Guidance for Parents at Bright Futures Day Nursery

Funding Guide

30 hours Working Parent Entitlement from 9 months- 3 yrs & 15 hours

Contents

1. Government Funding Explained
2. When to Apply
3. How to Apply
4. Funding Loop
5. Childcare Costs
6. How it looks

1. Government Funding Explained

September 2025		9 months - 2 years	2 - 3 years	3 - 4 years
Entitlement	All Parents	-	-	15 hours
	Working Families	30 hours	30 hours	30 hours
	Families with special circumstances	-	15 hours	

30 Hour Working Family Funded Places

From September 2025 working parents of children from 9 months in England may be entitled to up to 30 funded hours of childcare, for 38 weeks of the year which is spread over 50 weeks.

Am I eligible for 30-hour funding?

You will be eligible for 30 hours of funded childcare if:

- The child you're applying for usually lives with you – you don't have to be their parent.
- You live and work in the UK, unless you're a Crown servant or member of HM Armed Forces posted overseas.
- You, and any partner, are working, and each earning at least the National Minimum Wage or Living Wage for a minimum 16 hours a week.
- You, and any partner, must each earn less than £100,000 per year.

You can still apply for 30 hours funded childcare if you're:

- On paid sick leave.
- On paid ordinary or additional maternity, paternity or adoption leave, or getting Maternity Allowance, for another child.
- On paid shared parental leave.
- On paid annual leave.

You can also apply if you're not working but expect to start a new job in the next 31 days.

The full eligibility criteria for 30 hours can be found on GOV.uk

15 hours Funded Places (Universal Entitlement)

All 3 to 4 year-olds in England can get up to 570 funded hours per academic year, based on 38 weeks (term time) of funding provision. As we provide all year round call we then equally spread this funding provision over 50 weeks per year.

15 hrs funding for eligible 2yr olds

Your 2-year-old can get 15 hours funded early learning if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the Early Learning for 2 year olds offer.

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

No income thresholds apply.

If your child is in receipt of Early Learning for 2 year olds, you may also be eligible for Early Years Pupil Premium (EYPP). EYPP is paid to childcare providers and gives them additional funding to support learning and development for children. You can see if you're eligible for EYPP on GOV.UK and speak with the manager.

If you and your partner (if you have one) are working, you may also be eligible for an additional 15 hours under the working parent entitlement. If you're a working parent and you're not eligible for Early Learning for 2 year olds, you may still be eligible for 30 hours under the working parent entitlement.

Working family funded childcare – Extended Entitlement (30 hours)

The process is a little more complicated for the working family funding and takes around 20 minutes – so make sure you have time set aside to do it properly. We've explained it below.

1. Visit the government website: gov.uk/apply-free-childcare-if-youre-working
2. Provide your supporting documents, like your child's passport.
3. Apply for your eligibility code. You'll need your National Insurance number too.
4. Wait for a decision. It might be instant but can take up to seven days.
5. Submit your eligibility code via our Funding Loop Portal alongside the Parental Declaration Form
6. Reconfirm your eligibility every three months

From time to time, we'll need you to sign our funding terms and conditions and complete a local authority Parental Declaration form. We can then carry on claiming funding for your child's place at nursery.

Universal Funding (15 hours)

All you have to do is get in touch with our Nursery Manager. Our lovely team will talk you through the process of submitting your Parental Declaration via Funding Loop.

2. Funding Loop

What is Funding Loop?

Funding Loop is an online platform designed to simplify the completion of Parental Declaration forms required to claim Early Years Funding for your child. Traditionally, these forms are paper-based and require multiple rounds of printing, distribution, completion, and return. We understand that this process can be time-consuming for both parents and our team.

With Funding Loop, you now have the ability to complete and submit these forms online, using either a computer or a mobile device, at your convenience. The best part is that a significant portion of the information required is already known to the nursery, having been provided during the registration process. This means that most of the form is pre-populated, requiring you only to fill in any necessary blanks, sign electronically, and submit. Additionally, Funding Loop remembers the information entered, making future form submissions even more efficient.

What Funding Loop is NOT:

It's important to note that Funding Loop is not affiliated with your Local Authority. It is a tool that simplifies the completion of Parental Declaration forms for both parents and the nursery.

Please be aware that Funding Loop will not re-check 30-hour codes every three months for eligible parents. It is the responsibility of parents to revalidate their codes with HMRC every three months to continue receiving extended hours funding.

