access their child's funded entitlement at nil cost for 15hrs per week, Term Time Only, without purchasing additional hours or making any voluntary contributions.

Package 5: Fully Funded 15hrs (free at the point of delivery) Term Time Only: **Sessional Pre-School**

This package is suitable for families who require Term Time Only childcare in our Sessional Pre-School (18mths plus) with a minimum requirement of 2 mornings 9.15am – 12.15pm. All snacks/consumables and enrichment activities are included within this package.

For Package 5 (Fully Funded 15hrs Term Time Only in **Sessional Pre-School) the following terms apply;**

Term Time Only Fully funded free places within our **Sessional Pre-School** are available via a waiting list and are allocated on a termly basis.

Notice to leave the nursery: The notice period for leaving the nursery is one full term in writing.

Headcount week and attendance

Headcount is the time when providers submit their funding claim for children taking up a funded place during that funding period.

Any parents/carers taking up Package 1 or 2 which all incur additional charges, should be aware their child must be in attendance at the nursery during 'headcount' week (with the exception of sickness or holiday absence). If a family has given notice for their child, and their last day falls prior to headcount, the setting will be unable to claim funding and full rates during that notice period would apply.

Any parent/carers taking up Package 3, 4 or 5 should be aware their child must be in attendance at the nursery during 'headcount' week (with the exception of sickness or holiday absence). If a parent/carer has accepted, but not taken up a fully funded place, their funded place may be withdrawn and offered to another family on the waiting list.

Building Blocks is responsible for monitoring attendance to ensure the government entitlement is being used effectively. If we find entitlement is being underused, for example frequent missed attendance, funding may be removed by the local authority and a child may lose their place at the setting without notice, and/ or parents/carers will incur full rate charges.

Paperwork and eligibility

Families are solely responsible for regularly updating their eligibility and supplying the nursery with any relevant codes on request. You must reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts you'll have to reconfirm your eligibility in your account to keep your code valid. If any code is invalid, the nursery is unable to claim funding and full fees will apply.

It is the responsibility of parents/carers to complete all required paperwork in a timely manner. Failure to do so may result in the

withdrawal of funding, and full fees will apply.



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Complaints Procedure for the Government Funded Entitlement

If you consider that your funded place has not been provided correctly or the terms of your contract have not been fully explained, then you should make a complaint, initially in writing, to Early Years Accounts, accounts@buildingblockschildcare.co.uk who will handle this directly. If you still do not get a satisfactory answer to your complaint within 4 weeks, then you may copy your complaint directly to the Nursery Owner philip@buildingblockschildcare.co.uk and you will receive a response within 2 weeks of it being received there.

If you still consider the complaint has not been dealt with satisfactorily then you may contact the Local Authority in which the setting operates and follow their complaints procedure. It is the responsibility of the Local Authority to ensure we are delivering our funded hours within the national guidelines and whilst we might not offer our funding in the way you might like to access it, the Local Authority can help you in finding a setting that might better suit your needs, if this is the cause of your complaint.

Ofsted are not concerned with, or have time to deal with, issues relating to funding or fee charges that are made for childcare or education. Their responsibilities lie clearly with the regulation and inspection of the welfare and safeguarding requirements and the children's learning and development. Any other complaints about funding should be made directly to the Ombudsman or Department for Education via gov.uk or your local MP.