

GATEWAY

(EDUCATION & CHILDCARE) TRUST Ltd
The Gateway Centre, Longworth Lane,
Bartestree, Herefordshire HR1 4GA



Tel 01432 851024 email sarahreed.gateway@outlook.com
Company Number :4882693: Charity No:1101914

Dear Parents/Carers,

Early Education funding – What's on offer?

Funded hours for working families

From the term after your child/ren turns 9 months old, you may be eligible for a 22 hours per week all year round or 30 hours per week term time only funded hours.

The term after your child/ren turn three years old. Every child is eligible for at least 15 hours term time, or 11 hours all year round. You may also be eligible for extended funding increasing your funded hours to 30 hours term time only or 22 hours all year round.

Once you apply for these hours, you'll be given a code. Please add this to your contract.

Eligibility for working families funding

You and your partner, must each earn (on average) at least £167 per week (equal to 16 hours at national living wage) You cannot get these hours if you, or your partner, each individually expect to earn £100,000 adjusted net.

Please check your eligibility by visiting:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

Eligibility dates – Please check before you apply

Child turns three between:	Funding commences from:
1 st January to 31 st March	Summer Term
1 st April to 31 st August	Autumn Term
1 st September to 31 st December	Spring Term
Please speak with the office if you are unsure when your child can receive funding.	

The maximum funding will be 22 hours all year round or 30 hours term time only

The **Department for Education (DfE)** states:

"Government funding is intended to deliver high-quality, flexible childcare. It is not intended to cover the costs of meals, consumables, additional hours, or additional services."

What's included in the funding for my child?

We receive an hourly rate from the local authority that contributes towards the cost of childcare for your sessions. Depending on your eligibility, you will receive 22/30 hours per week which are funded. Your funded hours are free and shown on your invoice as funded hours. However, we charge separately for other services, consumables, food and any extra hours on top of your funded hours.

What do we charge?

Food charges –	Under 3 years	3 + 4 years old
Breakfast (Bowl of cereal)	£1.00	£1.50
Brunch (AM SNACK)	£1.00	£1.50
Two-course lunch (Hot lunch & pudding)	£2.50	£3.25
Afternoon Tea (PM SNACK)	£1.00	£1.50
Daily voluntary service contribution *This supports us in providing extra-curricular activities, special celebrations such as gifts, hosting events, trips and outings, yearly events such as graduation ceremonies and celebrations that create memorable experiences for children and families. Explained further in 'Why do we ask for a voluntary service contribution?'	£2.00	£3.00
Additional hours on top of funded hours	£7.50 (flexi rate £8.00)	£7.50 (flexi rate £8.00)

Selecting your funded option

During the term before your child is entitled, you will be required to complete and sign your funding contract. This will include your contact selection, agreed sessions and fees.

If your circumstances change and you are no longer eligible for above funding, you will receive a grace period in line with the council's terms and conditions. This may be up to a term and therefore no changes will be made to your contract mid-term. If it is only a month, you will be notified in writing and a new contract will be created with 1 months' notice. Please make us aware if you know that you will become ineligible. You are not permitted to change from term time only to all year round half way through the academic year.

Sharing funding with another setting

You are allowed to share your funding with as many other settings as you like but cannot take funding within the same day with more than 2 settings.

If you would like to share your funding, please make the nursery aware of this either on your contract or by contacting them so they can claim with the council correctly. Failure to do this may result in an incorrect claim and funding reduced.

Please be aware that if you take funding term time only in one setting, you must take it term time only in the other. If you take spread out funding in one, you must match it with the other and vice versa.

Contract A – Holiday discount

The nursery will still charge during any time off for planned holiday, days off and sickness. On Contract A, you are allowed 1 week block holiday discounted by 50%. Please let the office know when you'd like to use your week. Holidays run from January to January. We do not charge for bank holidays or when the nursery is closed for Christmas. We require you to give a month's notice on a planned holiday. Limited to 1 week block holiday.

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Terminating or changing your contract

If you select either contract A or B you will be required to put in writing your request to terminate your contract with Gateway. If you have selected option B, you may be able to change your contract to option A if availability allows it. You will be required to put in writing any requests and the manager will confirm any changes that are eligible in writing within 2 working weeks of receipt. Funded hours are registered in advance of the term by the nursery and agreed with the council. Any changes after the start of the term such as reducing or increasing funded hours may not be possible as there are cut-off dates dictated by the council. You will need to discuss your options with the nursery managers if you wish to change or terminate mid-term.

