



Springfield Day Nursery, 61 Springfield Road, Bury St. Edmunds, Suffolk IP33 3AS Tel: (01284) 753902  
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Springfield Day Nursery is the trading name of Springfield Road Day Nursery Ltd. Co Reg No. 12612979 (England and Wales).  
Registered Office: 18 Langton Place, Bury St. Edmunds, Suffolk IP33 1NE.

## Funding Information for Parents/Carers

All children become eligible for funded early education and childcare the term after they reach the relevant age.

### Eligibility

Families with children aged between nine months and four-years-olds:

- all eligible working parents will be able to access funding for **30 hours per week** of education and care for 38 weeks of the year.

### Three- and four-year-olds

- All three- and four-year-olds are entitled to 15 hours per week of funded care and education for 38 weeks of the year.

### Two-year-olds

Families with children aged two are eligible for 15 hours per week of funded care and education for 38 weeks of the year if they receive 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
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
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A child may also be eligible 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 arrangement order.

To find out whether you are eligible please visit: [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)

### What to do if I am eligible?

If you are eligible for 30 hours funding, **you will be given an 11-digit code**. This you will need to pass on to us with your national insurance number and your child's date of birth for us to confirm eligibility. We will then issue you with a funding form to sign. If we have not already seen some when you first started, we will also need to see some identification for your child such as, birth certificate or passport. The original document **must be seen** by the nursery, we cannot accept any photo evidence via email, messaging.

You will also receive a parental funding agreement letter that you will need to read and sign to confirm that you are happy with the funding arrangements set out between yourselves and the nursery.

It is parent's responsibility to **reconfirm your 30 hours eligibility code every three months**, failure to do so may result in your being unable to receive the funding.

If you are eligible for two-year funding because you receive benefits, we will need to have a copy of your Golden Ticket.

### Accessing your funding

Funding is available for 38 weeks of the year.

Term	No of Weeks	No of Hours
Summer, April - July	13	15=195/30=390
Autumn, Sep - Dec	14	15=210/30=420
Spring, Jan - March	11	15=165/30=330

### Funding session times:

7.45 - 5.30

7.45 - 12.45

12.45 - 5.30

All funded hours can be accessed during our term time weeks. We do not offer stretched funding. We can offer a limited number of funded only and term time places. For attendance outside of these term time weeks you will be charged at current nursery rates.

We will only make a claim for hours that you attend.

Funding is done on a termly basis. Once your additional hours are booked or to attend during the non-funded weeks is agreed this cannot be changed until the start of the following term.

Before the start of each term, you will receive a funding allocation letter outlining dates for the term and your weekly fees including additional hours and lunches.

Please speak to us if you need any further clarification.