



LADYBIRDS
NURSERY

Delivering the 30 Hours Entitlement 2021/2022

Childcare Practices

Policy Statement

Providers Responsibilities



We will comply with all the relevant legislation and insurance requirements.



We will be clear about the days and times we are intending to offer the free educational places. (May change due to Covid-19)



We will be clear about the charges for extra hours, meals and snacks.

Safeguarding



We have clear Safeguarding policies and procedures in place that link with the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse. We will take regard of the 'Working Together to Safeguard Children 2015' guidance document.

SEND




We support children with special educational needs and/or disabilities (SEND) We will use any SEN inclusion fund, and Disability Access Fund to deliver effective support. We will make information available to parents about any SEND offer we may receive.





We will take reference from the Special Educational Needs and Disability code of practise 0 to 25 years (January 2015)


 We ensure that we have a designated SEND officer who is aware of her duties with regard to SEND. (Michelle)


 Parents must answer the Disability Access Fund declaration on the registration form.


Eligibility


 We will check original documents to confirm the child has reached the eligible age on initial registration documents.


 We will take a copy of the document in case the local authority carries out audits and any fraud investigations.

 We will keep these documents secure in the child's file in the filing cabinet.


 We will offer places (15 hours) to eligible two-year olds on the understanding that the child will remain eligible until they become eligible for the universal entitlement for three and four-year olds.


 We will acquire written consent from parents to be able to receive confirmation and any future notifications from the local authority of the validity of the parents 30 hours eligibility code. (This is the child's unique 11 digit number) This consent is written within the registration form.

 We will verify the code with the local authority before any place is offered.

 Parents must be responsible for renewing their eligibility code each term. Failure to renew the code will result in your child not being eligible for the 30 hours in future terms.

The Grace Period

 We understand that the child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) Regulations 2016, as determined by HMRC or a First Tier Tribunal in case of appeal.

 We understand that the grace period end date will automatically be applied to the eligibility codes which we have parental authority to check.



The local authority will continue to fund a place for a child who enters the grace period.

Flexibility



We will be as flexible as possible where we have spaces and staffing allowances to do so.



We will offer the free entitlement between the hours of 8am and 2pm for 38 weeks of the year, Monday to Friday.

Partnership Working



We will work in partnership with parents, carers and other providers to improve provision and outcomes for children in our setting.



We will work closely with parents to ensure the child's overall care will work in practise when the entitlement is split between different providers to ensure a smooth transition for the child.



Ladybirds Nursery is not responsible for parents failing to re-check their eligibility. Ladybirds Nursery will do help with reminding parents as much as possible, but if parents fail to re-new and loose their 30 hours, then this is the parents own responsibility.

Social Mobility and Disadvantage



We will promote equality and inclusion for all children, particularly disadvantaged families, looked after children and children in need by accommodating their individual needs as much as possible, working towards giving the child access to their free place, whilst working with parents to give and support each child to achieve their full potential.



We will identify disadvantaged children in nursery through the funding system, and our initial registration system, who may be eligible for Early Years Pupil Premium (EYPP) eligibility. Parents must answer the EYPP question on the registration form.



We will use this EYPP to improve outcomes for this group of children.

Charging



The government funding is intended to cover the cost (or partial cost) to deliver 15 or 30 hours a week of high quality, flexible (where possible) childcare.



The funding is not intended to cover the cost of additional hours, services, consumables, meals, snacks or drinks.



We will charge at the hourly rate for any extra hours added on to the free entitlement over and above either 15 or 30 hours.



We will charge for meals, snacks and drinks, individual costing will be clearly set out in the registration document. Parents will be made clear of these charges before a place will be offered.



The funded entitlement will be delivered consistently so that all children accessing any of the free hours will receive the same quality and access to our nursery, regardless of whether they opt to pay for extra hours, or just access the funded entitlement.



We will charge a deposit fee of £20.00 to secure the free entitlement place, this deposit shall be refunded once the child has started. If the child fails to attend, the deposit is non-refundable.



We will provide a detailed invoice itemising the free hours, and the charges being made for extra hours, meals and consumables.

Complaints



If a parent is not satisfied with the way we deliver the funded entitlement, they are entitled to go through the complaints procedure. This can be found in the policies and procedures in the entrance hall.

This document sets out the intentions of Ladybirds Nursery, and the way we intend to deliver the 30 hours free entitlement.

This policy was written June 2017, it will be reviewed in January 2018, one term after the new 30-hour entitlement begins.

Policy Revised and Amended: December 2018

Policy to be reviewed after Spring Term: April 2018

Amended in April 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed June 2020

Date to be reviewed August 2020 or sooner if the guidance changes.

Date Reviewed **November 2020 (Italics are November changes)**

Date to be Reviewed January 2021

Date Reviewed September 2021 **(Covid restrictions lifted)**

Date to be Reviewed September 2022

Date Reviewed December 2021 **(Omicron Variant taken into consideration)**

Date to be Reviewed December 2022

Date Reviewed

We reserve the right to change this policy should any new information be gained from either the government, or the local authority, or indeed, if we find that the way we deliver these new hours are not working for our setting.

