



Honey Pot

day nursery

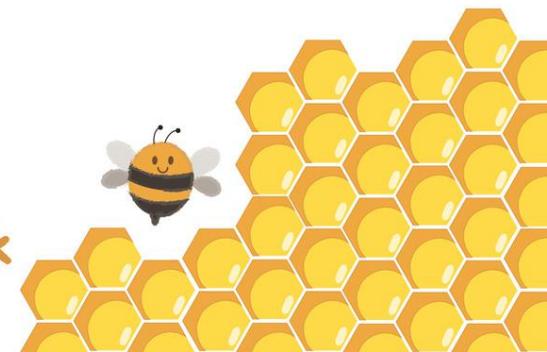


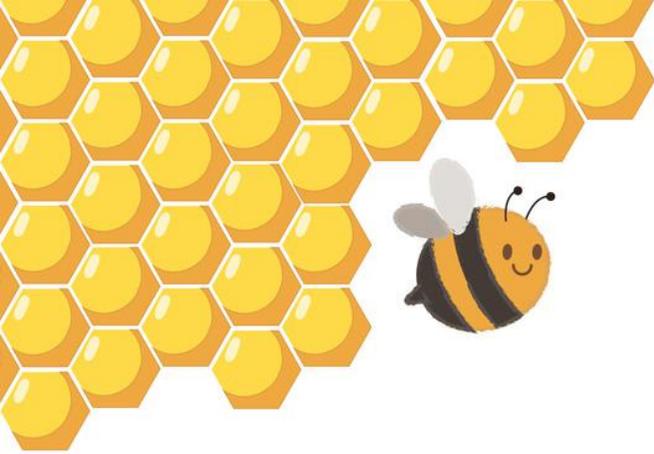
A quick guide to childcare costs

All about our fees and funding



honeypotnursery.co.uk





Honey Pot

day nursery

Welcome...

We have created this guide to offer parents help and guidance in understanding fees and funding at Honey Pot Nurseries. Whether you're new to our nurseries or already part of the Honey Pot family, there are a few different ways to fund your childcare and getting to grips with the options can be tricky. Throughout this guide we will aim to explain the government early years funding scheme, your fees, and covering those essential daily costs that create our wonderful settings.



Government Funding Explained

Good to know

Government funding doesn't always cover the full cost of your child's hours or the essentials and extras we just wouldn't be Honey Pot without. So, we ask you to pay a contribution towards these costs alongside your funded hours. We've explained in more detail further on in the guide.

At Honey Pot Nurseries, we try and make things as consistent and simple as possible for our parents however, as we operate in different local authorities sometimes the requirements, processes and timescales can differ which affects how funding is delivered. Therefore there may be slight variations in our processes depending on the local authority of your nursery.

Working Family Funded Childcare



In England, there are government funding programmes that can help your child join in the fun at Honey Pot Nurseries, for less. In simple terms, you can claim either 15 or 30 funded hours per week, depending on your circumstances.

Working family funded childcare

This scheme is for qualifying working parents, the amount of hours available and age at which you can access this funding is changing.

September 2024 - Families can receive 15 hours of funded childcare for children 9 months +

September 2025 - Families can receive 30 hours of funded childcare for children 9 months +

The funded hours are provided across 38 weeks of the year and, if you're living with your partner you'll need to apply together.

Parents:

- Should be working at least 16 hours a week
- Can be on sick leave or parental leave
- Must each earn less than £100,000 a year
- Might still be eligible while claiming benefits.

At Honey Pot Nursery we 'stretch' these funded hours across the year. When you are eligible for 15 hours you can access a maximum of 10.96 funded hours per week across the year. When you are eligible for 30 hours you can access a maximum of 21.92 funded hours per week across the year.

Universal funded childcare for 3 year olds

All parents of 3 and 4 year olds can access this scheme. This funding is for 15 hours of funding for 38 weeks of the year. At Honey Pot we do not offer term time only spaces, therefore this funding is stretched and applied as a maximum of 10.96 funded hours per week stretched across the year. When parents need their child to spend longer in nursery than funding allows, that's no problem. We offer additional, non-funded sessions to fit in with your schedule.

