

# Fees and Funding





# Our Guide To Funded Childcare

We know that paying for childcare isn't always easy, but did you know that government funding has increased for working families and you could get support?

We offer the 15 and 30 hours funded childcare places to eligible families. The number of funded hours you get depends on the age of your child and your family circumstances.

**By helping with childcare costs, funded childcare enables your child to:**

- Experience daily routines and develop good habits that help them to feel secure and safe.
- Develop social skills, which enable them to form healthy relationships with other people.
- Learn how to share and take turns.
- Listen and communicate their ideas and become independent.
- Build on important skills for social, emotional and academic success.
- Get ready for primary school.



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# Working Parent Funding



If you are a working family in England and you or your partner are earning at least **£183/week** (which is the equivalent of 16 hours at National Minimum, or Living Wage), then you can apply for the following help...

- Up to **15 hours\* funded childcare** for children aged 9 months to 3 years. From September 2025 this will increase to 30 hours.
- Up to **30 hours\* funded childcare** for children aged 3-4 years.

If you or your partner are on maternity, paternity or adoption leave, or you're unable to work because you are either disabled or have caring responsibility, then you could still be eligible.

You won't be able to get funded childcare if you, or your partner, each individually expect to earn £100,000 net income, or more.

\*Funded hours are available over 38 weeks term time, at Kids Planet we stretch the available funding to cover the entire calendar year.

# Working Parent Funding



## How to apply

To set up a childcare account, follow the steps below. If you pay for childcare and want help with costs through Tax-Free Childcare, you can apply using the same service\*.

**Step 1** Go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check your options.

**Step 2** Go to [www.gov.uk/sign-in-childcare-account](http://www.gov.uk/sign-in-childcare-account) and set up a Gateway Account. You will need to provide your supporting documents (like your passport, you and your partners National Insurance numbers or Unique Taxpayer Reference).

**Step 3** Once you have your Gateway Account you will be able to apply for your Childcare Code.

**Step 4** When successful take your code to your nursery manager. You must confirm your details are up to date every 3 months or your code will expire.

## When to apply

- Apply for 15 hours funded childcare when your child is 23 weeks old.
- Apply for 30 hours funded childcare when your child is 2 years and 36 weeks old.

If you're returning to work, the timing depends on your start date.

\* Different schemes exist in Scotland, Wales, and Northern Ireland.



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# Universal Funding

**15 hours of funded childcare is available to families in England with eligible children aged 3 - 4 years.**

Funded hours are term time (38 weeks) to a total of 570 hours per year that you can use flexibly across one or more childcare providers.



## Eligibility

- Children born between 1 January and 31 March are eligible from the start of the term beginning or following 1 April.
- Children born between 1 April and 31 August are eligible from the start of the term beginning or following 1 September.
- Children born between 1 September and 31 December are eligible from the start of the term beginning or following 1 January.

As this is available to everyone, there is no need to apply and funded hours will be automatically applied to your bill based on your booking pattern and completion of your parent agreement (see funding loop section).

If you wish to use your funded hours with no additional charges, please give your nursery plenty of notice to make sure the necessary amendments can be made to your booking.

# Families in Receipt of Government Support



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**If you live in England, parents in receipt of additional government support can apply for the following help:**

**Up to 15 hours** funded term time childcare for children aged 2 years.\*

Government support includes things like Income Support, Jobseeker's Allowance, Universal Credit and Child Tax Credit; but you can also get help with childcare if a child is looked after by local authority or get Disability Living Allowance.

Visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information on eligibility and how to apply

\*Term time is 38 weeks of the year. 15x38 = 570 Hours max per year.



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# Tax Free Childcare

**A scheme introduced by the UK government to help working parents with the cost of childcare.**

For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per school year. This could result in a **20% reduction** in your childcare expenses and can be used in conjunction with funded childcare hours.

**You may be eligible if you or your partner are:**

- In work and each earning at least the National Minimum Wage or Living Wage for 16 hours a week.
- Earning under £100,000 each a year.

