



Little Beans Funding policy

At *Little Beans* we pride ourselves on catering for all families and helping where we can to make sure we provide quality, affordable childcare. We accept 9-month old to 4-year-old funding for families to access across our variety of sessions on offer. However, we only have a limited number of funded-only places. Please enquire with our management team to see what sessions are available on a funded-only basis. Alongside this, if you fall within certain criteria, you can also claim additional funding such as Early Years pupil premium or deprivation funding.

When your child starts at *Little Beans*, we will provide you with the funding forms from the Borough of where the nursery is situated. These funding Forms are to be completed in a timely manner, including all necessary details for us to claim your funding. Each parent must sign an agreement outlining the terms and conditions for your child to receive this funding and provide us with the correct ID for your child. This agreement is with your local Council, and as a nursery, we claim the funding on your behalf. According to this agreement, the rules of funding are set by the Local Authority, and both we at *Little Beans* and you must adhere to these rules.

To verify your child's identity and age for any funding claim, you need to provide their original birth certificate or passport. We will verify it and make a copy for our records.

All Funding starts from 9 months old for working families if you meet the eligibility criteria. You must provide us with a valid code by the end of the month before a new term begins. Term dates are available on our website and in our monthly newsletters. HMRC will set your own bespoke timescales and deadlines for you to apply and then reconfirm your eligibility and codes.

Consumables Contribution: Please check the current fee schedule for your nursery

In accordance with Government guidelines, at Little Beans the hourly consumable contribution is voluntary. We have an opt-in or opt-out procedure. We will automatically opt-in any new starter to pay consumable contributions when they are in receipt of any funded hours. If you wish to opt-out of the consumable contribution, please email us at the office of the nursery your child attends.

If you experience any financial hardship then please do get in touch and speak to us in the office.

If you like our nursery and like what we do then we strongly encourage you to contribute and pay the consumable contribution. These funds go to what makes our nursery special and a better experience for all our little beans. This includes, but is not limited to, the additional supernumerary staff that we employ to lower our staff-to-children ratio, admin teams, providing an enhanced level of care, snacks, breakfast, alternative milks, EYFS provocations, hygiene and toiletries,



cooking classes, extra activities, bus trips, outings, Tapestry, additional 'above and beyond' activities in the setting, additional resources and activities including messy play, parents evenings, termly family events, extra curriculum classes which are outsourced (e.g yoga, dance, French, music etc), additional 'above and beyond' staff training. All of these elements contribute to the high-quality, enriching experience that makes Little Beans so special. We ask for this contribution as the government funding hourly rates are lower than our nursery hourly rates and which are required to effectively run the nursery, and without our offering would be unsustainable.

Food packages:

If you opt-out of the consumable contribution, we will charge you for Little Beans breakfast and snacks as the government funding does not cover the cost of these items.

We will create a food package for each session. The food package is fixed per session and cannot be partially selected/customised. If you do not wish to have Little Beans food package and wish to bring your own food to nursery, then you must bring food for every set nursery meal/snack time (please see our website Menu page which sets out meal and snack times). Food brought in to Little Beans must be in line with our packed lunch/food from home policy and allergy policy. It must also be healthy, nutritious and secured safely in a chilled lunch box as per the food safety government guidelines.

Any food from home that does not meet storage, safety, or allergy guidelines will be discarded, and you will automatically be charged for the full food package fee for that session.

If you do not bring in food for your little bean (we know life is busy!) you will automatically be charged for the full food package fee for that session.

The Food Package costs are:

Day space food package	£13.50 (breakfast, snack, lunch, snack, tea)
Midi day food package	£11.00 (breakfast, snack, lunch, snack)
Mini day food package	£8.00 (snack, lunch, snack)
Morning food package	£8.00 (breakfast, snack, lunch)
Afternoon food package	£5.50 (snack, tea)

- * £2.10 Breakfast, morning and afternoon snack
- * £4.20 lunch
- * £3.75 Afternoon tea
- * please see packed lunch/food from home policy
- *Please see allergy policy



There are different types of funding depending on your child's age and your family financial situation. More information on the types of funding and support you can access can be found here: <https://www.childcarechoices.gov.uk/how-apply-help-childcare-working-parents>

Little Beans **accepts all types of funding listed below:**

2-year old funding for families in receipt of additional government support: If you are eligible to claim this 2-year old funding and only attending for the 15 hours and no extra, we will not ask for a registration fee but we will require a fully refundable deposit, deposits are refunded at the end of your child's time with us, if accounts are paid fully. You can claim up to 15 hours a week which you can either spread across the whole year or use term time only. If spreading your funding across the year to All year round then you will receive 11 hours per week. If you receive 2-year old funding due to receiving some additional form of government support then (a) consumables will not be charged to you and (b) when you go on to claim 3-year old or 4-year old funding for that child, consumables will not be charged. However, where a parent's financial situation changes during this time, we will re-evaluate and consider charging the consumables fee for these families. Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK (www.gov.uk)