Universal Funded Childcare

Families with additional support

2-year-olds from families with additional support

- We also offer the scheme to some 2 year olds already in receipt of government support, if:
- Parents are receiving certain benefits.
 - The child has Disability Living Allowance or Special Education Needs (SEND)
 - The child has a kinship or guardianship order
 - The child is being looked after by a local authority.

Government Funding at a Glance

The table below sets out the funding available for children within each age group, and when it will be made available to you. Children will become eligible the term after they turn 9 months, 2 years and 3 years old as the funding expansion rolls out

To find out if you are eligible for funding as a "working family" or as a "family with additional needs" please visit www.childcarechoices.gov.uk

Age 3-4 years				Age 2 years				Age 9-23 months	
ALL PARENTS				FAMILIES WITH ADDITIONAL NEEDS				WORKING FAMILIES	
15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	15 HOURS	30 HOURS
Now	APR 2024	SEP 2024	SEP 2025	Now	APR 2024	SEP 2024	SEP 2025	SEP 2024	SEP 2025
WORKING FAMILIES				WORKING FAMILIES					
30 HOURS	30 HOURS	30 HOURS	30 HOURS	15 HOURS	15 HOURS	30 HOURS			
Now	APR 2024	SEP 2024	SEP 2025	APR 2024	SEP 2024	SEP 2025			

Are these hours free?

Yes these hours are free and these free hours will show on your invoice. However, these hours do not include access to our enhanced provision, 2 year olds from "families with additional support" will access Enhanced Provision for free.

Do the funded hours apply all year round?

The weekly funded hours (either 15 or 30) are only funded for 38 weeks of the year. We 'stretch' them across the whole year for you.



Our Fees

While the government funding is a great help towards childcare fees, it only covers a limited number of hours and doesn't pay for the Enhanced Provision that make Honey Pot Nurseries such a special place. To help us give your child the best start in life, we'll ask you to contribute towards the costs for these along with the rest of your hours.

You will see a breakdown of your fees on your monthly invoice which may include:

Details of booked sessions
Weekly funded hours
Enhanced Provision charges
Monthly total price

Our Sessions

At Honey Pot we have a minimum requirement to attend at least two days per week with one day required to be a Monday or a Friday. When parents want their child just to access their funded hours, one day will be considered, depending on the availability at the time. This will be allocated by the Nursery Manager.

Funded, non-funded and stretched hours

We stretch your 15 or 30 hours' funding across the whole year. Here are some options to think about, to help you get the childcare you need:

Funded hours only (stretched)

If you are accessing 15 hours funding this can be stretched by attending one day a week for the whole year. If you are accessing 30 hours funding this can be stretched by attending two days a week for the whole year. Enhanced Provision charges will be applied to funded hours - see further information on page 6.

Non-funded hours

Your child can attend additional days per week. These will be charged at the current non-funded daily rate. Please see your nursery manager for information on current unfunded fees.

Once you have selected your days and we have applied your funding, this booking is secured for the full term. This means that any reduction in childcare will only be made at the start of a new term (September, January or April) if 1 month written notice has been given. You may be able to add additional days mid-term dependant on availability. Please speak to your nursery manager about this.

Our Packages

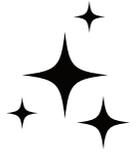


As previously explained, the government funding is a great help towards childcare fees, however it only covers the cost of basic provision. Below outlines the difference between basic provision and our Enhanced Provision package that makes Honey Pot Nurseries such a special place. To help us give your child the best start in life, we strongly advise parents opt into paying Enhanced Provision along with the rest of your hours.

Basic Package

- Early Years Foundation Stage (EYFS) Curriculum delivery
- Care and education as required by the statutory EYFS framework
- Parents will supply all meals, snacks and consumables

Enhanced Provision



Basic Package plus...

