



Tigers at Swindon Guide to Funding Booklet

If you are new to nurseries, there are a few different ways to help fund your childcare. Understanding funding isn't always easy but we are to help. In England there are two government funding programmes. In simple terms, you can make the most of 15 or 30 funded hours per week, depending on your circumstances. Hopefully the information below will give you a good idea of what is available.

Funding Available

Childs Age	38 weeks	Eligibility
2 years	15 hours	Families receiving government support
3-4 years	15 hours	All Parents
9mths- 4 years	30 hours	Eligible working families

Nursery Education Funding is government-funded hours childcare support offered for 38 weeks of the year. This can be delivered over 38 weeks or stretched over additional weeks, claiming maximum of 10 hours a day.

The eligibility criteria for Working Parents are available on the Government website. It is parent's responsibility to check their eligibility through HMRC and they must provide an eligibility code to the setting. This code will then needs renewing every 3 months. These codes apply to the term after your child reaches the correct age, the deadline to receive your code for the following term is 31st December, 31st March and 31st August. We encourage all families looking to take up funded spaces to enquire as soon as possible as specific sessions may fill up faster than anticipated.

Best Start in Life

www.beststartinlife.gov.uk The Best Start in Life website will guide you through your options to help you decide on the schemes that are that are best for your family this includes the Working Families Entitlement Funding and Tax-Free Childcare.

Tax Free Childcare Accounts

Working parents of children aged under 12 can use Tax-Free Childcare, through the childcare service account, to pay for registered childcare. The Government top-up the money that parents pay into the account i.e. for every £8 parents pay in, the Government will add an additional £2. Parents can receive £2,000 per child per year, or £4,000 if disabled.

Please visit www.beststartinlife.gov.uk to find out more about eligibility and the scheme. We advise parents to ensure they have read all of the advice in relation to what is best for them and whether they should move from an existing scheme as your choice may result in changes to your eligibility for other benefits or childcare costs support.

Funding Types

Childcare Funding Options

Covering the cost of childcare isn't always easy, especially in the current financial climate. The UK government offers a range of funded childcare schemes to help lighten the financial load.

Below are the available options to see what childcare funding can help you.

Universal Funded Childcare

All parents of 3- and 4-year-olds are entitled to the 15 hours funding from the term after your child's 3rd birthday and until they start school. Many families will also be eligible for extended funding for up to 30hrs per week term only.

Supported Two-Year-Old Funding

Some parents will be able to apply for 15 hours funding for 2-year-olds.

If you are in receipt of certain benefits such as Income Support or Universal Credit, or your child has Disability Living Allowance or an education, health and care (EHC) plan, you may be able to get 15 funded hours for your child. Please visit local council website or Best Start in Life:

www.beststartinlife.gov.uk

Working Families Funding

Working Families for children aged 9 months plus whose parents meet the eligibility criteria can claim up to 30 hours per week, term time only.

Each parent must be working and earning at least the equivalent of 16 hours a week at the national living or minimum wage, but less than £100,000 a year. If you are a couple, then this applies to each of you - if one of you doesn't work, or one of you earns over £100,000, you won't be eligible.

If your child attends all year round, we will claim the maximum amount you are eligible for to help cover costs in the school holidays. This is the stretched funding option.

Early Year Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning facilities and resources, with the aim of impacting positively on your child's progress and development.

How to apply

You need to apply for working families entitlement at www.beststartinlife.gov.uk Applying for working families funding childcare usually takes people around 20 minutes. You'll need your National Insurance number (or your Unique Taxpayer Reference if you're self-employed). If you are a couple, you will need this information for each of you.

If your application is successful, you'll receive a code. Once you receive this code, please send it to your chosen setting and they will confirm that the code is for the current term using the local authority portal. Please note that if you get tax free childcare, they may send you a code automatically the term before you get funding.

While the government funding is a great help towards childcare fees, it only covers a limited number of hours and doesn't pay for all the Essentials and Extras that make Tigers such a special place. To help us give your child the best start in life, we'll ask you to contribute towards the costs along with any unfunded sessions.

Reminder

If you receive the 15hrs Universal Funding, you do not need to apply for a code. For further information go to the best start in Life website.

Don't forget

Every three months you will need to sign into your HMRC childcare account to reconfirm your working family eligibility code. Failure to do this may mean that you miss out on a term of funding so please don't miss your reconfirmation date.

Tigers at Swindon Fees

Fees for families who are not in receipt of funding. These fees include all meals and non-consumables.

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Full Day Session – 7.45am to 6.15pm

£84.00

Morning session – 7.45 to 1pm

£57.00

Afternoon session – 1pm to 6.15pm

£57.00

Extra Day Ad hoc Session as above

All Year Round Stretched Funding

Whilst Government funding provides for 15 or 30 hours a week, it must be remembered that this is only for 38 weeks of the year. This therefore equates to 570 hours or 1140 hours per year, we will then stretch this funding to give you hours all year round and equal monthly payments along with privately paid hours.