9-month-old to 2-year-old funding for working families (From September 2024 working families can receive 15 hours a week – this is increasing to 30 hours a week from September 2025): If you are eligible to claim this funding, you can choose to spread the funding across the whole year or use it term time only. If you spread the funding across the year to all year round, you will receive 11 hours per week. Otherwise, you will receive 15 hours per week for term time only.

Reconfirmation: You must ensure you reconfirm your eligibility every 3 months with HMRC, failure to do so may result in withdrawal of funding and you will then be liable to pay full fees to cover the cost of the sessions. You can use the website below to check your eligibility for 9-month-old to 2-yearold working families funding: Apply for free childcare if you're working - GOV.UK (www.gov.uk)

2-year-old funding for working families (currently working families can receive 15 hours a week – this is increasing to 30 hours from September 2025): If you are eligible to claim this funding, you can choose to spread the funding across the whole year or use it term time only. If you spread the funding across the year, you will get 11 hours per week. Otherwise, you will receive 15 hours per week for term time only.



Reconfirmation: You must ensure you reconfirm your eligibility every 3 months with HMRC, failure to do so may result in withdrawal of funding and you will then be liable to pay full fees to cover the cost of the sessions. You can use the website below to check your eligibility for 2-year-old working families funding: Apply for free childcare if you're working - GOV.UK (www.gov.uk)

3–4-year-olds funding: Every child is entitled to 15 hours funding per week starting from the term after their 3rd birthday.

Eligible working families who meet the criteria with HMRC can claim an additional 15 hours a week (making a total of 30 hours a week).

For each child, you can choose to spread the funding across the whole year or use it term time only. If you are entitled to 15 hours a week funding and you spread the funding across the year, you will get 11 hours per week all year round. If you are entitled to 30 hours a week funding and you spread the funding across the year, you will get 22 hours per week. Otherwise, you will receive 15 hours or 30 hours a week during term time only.

You can use the website below to check if you are eligible for the 30 hours: <https://www.gov.uk/30-hours-free-childcare>

Reconfirmations: If you are claiming 15 hours or 30 hours funding for 3–4-year-olds, you will need to make sure that you check your eligibility each term with HMRC. This is done via the same government portal that you used to apply for the funding. If you do not reconfirm your eligibility each term, you risk being charged full fees for your child's sessions.

Registration Fee: A registration fee is charged to all families joining Little Beans. However, those who are accessing their free funded hours only and no extras (such as but not limited to consumables, food, extra hours) will be exempt from the registration fee.

Deposit: We require payment of a deposit to secure your place for every child registering to Little Beans. Deposits are fully refundable when a child leaves Little Beans and the account is in credit. Please refer to our terms and conditions.

Session Fee: As per our terms and conditions (which can be found in our prospectus on our website), any non-funded hours will be charged at the hourly rate that applies to your setting. Please refer to your nursery's fee schedule which is available on our website.

We can provide extra sessions to funded children outside of the funding agreement in place with the Council. These extra sessions will be charged at the hourly rate that applies to your nursery.

Additional funding: In addition to the 9-month-old to 2-year-old, 2-year-old, 3-year-old to 4-year-old funding, Little Beans can get extra funding for some



children. Depending on your circumstances some children get given Early Years pupil premium (EYPP), deprivation funding or disability access fund (DAF). As a nursery, we discuss between ourselves and other professionals how we can use this funding to best help each child that is eligible. For your child to be eligible for DAF you will need to be claiming Disability Living Allowance (DLA).

Fee increases: We review and increase fees as per our terms and conditions annually - every April

Liability for booked hours/sessions: When you book hours or sessions for your child, you are responsible for the full cost. If funding does not cover the full amount or circumstances change and none of the funding is able to be claimed by the provider, the balance/remaining balance must be paid by you. This applies in all situations, including (but not limited to):

- Changes in government-funded hours
- Changes in eligibility
- Changes in local borough hour allocations
- Adjustments in funded hours based on the child's date of birth and school year
- Shared funding with schools
- Unsuccessful or invalid funding codes

Parents/carers remain responsible for all associated costs, regardless of funding shortfalls.

At Little Beans, if funding is not able to be claimed and allocated to your sessions/invoice and you wish to change sessions or terminate, a calendar months' notice is still required as per our terms and conditions.