- 3 Homecooked hot meals per day, plus drinks and snacks
- Consumables such as wipes, nappy creams, sun creams
- A huge range of extra curricular activities
- Expert tuition and support programmes
- Exciting outings and trips
- Forest School
- Beach School
- Bespoke curriculum and Pedagogy
- Parent training, workshops, socials, events
- Annual celebration events and parties

Extra info...

Most of the time you'll pay a combined fee at Honey Pot to support your funded hours. This covers all your funded and non-funded hours, along with the Enhanced Provision that make our nurseries so special.

When issuing invoices we will automatically apply the Enhanced provision fee as this is the combined fee most parents choose. However, as this is a voluntary payment if parents wish to opt out this option and would prefer to explore a basic package details are further explained in our funding policy, opt out policy and packed lunch policy.

Talk to us if you'd like to know more.



Enhanced Provision explained...

Our Enhanced provision charge pays towards all the wonderful activities and experiences that make Honey Pot so special. The government funding isn't meant to cover the costs of things like these, so like most nurseries, we'll ask you to contribute towards them. But when you see what you're paying for, we think you'll understand. They cover the cost of:

3 homecooked meals per day plus healthy drinks & snacks

Consumables such as wipes, sun cream & nappy cream

Exciting trips and outings in our nursery minibus

Local outings in our 6 seater prams

Extra activities such as:

French lessons, Boogie Tots, Diddi Kicks, Caterpillar Music, Yoga

Bears, Balanceability sessions, Little Ninjas, Rugby Tots

Cookery Club

Gardening Club

Forest School

Beach School



School readiness programme including Funzo Phonics

Parent training, workshops and socials

Annual events such as parties, nativities & graduation

Extra staffing for smaller ratios

Honey Pot parents also benefit from...

Family online learning journal

We record and measure your child's progress and all they get up to at our special nurseries. It's a way for parents to feel involved in the Honey Pot experience and to share in their child's day-to-day life.



If you would like to hear more about our Enhanced Provision services, please request a copy of our Enhanced Provision brochure.

Millie's Mark

All our nursery staff are trained in paediatric first aid and we have received a Millie's Mark accreditation for going above and beyond in keeping children safe.



These are just some of the things that make Honey Pot Nurseries so special. Our children also benefit from our very own Honey Pot Curriculum and Projects, ensuring they are provided with fantastic learning opportunities and we have an ambitious vision for all.



How that looks

Now that we have explained government funding, let's look how it all works together. Here are our most popular scenarios to give a clear idea how funding is applied at Honey Pot Nurseries.

*These figures are used as an example to demonstrate how funding works only. Price of non-funded hours and enhanced provision may vary per nursery. For the purpose of these examples enhanced provision charges are £14 per day and the non-funded hourly rate is £6.50. Depending on when your child becomes eligible will determine the amount of funded hours per week that we can apply to your invoice.

Please note:
 Funding is applied from 1st September - 31st August.
 The hours that will be applied each term are:

September
 15 hours - 10.96 hours
 30 hours - 21.92 hours

January
 15 hours - 10.28 hours
 30 hours - 20.57 hours

April
 15 hours - 8.86 hours
 30 hours - 17.72 hours

If your child starts later in a term the funding applied could differ, depending on how much we are able to claim.
 The amounts above are shown in decimal form, your invoice will state the hours and minutes that are funded

One Full Day

Stretching funding across the year
10 hours per day 8am-6pm.



Funded Hours

10 hours per day - No cost to parents

Enhanced Provision

Charged at £7.00 per 5-hour block
Cost to parent for one full day = £14.00.

Availability for one full day per week is limited based on availability.

Full Time Place

Stretching funding across the year.
50 hours per week over 5 days 8am-6pm.



Funded Hours

21 hours 55 minutes per week - No cost to parents

Non Funded Hours

Charged at the current hourly rate (variable per site)

Enhanced Provision

Charged at £14 per 10-hour day
Cost to parent

Enhanced Provision - 2 days x £14 per day = £28

Remaining non funded hours

28 hours 5 minutes x £6.50 per hour = £182.52

Total weekly cost £182.52 + £28 = £210.52



Please note this will appear as a monthly cost on your invoice.



