



# Local Authority Funding

## Lancashire Council

The next few pages outline key information related specific to Lancashire Council and how your Invoices with Funding will be calculated.

# 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.



Across all our nursery settings, we provide a range of learning and play activities, carefully planned to keep your child active, happy, and engaged. By helping with childcare costs, funded childcare enables your child to attend a Kids Planet nursery and:

- experience daily routines and develop good habits helping 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.

# Understanding Your Fees



At Kids Planet we use a system called Famly. You will be invited to download the app by the nursery manager and when you do, you will have access to your child's journey through the nursery, including daily activities, invoicing and much more.

Guidance link below:

[Parents 🧸 : A Guide to the Famly App | Family Support | Family Help Centre](#)



## All Year Round

Our standard offering is “All Year Round” under which your bill is annualised so that you receive the same bill every month. When you attend all year round you are charged for 52 weeks (some settings may operate slightly different weeks). In most settings, this also includes bank holidays/ nursery closures which are chargeable. If a child starts, leaves or changes sessions mid-month the charging will revert to calendar monthly charging for that month and then return to annualised for the coming months.

Where fees are payable, your bill will be annualised so this will be the same each month:  $\text{Weekly fees} \times 52 \text{ weeks} / 12 \text{ months} = \text{annualised monthly amount}$ .

Regardless of booking pattern, 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 Authority guidelines. All invoices will be received before their payment due date of the 1st of each month via email, and invoices can be viewed on the Famly App.

## Term Time

If you require a term time only place, please make your nursery manager aware of this as soon as possible to make sure that we have the availability as we only have a limited number of spaces available.

A copy of your nursery's term dates can be provided by the nursery. Be aware that these may differ slightly to the surrounding schools as nursery term dates will only include 38 weeks and most schools are 39 weeks. Where fees are payable, your bill will be charged calendar monthly so this will fluctuate from month to month depending on the number of days attended in each month.

# Tax Free Childcare



Tax-Free Childcare is 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 year..

You may be eligible for Tax-Free Childcare if you (and your partner, if you have one) are:

- In work and each earning more than the equivalent of 16 hours at National Minimum Wage or Living Wage.
- Earning under £100,000 each a year.

Due to the government topping up your payments, this scheme results in a substantial 20% reduction in your childcare expenses. Now, let's break this down to understand the monthly impact:

<b>Fees</b>	<b>Saving</b>
£200	£40
£400	£80
£600	£120
£800	£160

- You can use it to pay for approved childcare, which includes our services.
- You can manage your account online, check balances, make payments, and more.
- We encourage you to 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)

**You can use this account to pay for your childcare directly, please give your child's reference code to the nursery to help us allocate the payment.**

# Working Parent Funding

For children aged 9 months+, working parents may be eligible for up to 30 hours of funded childcare per week. Over 38 weeks, this would be a total of  $30 \times 38 = 1,140$  hours

**For parents of children attending across the full Academic Year under our All year Round offering, 1,140 hours calculated over 52 weeks is the equivalent of 21.92 hours per week. However, at Kids Planet, to keep things simple for parents and to help them access their full entitlement, we apply funding as 22 hours per week.**

- Note: for children starting in the Summer Term, the available hours are lower – this is the equivalent of 18 hours per week, but this reverts to 22 hours per week at the start of the next full Academic Year.

## Application Process:

- To apply, you need to set up a childcare account. Note that different schemes exist in Scotland, Wales, and Northern Ireland. If you pay for childcare and want help with costs through Tax-Free Childcare, you can apply using the same service.

## Application Timing:

- Apply for up to 30 hours funded childcare when your child is 23 weeks old.
- If you're returning to work, the timing will depend on your start date.

## Requirements:

- You'll need your National Insurance number, Unique Taxpayer Reference (UTR) if self-employed, and some other relevant details about your employment.
- Remember, eligibility criteria may vary, so it's best to check the official government website for the most up-to-date information. 😊



# Universal Funding

15 hours of funded childcare is available for every family in England with 3 and 4-year-old children. You will receive 15 hours of funded childcare per eligible child a week in term time (38 weeks), a total of 570 hours per year that you can use flexibly with one or more childcare providers.

**For parents of children attending across the full Academic Year under our All year Round offering, 570 hours calculated over 52 weeks is the equivalent of 10.96 hours per week. However, at Kids Planet, to keep things simple for parents and to help them access their full entitlement, we apply funding as 11 hours per week.** Note: for children starting in the Summer Term, the available hours are lower – this is the equivalent of 9 hours per week, but this reverts to 11 hours per week at the start of the next full Academic Year

As it is available to everyone there is no need to apply and this will be automatically applied to your bills based on your booking pattern at the time, and as long as a parent agreement has been completed (please see Funding Loop Sections). If you want to use your funded hours with no additional charges this can be accommodated but please give your nursery plenty of notice to make sure the necessary amendments can be made to your booking.

Your child will be entitled the term after they turn 3:

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

# Government Supported Funding

If you live in England and receive certain benefits, your 2-year-old may be eligible for funded childcare.

Details at Childcare Choices website - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

As with Universal Funding, at Kids Planet we apply funding as 11 hours per week (9 hours for Summer term starters).

## What's Covered:

Eligible children can receive funded childcare for up to 15 hours per week during term time (38 weeks of the year).  $15 \times 38 = 570$

Hours max per year

# Early Years Pupil Premium



The Early Years Pupil Premium (EYPP) is available to early years providers who offer government-funded early education places. This funding is aimed at improving the education of disadvantaged children for 9 months and above.

This additional funding helps to provide extra resources and support to enhance the learning experiences of eligible children from the ages of 9 months & above.

