



Funding Policy

Introduction

At Ditcham Dragonflies, we are committed to providing high-quality childcare while ensuring families can access all available government funding options. This document outlines the different types of funding available, how parents can apply, and any additional charges associated with our services.

Government Funding Available

15 Hours Universal Funding (3 and 4-year-olds)

Available from the term after your child's third birthday. Up to 15 funded hours per week during term time (38 weeks).

30 Hours Extended Funding (Eligible Working Families – Children 9 Months+) Available to eligible working families of children aged 9 months and above. Provides up to 30 funded hours per week during term time (38 weeks). Parents must apply via the government website and provide a valid eligibility code each term.

15 Hours Funding for Eligible 2-Year-Olds

For families meeting income-related criteria. Up to 15 funded hours per week during term time (38 weeks). Applications are made via the local authority.

How to Apply for Funding

Parents can check eligibility and apply for funding via the government's Childcare Choices website at **www.beststartinlife.gov.uk**. For 2-year-old funding, applications are made through your local authority. Eligibility codes and documentation must be provided to the nursery before the start of each term.

We offer funded-only places for parents who qualify for government funding, whether 15 or 30 hours per week. Please see the following link which explains how this funding works and the qualifying conditions

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-extra-support>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-3-to-4-year-olds>

Please note, the funding is only paid during term-time, that is for 38 weeks of the year.



If your child is eligible for 30 funded hours, this does not automatically guarantee that Ditcham Dragonflies will have sufficient availability to provide all 30 hours at our setting. Funded hours are allocated according to the spaces and sessions available within the nursery.

Where We Cannot Offer All Funded Hours

If your child is eligible for 30 funded hours but we only have availability to offer, for example, 10 or 20 funded hours per week, you may choose to access the remaining funded hours through another eligible childcare provider.

Additional Funding Support

Early Years Pupil Premium (EYPP)

Supports improved learning outcomes for disadvantaged children aged 9 months and above

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium (EYPP) provides additional government funding to support eligible disadvantaged children aged 9 months and above. The funding is intended to help improve children's learning, development and educational outcomes by providing additional resources, experiences and support based on their individual needs.

Ditcham Dragonflies will use EYPP funding thoughtfully and effectively to help reduce barriers to learning and support children to make progress. This may include providing additional learning resources, enriching experiences, targeted support, staff development or other appropriate interventions that benefit the child.

We will identify eligible children, work closely with their parents and carers, and use our knowledge of each child to determine how the funding can have the greatest positive impact. The use and impact of EYPP funding will be regularly reviewed to ensure it is supporting children's individual learning, development and wellbeing.

Disability Access Funding (DAF)

For children with SEND who receive Disability Living Allowance (DLA) and access funded early education.

The Disability Access Fund (DAF) is additional government funding available to support eligible children with special educational needs and/or disabilities (SEND) who are accessing their funded early education entitlement and receive Disability Living Allowance (DLA).



The purpose of DAF is to support children's access to their early education place and help remove barriers that may prevent them from fully participating in nursery life. The funding can be used to make reasonable adjustments, purchase specialist resources or equipment, adapt the learning environment, or provide additional support and experiences to meet the child's individual needs.

Where a child is eligible, we will work in partnership with parents and carers to understand the child's needs and consider how the DAF can be used most effectively. Funding will be used appropriately to support the child's inclusion, participation, development and wellbeing within the setting.

The use of DAF will be reviewed regularly to ensure that it continues to meet the child's individual needs and supports their access to and enjoyment of early education.

Tax-Free Childcare

For every £8 you pay into your Tax-Free Childcare account, the government adds £2 – up to £2,000 per child per year (£4,000 for children with disabilities). This can be used to pay for your childcare directly with us.

Fully Funded Sessions

A limited number of fully funded-only places are available. We do not ordinarily offer term-time-only spaces. We therefore spread the funding over the 51 weeks of the year that our nursery is open (we are closed during Christmas and New Year). As a result, the theoretical maximum number of funded-only hours available each week is 11.17 hours (15 hours funding) or 22.35 hours (30 hours).

However, we have a minimum booking pattern of two day per week (15 hours) and three days a week (30 hours). As a result, for a parent who is entitled to 15 hours funding (11.18 hours per week stretched over 51 weeks), the maximum number of funded-only hours we can offer is 10 per week. For a parent entitled to 30 hours (22.35 stretched over 51 weeks), the maximum funded-only hours we can offer is 20.

As with all of our nursery spaces, funded-only spaces are subject to availability. These places must also include a Friday or a Monday and must be on consecutive days (a booking pattern of Fridays and Mondays counts).

Consumables Charges



As the funding is not intended to cover food, extra activities (e.g. Where provided by third parties, for which the nursery pays) or consumables (e.g. nappies and sun cream), we apply a consumable charge to each funded hour to cover these costs. Although this charge is voluntary, we do encourage parents to pay it as it allows the nursery to offer the best possible experience for all of our children.

Our consumable charge is applied to each hour where funding applies. The charge is broken down as follows:

Food: *75p per funded hour*

Activities: *25p per funded hour*

Consumables: *(nappies, sun cream etc) 50p per funded hour*

All charges are clearly itemised on invoices. A detailed breakdown is available upon request.

Should all parents opt out for the charge for activities we would not exclude any children from activities.

Where a parent is unable or unwilling to pay some or all our consumable charge, our policy is as follows:

Food

A child may bring their own packed lunch if they choose to opt out of the consumable charges. This is subject to our policy to protect all children from allergens to which they may be susceptible. For each day a packed lunch is prepared, parents must complete our 'Daily Packed Lunch and Allergen Declaration' form. This must be presented to a member of staff on arrival each morning and signed before the lunch is taken into the setting. In the event the lunch contains ingredients that may be harmful to other children or it is uncertain what ingredients are contained, the packed lunch will be refused and the child will be provided with our nursery food, for which a charge will be made. The nursery will provide breakfast and snacks for children whose parents have opted out of our food consumable charge at its own expense, parents must also provide a suitable tea.

Activities

We are an inclusive nursery, and your child will enjoy all the activities which are offered by the nursery even where parents do not pay the activities consumable charge, we currently offer extra-curricular activities. However, continuation of such activities is subject to a sufficient number of parents contributing to the cost of these.



Consumables and Additional Daily Charges

Parents/carers who choose to opt out of paying the nursery's regular consumables charge are responsible for providing their child with all necessary consumables for their booked sessions. This may include items such as nappies, wipes, creams, tissues, food-related items, and other essential supplies required throughout the day. If a parent/carer has opted out of the consumables charge but does not provide sufficient supplies, and the nursery is required to provide consumables, activities or food for the child during their session, an additional charge will apply. These charges ensure that the nursery can continue to meet the child's individual needs and maintain the quality of care and experiences provided.

Where applicable, the relevant charge(s) will be added to the parent/carer's account and will be payable in accordance with the nursery's usual payment terms.

Parents/carers will be informed where additional supplies have been required, and charges have therefore been incurred.

Where parents are accessing funded only spaces, a refundable deposit of £50.00 is payable. This deposit will be refunded at the end of the month in which your child leaves the nursery.

Changes to Funding Hours

Mid-term funding changes cannot be accommodated. All requests must be submitted in writing with one term's notice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>14 May 2026</i>	Francesca Ward	<i>September 2027</i>