Applying for funding

When to apply:

Applying for funding all comes down to when your child's birthday falls, so make sure you plan ahead. For **Working Family Funding**, you'll need to apply online for an eligibility code.

Child turns 9 months, 2 or 3	Eligible to claim funding from	Recommended time to apply for funding code	Last date to be able to apply for funding code
1st Jan - 31st Mar	1st Apr	15th Jan - 28th Feb	31st Mar
1st Apr - 31st Aug	1st Sep	15th Jun - 31st Jul	31st Aug
1st Sep - 31st Dec	1st Jan	15th Oct - 30th Nov	31st Dec

Children claiming universal hours (not working families) for 3 and 4 year olds do not need to apply for a funding code. If you're a parent of an eligible 2 year old, the earliest you can apply for funding directly through your local authority is at the beginning of the term in which your child turns two.

How to Apply

Universal funded childcare for 3 and 4 year olds

For 3 and 4 year olds, all you have to do is get in touch with your Honey Pot nursery. Our lovely team will talk you through the process and ask to see your child's birth certificate or passport as proof of your eligibility. It's as simple as that!

2 year olds of families with additional support

For eligible 2 year olds already in receipt of government support, you must get written confirmation from your local authority first. Then, just show it to the nursery manager and if eligible, your funding will start the term following application.

Working families

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:

Step 1

Visit the government website: <https://www.gov.uk/apply-free-childcare-if-youre-working> to apply for your funding code

Step 2

Take your funding code to the nursery to check your eligibility and secure your space

Step 3

Complete relevant funding agreements and provide child's proof of DOB where required

Step 4

Every three months, sign into your HMRC childcare account to reconfirm your working family funding eligibility code. If you forget, you might lose your funding for the following term, which means you'll have to pay our non-funded hourly rate.



Frequently Asked Questions



How do I know if I am eligible?

For 3 and 4 year funding you are automatically eligible for the Universal 15 hours, you do not need to do anything to apply for these, we will do this on your behalf and will give you a Parental Declaration from your local authority and a contract from us outlining exactly what you have booked and your monthly fee for additional hours / enhanced provision. We must have these documents returned to us before your child's first funded session.

If you think you will be eligible for the 30 hours offer, you can apply at www.childcarechoices.gov.uk you will need to have or set up a Government Gateway account before you can apply.

For 2 year funding(families with additional support) you may receive a letter from the Local Authority which you can bring to us, you can apply online or your Health Visitor may talk to you about this funding. Please speak to us if you would like any more information.

What else do I need to do?

When you apply for the working families funded offer, you will set up an online childcare account via HMRC. If you are eligible, you will receive an 11-digit code, which usually begins with 500. You will need to complete a Parental Declaration and return it to us; this gives us consent to share your details with the Local Authority to confirm your eligibility.

We will also give you a funding contract. We must have these documents returned to us before your child's first funded session. You must reconfirm you code every 3 months via your HMRC childcare account. If you are a foster carer, please contact your Social Worker to get your funding code.

What happens if my circumstances change?

If you fall out of eligibility for the funded hours you will go into a grace period:

When your grace period ends you may still receive the Universal 15 hours (3 and 4 year olds) but will not receive the 15/30 hours (working families) unless you become eligible and reapply later. You will be responsible for giving us one month notice to reduce or change your sessions and paying for any sessions taken over and above the universal funded hours. You cannot change settings whilst you are in your grace period.

If you fall out of eligibility between	Your Grace Period will end on:
1st Jan - 10th Feb	31st Mar
11th Feb - 31st Mar	31st Aug
1st Apr - 26th May	31st Aug
27th May - 31st Aug	31st Dec
1st Sep - 21st Oct	31st Dec
22nd Oct - 31st Dec	31st Mar

What happens if I cannot work?