Please do not register with another setting without notifying the nursery managers as funding has to be transferred and we require one month's notice. Failure to give notice will result in the nursery charging you full payment.

Why do we ask for a voluntary contribution towards services?

Gateway Nursery strives to offer exceptional services for our children and families. We work in consistently improving the service we provide to our families. Without asking for contributions, we would not be able to continue to provide as much of what we do. From extracurricular activities such as Pedro the music man, yoga, cheerleading, football, forest school, storytelling sessions etc. We also do regular baking activities, use of the minibus for outings, give out celebratory gifts such as mothers/fathers day, Christmas books, all of which, is above and beyond what statutory guidance expects. Events such as Nativity and Graduation also come at an additional cost to the nursery. As costs fluctuate throughout the year, it is easier to ask for a daily contribution towards these services.

Tax-free childcare

Are you taking advantage of the tax-free childcare scheme by the government? You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

For further information please visit: <https://www.gov.uk/tax-free-childcare>

On the next page, you will find information regarding the two contracts that you can choose from. In returning the form on the last page, you are signing to say that you have read and understand the terms and conditions of your chosen contract.

You are able to opt in and out of food charges on both contracts, however you can not mix and match, for example Monday-Wednesday opt in for hot lunches and snacks and then Thursday-Friday packed lunch. If you are choosing Contract A and would like to take advantage in the full package of this option, you are opting in to pay the daily voluntary contribution charge.

Kind regards,
Gateway Management Team

Contract options

When your child becomes entitled to Early Education Funding, there are two contracts that we offer:

Contract A –

This fully meets DFE and OFSTED requirements but offers greater parental choice, flexibility, and continuity. In choosing contract A you are opting in to paying the daily voluntary service contribution stated above.

This option includes:

- Select the sessions and days that suit your requirements (subject to availability)
- Have the flexibility to book extra sessions/hours (subject to availability)
- Stretch your child's funded hours over more than 38 weeks to include school holidays
- An option to take funding 'Term time only' or 'all year round'.
- Use the funded hours between 7:30am- 17:30pm Monday to Friday
- Breakfast included between 07:30-08:15
- Gateway T-shirt (Sunflowers children only)
- Opt in or out for food
- 1 week of 50% holiday discount each year
- **Extra-curricular visits** – Music and movement classes, forest school, animal encounters etc.
- **Yearly events** such as Graduation ceremonies, carol services, and celebrations that create memorable experiences for children and families.
- **Special celebrations** – cultural events, world book day, pancake day, Mothers Day gifts etc.

If you are already a parent at our setting experiencing this level of service, and you want it to continue in the same way you will need to tick the box Contract A.

Contract B –

This option offers a free place for an eligible child.

We only have a limited number of places for FREE funded session This is dictated by our business model for sustainability.

For parents taking up this option, funded sessions can be used between 09:15am until 15:15pm and are term time only. Any extracurricular activities you can opt in or out for on a termly basis and will be charged at £5.00 per session. These will be made aware to you at the start of term. If any spontaneous extracurricular activities occur, you will be contacted to be able to opt in or out.

This option gives you an option to bring your own snacks and lunches or you can opt in for the food charges stated above in 'What do we charge?'.

If you wish to select this type of place, you should tick the box Option B - Funded Hours Only on the booking form.

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'GROW WITH US'

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Company Number :4882693: Charity No:1101914

Childs name:	Room:
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	Contract A	Contract B
I would like to choose: (Please tick)		
Daily voluntary contribution £2.00/£3.00	(In choosing contract A, you are agreeing to pay the daily contribution charge)	
BREAKFAST £1.00/£1.50 Served between 07:30-08:15	Free breakfast between 07:30-08:15 when choosing contract A	
BRUNCH (AM SNACK)£1.00/£1.50 Served between 09:30-10:30	(Please tick)	
TWO-COURSE LUNCH £2.50/£3.25 Served at 12:00pm	(Please tick)	
AFTERNOON TEA £1.00/£1.50 Served at 15:00pm	(Please tick)	
1x GATEWAY TSHIRT (Sunflowers only) £6.80/£8.80 Payable on Contract B	Included (Choose sizing)	Not included (Choose sizing)
	3-4y 5-6y	3-4y 5-6y

If you opt out of paying for snacks and a two-course lunch you will be required to provide a healthy packed lunch which does not require heating as well as a morning and afternoon snack depending on your child's booked session following our healthy packed lunch policy.

Additional hours above your entitlement will be charged at £7.50

Parent/carer name:	Parent/carer signature:
DATE:	