We offer the 15 hrs and 30 hrs funding between the hours of 8am till 6pm. You can use your funding in 5hr blocks to attend 8am till 1pm or 1pm till 6pm or you can use a 10hr block to attend 8am till 6pm.

We will claim the maximum amount of funding that we can based on the hours you attend and all other hours will be charged as privately paid hours. You can opt in for meals and non-consumables as below.

Optional Extras and charges

Funded hours 8am till 6pm, 8am till 1pm, 1pm till 6pm	£0
Privately paid hours up to 5 hrs per day when used alongside funding (between of 8am and 6pm)	£11.40 per hour
Privately paid hours up to 10 hrs per day when used alongside funding (between of 8am and 6pm)	£8.00 per hour
Breakfast, Snack and Lunch	£3.70 per day
Snacks and Tea	£1.75 per half day
Non-food consumables	£2.50 per full day
Extended hours 7.45am till 8am	£5.00 per session
Extended hours 6pm till 6.15pm	£5.00 per session

Meals

Families with a Disadvantaged 2-year-old funding code can access their funding without paying for meals.

We offer well-balanced, nutritious cooked meals at a low cost. If you would prefer to provide your own meals, including snacks, breakfast, lunch and tea we require these to adhere to our pack lunch policy.

Non-Food Consumables

This includes nappies, wipes, toiletries and creams.

If you prefer to bring your own, please ensure your child has 1 pack of Nappies, 1 full bag of nappy sacks 2 packs of baby wipes, 1 pot of nappy cream for each session they attend.

Funding Entitlement

We will use all your funding entitlement before we charge for any privately paid hours.

As the way families wish to use their 5- or 10-hour sessions will be different, please contact the setting for an individual quote.

Once your child becomes eligible for funding our most popular option is the stretched offer over 51 weeks. We also have some fully funded places to offer the funding over 38 weeks.

Packed Lunch and Food Policy

Meals at Tigers

Our meals are **nutritionally balanced**, **cooked inhouse daily**, and cater to a variety of dietary needs. We can also **supply alternatives to cow's milk** for children who require them. Offering **great value for money** and ensures that children receive well-prepared, healthy meals without the need for parents to supply food from home.

When children attend school, they will typically be receiving **hot meals** as part of their daily routine. Our nursery meals follow a similar structure to help children feel comfortable and confident when transitioning to school settings.

Mealtimes are important to children's development. The food they eat at mealtimes gives the vitamins, minerals, and protein they need to grow and stay healthy. It gives them energy and makes them feel good. Eating habits and attitudes learned in childhood can last a lifetime.

Here at Tigers we follow the **Early Years Foundation Stage Nutrition Guidance**: <https://www.gov.uk/government/publications/early-years-foundation-stage-nutrition>

We also work with the NDNA Food Nutritionist to ensure our menus are well balanced and meeting all the objectives set out by the Early Years Foundation Stage Nutrition guidance.

Mealtime Experience and Child Development

We aim to make eating enjoyable and to create a complete dining experience that appeals to the children and encourages them to appreciate the food. Children are encouraged to make a positive contribution by helping to lay the table with placemats, plates, cups, and cutlery, as soon as they are able. Children also learn important self-serve skills, to be able to cut up their own food, all of which are essential for building independence and preparing them for the routines and expectations of school.

Our mealtime routines are designed to encourage children's self-help, independence, and choice. Equipment used must be appropriate to the age and stage of development and designed to promote children's independence.

The opportunity for personal, social and emotional skills to be developed and the opportunities to provide dialogue to support language and communication skills is also very valuable.

Home-Packed Food

At our nursery, we aim to ensure that all children receive nutritious, safe, and appropriate meals while in our care. Parents who wish to provide their child with their own food must adhere to the following policy guidelines to promote health, safety, and inclusivity.

Food Guidelines

All provided food will need to be checked by a member of staff before it can come onto the premises, so please be aware that this may delay your drop off.

1. **Healthy and Nutritious:** Parents must provide food that supports a balanced diet and is suitable for their child's age and stage of development.

2. **Packaging and Allergen Safety:** All food provided **must be shop bought, unopened, and in it's original packaging** so that allergen information can be clearly checked by staff.
3. **Choking Hazards:** Natural foods such as fruit must be cut into age-appropriate sizes to minimize choking risks.
4. **Airborne Allergies:** Children with packed meals will sit at a designated table with other children who have also brought their own food to reduce airborne allergen exposure.
5. **Restricted Items:** Parents must not send in **chocolate, crisps, or any other unhealthy snacks** as part of their child's packed food.
6. **Nut-Free Policy:** As part of our allergy management plan, **no nuts or nut-based products** should be included in packed meals.

Breakfast Provision

- We can only serve cold breakfast food, in the form of pre-packed cereals. For breakfast provided by yourselves the nursery can supply **only cow's milk**.
- We will not heat up bread from home e.g. to make toast
- If a child requires an alternative milk or milk substitute, **parents must provide this daily**.

Snack Provision

Snacks must be healthy and able to be stored in your child's bag until needed. Two snacks per day should be supplied. Snacks will need to be as listed in the food guidelines above.