If you cannot work, you will receive the 15 hours (3 and 4 year olds) and may still be eligible for the additional funded hours if your partner is working (if applicable) and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.



Frequently Asked Questions



What if I am self-employed?

The earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

Can I use Childcare Vouchers, Tax Free Childcare or apply for Universal Credit alongside the 15/30 hours?

Yes, you can, see www.childcare.gov.uk for more information on help with childcare costs

How does Honey Pot Nursery Group administer these hours?

For 2 year funded children or 3 and 4 year funded receiving 15 hours per week the maximum hours available is 570 (10.96 hours x 52 weeks per year), whilst those receiving 30 hours it is 1140 (21.92 hours x 52 weeks per year) This is prorated for children who start with us or become eligible at any time other than September. We stretch these hours so that you will receive some funded hours every week.

Can I have my funded hours whenever I want them?

All places are subject to our set sessions and our occupancies as we have statutory ratio and space requirements.

Do you charge a Registration Fee or Deposit?

For most children a deposit of £200 is required to guarantee your child's place with us, £150 of which is refunded when your child leaves, this is dependent on us receiving our required notice and all fees being up to date. £50 is retained as an admin fee.

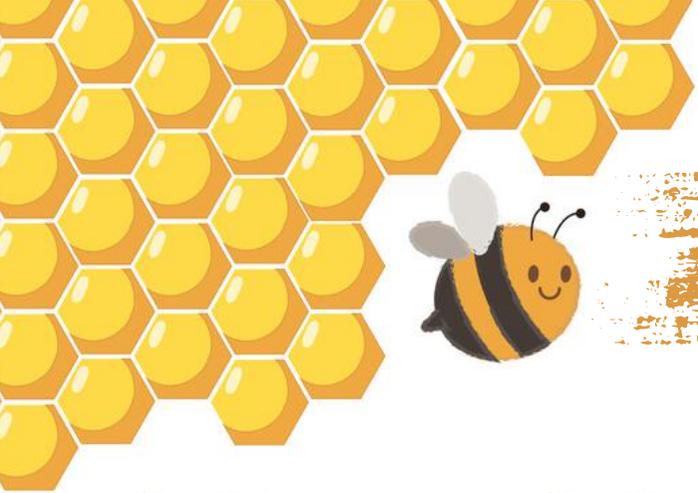
For 2 year funded children accessing funded hours only (families with additional support) a deposit will not be charged. If you wish for your child to attend more than one of our sites or you are registering a sibling, please speak to your nursery manager about the deposit costs.

Can my child attend on a Term Time only basis?

No - we do not offer this option at Honey Pot Day Nurseries.

What if my child is ill or we go on holiday?

Occasional, short term absence such as illness or a family holiday is no problem at all. Where extended absences occur for medical reasons, or visiting family, the local authority allows us to continue to claim funding and hold open your funded place. We must notify the local authority of any absence of more than 2 weeks that we have not been notified of so we ask that you always notify us if your child will be absent. Your usual fees will still be charged to keep your child's place open.



Frequently Asked Questions



What does my child get in their funded hours?

Government funding pays for your child's time with us and basic provision, it is not intended to pay for the things that as a full day care provider we provide such as: meals, healthy snacks extra activities, consumables and an online learning journey. We apply an Enhanced provision charge for this.

Can I split my hours between different providers?

If your child is 2 year funded (families with additional support) you cannot split the hours between settings, however for funding for working families the law says you can split your funding across different providers but on no more than 2 sites per day, if your child will be attending another setting as well as us, we will work with the other setting to ensure the best possible experience for your child. You must let us know if your child will be attending another setting so we can work out how funding will be split and add the details onto your Parental Declaration. Failure to do so may result in you being charged at our standard fees in the case of an over claim of funded hours and your child's place may be withdrawn.

The law says I do not have to agree to extra hours or Enhanced provision to get my funded hours?

