

## Early Years Entitlements (EYE) Policy 2025 2026

### Parents funding Agreement sheet 2025/26

#### Admission

- Admission to the nursery is subject to availability. Staff children, will be given priority in order to facilitate staff recruitment and retention.
- Priority will be given to children accessing additional sessions and accepting additional 'Food' charges.
- Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.
- All children are to provide a valid proof of age – Birth Certificate **or** Passport
- Children who do not utilise funding at Appletree will be subject to Tier 2 fees
- Appletree Corner does not accept University funding because it creates additional administrative work and delays in payment.
- The setting will give two months notice to parents if a child is not attending
- Please note that where sessions are being attended with no additional fee applied, these sessions remain subject to availability. If another family requests the same sessions and is able to take them utilising the additional fee, two months' notice will be given to allow alternative arrangements to be made.

#### Informing Parents regarding applications

- Parents/guardians will need to accept the place in writing on the application form provided. A deposit of £20 will be charged and refunded off the first invoice for Government sessions. Failure to join the setting or delay the booking would void the refund. The booking fee will only be refunded to government funded sessions only. For any additional private sessions, the booking fee is required and retained.

#### Attendance at the Nursery Class

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day A small number of children will be admitted on the same session.
- Since places in the Nursery Unit are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else the local authority withdraws funding due to lack of attendance this will be invoiced to the main parent/carer for the child.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.
- Parents/guardians will be asked to provide two emergency contact numbers.
- Food is a private charge. (currently £15 for a full day, £8 am and £7 pm sessions)
- Breakfast is a private charge
- Suncream is a private charge
- It is expected that parents will attend meetings virtually or in person to support their child's learning and development where it is deemed necessary.
- It is expected that the funding will be utilised at Appletree Corner in the first instance. Should funding not be utilised Tier 2 fees will apply over the equivalent period. Tier 1 charges apply for any additional private hours.

#### Early Years Entitlements

Appletree Corner offer government funded childcare for 9 months, 2-, 3- & 4-year-olds.

## **Early Years Entitlements (EYE) Policy 2025 2026**

By enrolling at Appletree corner I agree with the above statement, and I will complete any required paperwork that is required for Lincolnshire County Council to process the application.

Appletree provide spaces for universally funded children.

- These sessions are available to all children between Monday to Friday 8am to 1pm and 1pm –6pm.

These sessions incur a voluntary 'Food charge' to cover the cost of the meals. Breakfast club is also available from 07.30-08.00 at an additional private cost.

### **Food supplied\***

Appletree Corner employ a cook to create healthy meals that ensure the children are provided with a nutritious meal.

**AM : morning snack with milk, 2 course freshly cooked hot lunch prepared on the premises**

**PM: afternoon snack with milk and light tea**

**Allergies are catered for.**

**Please see our Food 'opt out' policy.**

### **EYE Hours**

**Standard** universal funding provides 15 x 38 weeks (570hrs). **Extended** sessions provide 30 x 38 weeks (1140hrs hours). This is a term time only offering. Appletree Corner **do not** offer term time only sessions.

At Appletree Corner, we deliver funding over 51 weeks. This is a '**stretched**' offering.

As we are open 51 weeks per year this equates to 11.2 (universal) or 22.35 (extended) hours for children joining in September.

Funding will be allocated to the first sessions of the week.

In the event of severe weather closures, hours may be used on free sessions where the setting can accommodate additional children. If the setting does not have the additional staff to support this the sessions will not be exchanged for monetary value.

### **Holidays**

Sessions cannot be swapped due to holidays or sickness for sessions. Appletree corner is closed between the period of Christmas and New year and bank holidays. No fees will be charged for these periods.

As we are a full day care our costs are stretched based on a full booking throughout the year. If you wish to take your child out of the setting full fees will still apply.

For those children who attend on a bank holiday this may impact on the funded hours received due to Bank holiday closures. No consumables or Food charges apply during a closure period.

### **Change of provider**

Where a child moves to another setting 1 months written notice is required Should a child leave without the correct notice the funding will be withdrawn but the full private fees will be charged for the booking. (Tier 2) This will be invoiced regardless of whether your child attends or not.

- 'I agree to the terms of delivery at Appletree Corner.