Is Funding Loop Secure? Absolutely, Funding Loop places a high priority on security and have undergone independent testing by third-party security experts. You can find more information about the technology used and privacy policies on their website: https://www.fundingloop.info (link at the bottom of the website).

What do you need to do?

You will receive a secure link via email from the nursery when your application window opens to apply for funding. This allows you to fill in the Parental Declaration form online at your convenience. This not only makes the process more straightforward but also significantly faster, as most of the information is already pre-filled. Funding Loop also incorporates built-in validation to minimise the likelihood of any issues arising later on. Ultimately, the less time spent on administrative tasks, the more time we can dedicate to enhancing the nursery experience for your child.

Funding Charges

This document outlines what is included in the Additional funding charges.
We offer all funded hours during term times and throughout the year (stretched) where parents use less than 30 hours per week those hours can be banked if they are not used by another provider to allow ad hoc days throughout the year (These sessions can be booked in via the manager). Sessions taken over and above the funded hours are charged at our usual daily rates. All children in receipt of a **Golden ticket** will not be charged additional extras.
The Government have stated any additional costs need to be broken down to add transparency to the fees we are charging and allow you to understand where they come from. If you choose not to opt in, we ask that you inform us of your choice **before** taking up your child's place so we can provide you with details of what you will need to supply nursery.
We have strict guidelines that must be followed if you choose not to take our meals and consumables in our Provision of own supplies policy. The information is shared on famly or you are more than welcome to request this from managers. In line with Government Legislation, the funding is intended to cover delivery of the Early Years Foundation Stage, it is not intended to pay for consumables, extra activities or meals we provide, including but not limited to the items and services listed in the table below.

Item / Service We currently offer these services monthly or per item depending on delivery of term time or all year-round bookings. Our menu is in more detail on the famly app and available at the nursery entrance.	**Cost**
Food	
Cereal-choice of healthy cereals	£1
Breakfast – choice of cereals with fresh milk or milk alternative	£1
Lunch – Home-made, balanced and nutritional 2 course meal, made with allergens and dietary requirements are taken into consideration.	£3.00
Afternoon tea – Homemade hot or cold, balanced and nutritional 2 course meal, made with allergens and dietary requirements taken into consideration.	£2.50
Snack – Am or Pm snack of either fresh fruit, breadsticks etc	£1
Consumable items	
Paracetamol – Supplied by nursery and administered if a child requires this in-line with the settings Administration of Medication policy.	0.45p per hour for all consmables
Emergency Medication – such as antihistamines or suncream bought by nursery to ensure your child's health and safety if they do not have any of the above in nursery. Written consent will be obtained at the time of registration and should be kept up to date and relevant based on child's health information (allergies/ known adverse reactions)	

Wipes – non-fragranced sensitive baby wipes are provided for your child throughout their time in nursery. **spare nappies, nappy bags, facecloths, bibs, emergency nappy cream.**
Spare clothes and sun hats - supplies of spare clothes, sunhats, coats and waterproof trousers for your child to use when accessing nursery if not supplied when needed.
Funding Examples for a Child attending Bright Futures Day Nursery- only added To funded sessions (these calculations are examples and may vary depending on your booking pattern for meals charged and consumables)
30 hours stretched funded Consumables -£42.75 per month Meals £80.75 per month Total £123.50 per month
30 hours term time only funded Consumables- £13.50 per week Meals-£25.50 per week Total per week = £39.00 per week
15 Hours stretched funded Consumables- £21.61 per month Meals- £57.38 per month Total £78.99 per month
15 Hours Term Time only funded Consumables-£6.75 per week Meals-£13.50 per week Total per week+ £20.25 per week
Extra activities (per session)
Forest school- £10.75 Dance- £5.70 Fundamental- £3.50 Talk first- £4.00
For all add hoc days banked funded hours consumables and meals are charged within your bookings. All extra activities like fundamentals, music and movement will also be added onto the relevant days and will show on your invoice. Unless you have opted out. If you do choose to opt out your child will continue to access the standard EYFS provision.

****Please read the below statements before signing at the bottom of the page****

I understand that I do not have to agree to purchase food, consumables or extra activities to get my funded hours. Bright futures day nursery has explained my options.

If you wish to opt out please circle below and return the slip

- **to take my funded hours with consumables but without food.**
- **to take food without consumables.**
- **to follow the setting's 'Provision of Own Supplies Policy' and not pay any of these fees.**
- **To opt out of dance, fundamentals and / talk first.**

Any changes must be agreed prior to a new term with management and a new contract will be issued.

Name of Child:			Child's DOB:		
Signed:		Print:		Date:	