Food Preparation and Storage

1. **No Refrigeration:** We are **unable to refrigerate** any food provided by parents. Therefore, parents must include **ice packs** in their child's lunch box if food is needed to be kept at a safe temperature.
2. **No Heating:** We are **unable to heat** any food provided by parents.
3. **Ready-to-Eat Format:** All meals and snacks must be sent in a **ready-to-eat format**, suitable for the child's age.
4. **Utensils & Containers:**
 - The nursery **will not wash or clean** any containers or lunchboxes.
 - The nursery **will not provide** utensils; parents must include necessary cutlery in their child's lunchbox.

Liability & Responsibility

- The nursery **accepts no responsibility** for the quality, safety, or temperature of any of the food provided by parents.
- Parents are responsible for ensuring that the food remains fresh and suitable for consumption throughout the day.
- **Failure to Provide Food:** If parents fail to provide suitable pre-packed food for the day:
 - They will be required to either **collect their child and take them off the premises** so they can source food, or
 - The nursery will **supply food and invoice the parent** at our daily meal charge as in the booklet.

Additional Considerations

- **Food Sharing:** Children are **not permitted** to share food to prevent cross-contamination and allergic reactions.
- **Healthy Drinks:** Only water or milk is permitted in nursery; no fizzy drinks, fruit juice, or flavoured milk. Nursery will provide water and milk to all children.

- **Monitoring & Compliance:** Nursery staff reserve the right to discuss concerns with parents if food provided does not comply with these guidelines.

By following this policy, we aim to create a safe and inclusive dining environment for all children. Thank you for your cooperation in supporting the health and well-being of our nursery community.

If you have any questions or concerns, please speak with a member of staff.

Fee & Funding information

Registration Fee

A registration fee of £75.00 is payable at the time of completing the registration form online. This is required per family to be placed on our waiting list. Please ensure you have checked availability with the setting before making this payment as all registration fees are non-refundable and does not guarantee your place. The registration fee covers unlimited settling in sessions the month before you start.

For a fully funded place no registration fee will be required, settling in sessions can be done during your child's first week in nursery. We will work with you to adapt the hours your child attends to allow them to build up the time they spend at nursery.

The place is secured with a deposit which we will request in writing once we have your place available.

Please note

- If your child has a disadvantaged funding code, you are not required to pay our registration fee. If this is the case, please contact the setting.

Deposits

The nursery will contact you for a deposit once the place is available, we will request 4 weeks' fees as a deposit. The deposit will then be allocated to your first month's fees at Tigers.

If you require a fully funded place and there are no additional costs.

If you require a fully funded place your place will be allocated the term before your start date.

All deposits are non-refundable regardless of the notice given if you decide not to take up your place at Tigers.

Your place is only secure at Tigers once we have received your deposit. Places are allocated on a first come first served basis.

Terms and Conditions

We require these to be signed at the time of registration.

Invoicing

Invoices are sent by email from our accounts department accounts@tigersdaynurseries.co.uk

You will receive an invoice at the beginning of each month; fee payments will be due on or before the 15th of the month.

If you do not receive your email or would like to change your preferred email address, please let accounts know. You can view all payments on your EY Parent App.

Bank Transfer

If you are making a bank transfer, please can you use your child's full name as a reference. Please can Bank transfers be set up so that we receive the payment on or before the 15th

Tigers Bank Details as below:

Tigers at Swindon Day Nursery Limited

Sort Code: 30-96-96

Account Number: 65868068

Tax Free Childcare

If you receive tax free childcare, please can you email your reference code to accounts. For information about tax free childcare please log onto www.beststartinlife.gov.uk

To set up your tax-free childcare account you will need our Ofsted Number, please see below for these:

Swindon: 498318

Bank Holidays

You will be charged for Bank holidays, but you will be able to swap these for another day at a mutually convenient time.

All bank holidays must be taken by the end of each calendar year; they will not be carried to the following year.

If your child attends full-time bank holidays are considered in the weekly rate.

Christmas Week

We do not charge for the week over Christmas as we close the 23rd of December and reopen on the 4th of January unless it is a bank holiday.

Sibling Discount

If siblings attend the second child will receive a 5% discount on their fees while both children attend Tigers.

Swapping Days

Unfortunately, we are unable to swap holiday days or give back sick days. This is because the nursery is full most of the time and we would not be able to accommodate this for everyone.

However, we may be able to swap Nursery days to help with families work commitments.

Extra & Unfunded Days – 8am until 6pm

Extra days can be booked through our website or by contacting the Nursery Manager. Payment is due on or before the session to confirm the booking.

To book extra sessions on our website, Please see the link below:

<https://tigers-day-nurseries.pembee.app>

Notice period

We ask for 4 weeks' notice to end your contract. You will receive a leaving balance based on the funding we have received for you, the sessions attended, and the payments made. Please note this could increase your final months' payment.

Tigers at Swindon Day Nursery Limited

1403 Welton Road, Delta Park, Westlea, Swindon, Wiltshire, SN5 7XN

Registered Office: 264, Banbury Road, Oxford, OX2 7DY

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