Check if you're eligible for a Tax-Free Childcare account by visiting the government's Childcare Choices website at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

We accept payments for your invoice directly from this account. Please give your child's reference code to the nursery to help us allocate the payment.





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# Our Fees

## Term Time Attendance

There are a limited number of term time places available at our nurseries. If you require a term time only place, please make your nursery manager aware of this as soon as possible.

Nursery term dates are 38 weeks and most schools are 39 weeks. Your nursery's term dates may vary per Local Authority, and may differ slightly to the surrounding schools.

If your required hours are above your funding entitlement your bill will be charged calendar monthly. This will fluctuate slightly from month to month depending on the number of days attended in each month.



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## Year Round Attendance

Year round attendance is charged over 52 weeks in most of our nurseries, this includes bank holidays / nursery closures which are chargeable.

If your required hours are above your funding entitlement your bill will be annualised so this will be the same each month.  $Weekly\ fees \times 52\ weeks / 12\ months = annualised\ monthly\ amount.$  If a child starts, leaves or changes sessions mid month, charging will revert to calendar monthly charging for that month and then return to annualised for the coming months.

## Invoices

Invoices will be circulated via email before their payment due date of the 1st of each month and are able to be viewed on the Parent Zone app.

## Non attendance

Non-attendance for holidays, birthdays, family days out etc. will still be chargeable. If you have prolonged periods of absence the amount of funding being allocated may have to be reviewed as per the local authorities guidelines.





# Essentials and Extras



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**Kids Planet operates on an all-inclusive basis, which is reflected in our private fee. If you're paying the private fee without any funding applied, it covers everything including meals.**

**Government funding is only calculated to cover the basic cost of providing childcare, and does not cover the other costs of running a nursery, such as nutritious meals and snacks, consumable items like sun cream and arts & Crafts materials, educational outings, special events, light, heat, etc. As a result, we add an Essentials & Extras charge to funded hours to ensure that we can provide these to all children in all of our "Above and Beyond" contracts.**

Our Essentials & Extras charge does not apply to those receiving Government Assistance Funding. Those parents will instead operate under a "Funded Only" contract. Children on this contract will receive the same quality of care and education, and the same access to provision.

Including the Essentials & Extras charge on our "Above and Beyond" contracts ensures we can run our nurseries to the highest quality and provide the children with a rich and fulfilling experience. Parents unwilling or unable to pay this charge have an alternative option, which is operating under the "Funded Only" contract. Note that this contract has limitations around any additional sessions and may be directed to Off Peak sessions when the nursery is busy.



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# Funding Contracts



**When a child attends a place that exceeds the funded hours provided, it's often referred to as 'above and beyond' a funded-only place.**

For example, if a child receives 30 hours of funded childcare per week but attends additional hours beyond that, those extra hours would be considered 'above and beyond' the funded allocation.

Funded Only contracts are limited, and are prioritised for those receiving Government Assistance.

Funded hours are provided to cover the basic provision of childcare and are not intended to cover the costs of meals, other consumables, additional hours or additional activities such as trips.

To cover these additional costs, Essential and Extras are charged per funded hour across both 15 and 30 hours funding.\*

If you are unwilling or unable to pay this please speak to your Nursery Manager to explain the policy in these circumstances.

\*We do not charge Essential and Extras for 2 year olds receiving Government Support or 3 and 4 year-olds receiving 15 hours on a Funded Only contract.



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	Age 9 mths - 2 years (Working Parent)		Age 2-3 years (Government Support)		Age 2-3 years (Working Parent)		Age 3-4 years (15 Hours)		Age 3-4 years (30 Hours)	
	Funded Only	Above & Beyond	Funded Only	Above & Beyond	Funded Only	Above & Beyond	Funded Only	Above & Beyond	Funded Only	Above & Beyond
<b>Registration Fee</b>	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓
<b>Term Time Bookings</b> (Each nursery will have different availability please check with your nursery).	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>All Year round Bookings</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Extra Sessions</b> (Each nursery will have different availability please check with your nursery).	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>'All Inclusive' nursery</b> all nappies, baby formula and baby wipes.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Additional Charges</b> referred to as 'Essentials & Extras' cover the cost of meals and consumables.	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓
<b>Restricted Session times and days</b> (Each nursery will have different availability please check with your nursery, as these are usually "off Peak" Sessions).	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗
<b>Mid-term transferring of funding to another childcare provider</b> (Except in exceptional circumstances).	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
<b>Subject to confirmation of eligibility from the LA.</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A <b>parent agreement</b> is required to be signed by the LA for funding to be released, delays or non-completion will result in funding being removed from your account.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Change of booking pattern</b> which will affect the funded hours claimed.	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗



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# Funding Loop



**To claim Early Years Funding for your child you will need to complete a 'Parental Agreement' form. These forms have to be completed multiple times throughout your child's attendance at nursery.**

**GOOD TO KNOW**

Funding Loop will NOT re-check 30 hours codes every 3 months for eligible parents. You MUST revalidate your codes with HMRC every 3 months to continue receiving extended hours of funding.

Funding Loop is not affiliated with your local authority in any way, it is simply a tool that makes getting parental agreement forms completed easier for the nursery and the parent or carer.

Funding Loop is completely safe to use but if you would like to take a look foy yourself, here are the links:

<https://parents.fundingloop.co.uk/#/terms/viewPrivacyPolicy>

<https://admin.fundingloop.co.uk/#/terms/securityOverview>

**Kids Planet use Funding Loop, a software platform that helps parents and nurseries with the process of claiming government childcare funding.**

- Funding Loop allows you to create an account to receive documents about your child, complete funding forms online, submit funded childcare codes, and view funding claim documents.
- As much of the required information is already known to the nursery, most of the form is prefilled. Simply fill in any blanks, sign (using a finger on the screen or with a mouse) and submit.
- When you are required to complete another form for a future term, Funding Loop remembers any previous information, making it even easier.
- When you receive your Parent Agreement please complete it straight away so that we can claim your funding from the local authority.

# Frequently asked questions



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### Can I switch from termly to stretched funding or vice versa?

We discourage parents from changing from stretched to term time, if you do need to change we would ask that this is from the start of the next term rather than mid term. If you do need to change urgently and cannot wait till the next term please discuss this with your nursery.

### I've missed the deadline to apply for my 30 Hour Code. Can my child still be funded?

30 Hour Codes only provide funding in the term after you apply, so if you miss the deadline (the last day of March, August and December), you are not able to claim the additional 15 hours however you are still eligible for 15 hours. HMRC should send you a reminder before the start of the next term but if not we do send these out also, although it is ultimately the parent's responsibility to have a valid 30 hours code for the upcoming term.

### What should I do if I need to change my child booking pattern?

Sometimes changes to booking patterns can mean that you can no longer claim the same amount of funded hours due to government restrictions. Please discuss any changes with your nursery before committing to them to fully understand the impact this may have.

### Can you claim at different Nurseries?

Yes you can split your funding over a maximum of two sites in any one day, however it is imperative that you let each provider know that you are doing this so we can ensure that we are claiming the correct amount of funding.

To find out more about help towards childcare costs visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

For any questions on availability or funding speak to your nursery manager or visit us online at [www.kidsplanetdaynurseries.co.uk](http://www.kidsplanetdaynurseries.co.uk)



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# Early Years Funding Expansion

**By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support.**



The changes are being introduced gradually to make sure that nurseries can meet the needs of more families, like the existing offer, depending on your nursery, these hours can be used over 38 weeks of the year (during school term time), or up to 52 weeks if you use fewer than your total hours per week.

**From April 2024**

Eligible working parents of 2-year-olds will be able to access 15 hours childcare support.

**From September 2024**

15 hours childcare support will be extended to eligible working parents of children from the age of 9 months to 3-years-old.

**From September 2025**

Eligible working parents of children under the age of 5 will be entitled to 30 hours of childcare a week.



# Need help with fees and funding?



**We're here for you, anytime!**

Please contact your local nursery for any further information, details can be found at [www.kidsplanetdaynurseries.co.uk](http://www.kidsplanetdaynurseries.co.uk)



We're recognised nationally as a great company to work for.