That's right, delivery of these hours is legislated for in the Statutory Guidance and we are not allowed to make it conditional that you buy extra hours or services in order to get your funded hours, it also clarifies that we do not have to offer funded hours. Our decision to offer stretched funding and include enhanced provision as standard has been explained in the guide but we make all parents aware that this is our policy and other settings may deliver these hours differently to us.

What if you do not have my preferred hours available?

You are welcome to join our waiting list or we will offer the places we have, and you can change to your preferred sessions as soon as they become available.

What if I choose to opt out of the Enhanced Provision charge?

Those who wish to take up our basic package free spaces will read and sign our opt out policy. Children will not access Enhanced Provision. Please request a copy of our funding policy and opt out policy for more information.



Frequently Asked Questions



How long do you retain my information?

The local authority places up on us the responsibility of checking original copies of documentation to confirm a child has reached the eligible age for early years, we do this by asking to see your child's Birth Certificate or Passport, we may retain paper or digital copy of this, which will be stored securely, in accordance with data protection and privacy requirements and securely disposed of when there is no longer a good reason to keep it. It is part of our agreement with the Local Authority that we retain a copy of your Parental Declaration and make it available to them on request for the year to which it relates and for up to 6 years afterwards

Where can I get more information?

You can visit www.childcarechoices.gov.uk or speak to us.

If I pay for extra hours and don't use them, can I be refunded?

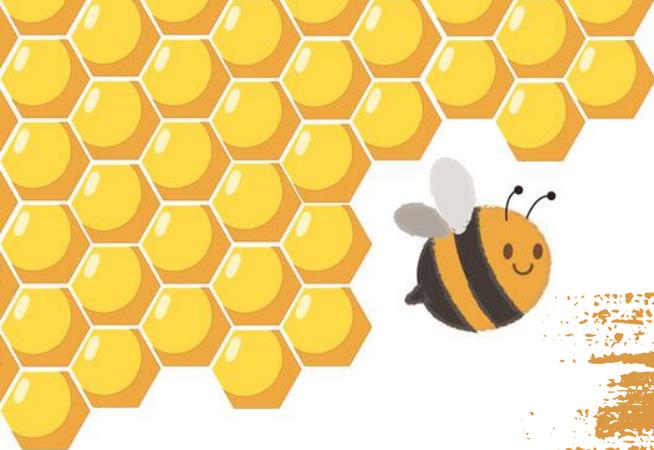
Unfortunately not. We have to make sure we're covering all our running and team costs to provide high quality care for every child at Honey Pot.

What if I want to change my childcare provider?

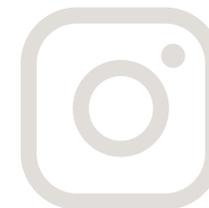
To support continuity for children, local authorities will not transfer funding after Headcounts have been submitted, funding will only be transferred at the end of that term, therefore we ask that you give us at least 1 month notice for funding to finish at the end the relevant term. In exceptional circumstances only, the local authority may agree to transfer funding mid-term but until their express consent is given, we cannot transfer funding or offer funded sessions to a child who has been at another setting before starting with us.

Nurseries in my area allow parents to send in packed lunches. Does Honey Pot?

We strongly encourage parents to choose our Enhanced Provision package, which covers all healthy meals, snacks and drinks. Parents who wish to opt out of Enhanced Provision will be required to provide all meals and snacks for their child daily. This is inline with our strict packed lunch policy to ensure all children receive balanced, nutritious meals and that our environment remains safe for all, especially those with food allergies. Please request a copy of our packed lunch policy for further information.



Helpful Information



If you need any extra advice,
support or information,
please see contact details
below:

Government Website

Visit
www.childcarechoices.co.uk
for a wealth of
information on the
government funded
childcare schemes

Honey Pot Nursery Finance Team

We have our own
dedicated finance team
who will be happy to
answer your query
Email: Finance@honeypotnursery.co.uk

Honey Pot Online

Please have a look
online at our website
and social media
channels for more
information on how we
will give your child the
best start to life.