To enable your Local Authority to check your eligibility status for EYPP, your consent must be provided on your Parental Declaration when completing Funding Loop.

To be eligible, the child's parent or carer must be receiving certain benefits, such as:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit, with household income below a certain threshold
- Criteria Found at: [Get extra funding for your early years provider - GOV.UK](https://www.gov.uk/get-extra-funding-for-your-early-years-provider)

# Disability Funding Allowances



**Disability Access Funding (DAF) is designed to support children with Special Educational Needs and Disabilities (SEND) who are aged 9 months & above and in receipt of universal hours funding.**

## The key points about DAF include:

### Eligibility

**Your child must be in receipt of Disability Living Allowance (DLA) and be in receipt of a letter of aware from the Department of Work and Pensions. This letter must be submitted when completing your Funding Loop Forms as Local Authorities will request evidence of this.**

### Purpose

**The funding helps childcare providers make reasonable adjustments, access specialist training, purchase specific resources, and fund additional sessions to better support children with SEND.**

**This funding ensures that early years providers can create an inclusive and supportive environment for all children. If you have any more questions or need further details, feel free to ask!**

# Funding Examples –



Funded hours are applied between 9:00am and 4:30pm and can be used in line with the nursery's current available sessions. If you require hours outside of this funded window, these will be charged at our private rates.

If you wish to book sessions outside of the standard funded hours, please speak with your nursery manager. Availability will depend on staffing and session capacity.

## Example for a 4 day all year round booking:

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
<b>Hours Attended</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>		<b>44</b>
Funding Hours (09:00-4:30)	7.5	7.5	7	0		22
Payable Hours	3.5	3.5	4	11		22
Nursery Full Day Hrs Rate	= 3.5 x Nursery Full Day hourly rate	= 3.5 x Nursery Full Day hourly rate	= 4 x Nursery Full Day hourly rate	= 11 x Nursery Full Day hourly rate		
Meals	£5.60	£5.60	£5.60	£0.00		
Consumables	£1.60	£1.60	£1.60	£0.00		
Activities	£0.80	£0.80	£0.80	£0.00		

\* Invoices for an annualised bill will take the week rate x 52 weeks / 12 months

# Funding Examples –



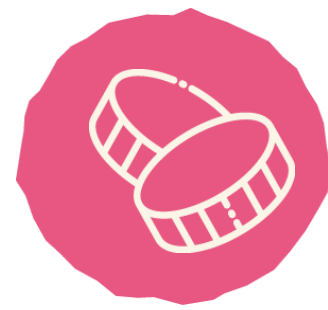
## Example for a 4 day term time booking:

	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
<b>Hours Attended</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>		<b>44</b>
Funding Hours (09:00-4:30)	7.5	7.5	7.5	7.5		30
Payable Hours	3.5	3.5	3.5	3.5		14
Nursery Full Day Hrs Rate	= 3.5 x Nursery Full Day hourly rate	= 3.5 x Nursery Full Day hourly rate	= 3.5 x Nursery Full Day hourly rate	= 3.5 x Nursery Full Day hourly rate		
Meals	£5.60	£5.60	£5.60	£5.60		
Consumables	£1.60	£1.60	£1.60	£1.60		
Activities	£0.80	£0.80	£0.80	£0.80		

\* Invoices for a term time bill will be the actual days in the month attended

**Note that for Term Time bookings, any hours or sessions required outside of Term Time are chargeable at our standard rates.**

# Essentials & Extras



Government Funding is only calculated to cover the basic cost of providing childcare, and does not cover other costs of running a nursery; we therefore apply an Essentials & Extras charge, as per the government funded hours, accessed these additional, optional, services.

Other costs of running our nurseries are not covered by Government Funding, including nutritious meals and snacks, consumable items like sun cream and nappies; and education outings, trips, celebrations, specialist tuition, or enrichment activities. At Kids Planet, we believe these items are a key part of providing the highest quality care and education, supporting the development of children, and ensuring a nurturing and engaging environment. We therefore charge separately for these items, as set out to the right, reflecting the cost to our nursery and ensuring the sustainability of our offering.

Charge	Full Day	Half Day	Short Day
Food	£7.00	£3.50	£5.60
Consumables	£2.00	£1.00	£1.60
Activities	£1.00	£0.50	£0.80

For guidance E&E charge will be applied to any days with funding present as follows:

- 5.5 hours or less funding allocated → Half Day rate
- Between 5.5 and 7.5 hours funding allocated → Short Day rate
- 7.5 hours or more of funding allocated → Full Day rate

However, these are Optional Services, and should you wish to opt out of paying any of these additional fees, there are alternatives available to you. These are set out in the Essentials & Extras Policy Funding information. Alternatives may include, bringing your own consumables, your child being unable to attend extra curricular activities, or the fee being waived. Alternatives can be discussed with the Nursery Manager, and may change from time to time based on nursery policies.

To aid with business planning, opt-outs can be done termly, and we must know 30 days before the start of the term. Please speak to your Nursery Manager if you wish to opt out of any of these charges. [Please click for Policy](#)

# Funding Loop



To claim Early Years Funding for your child, you must complete a “Parental Agreement” form. These forms must be completed multiple times throughout the child’s attendance at the nursery, even though most of the information that goes on the forms has already been provided to the nursery, most likely during registration. Printing, handing out, completing and returning these paper forms is time-consuming for everyone involved.

Funding Loop allows you to complete and return these parental agreement forms online, using a computer or a mobile device. As a lot of the information is already known to the nursery, most of the information on the form is already filled in. All you need to do is fill in any blanks, sign (using a finger on the screen or with a mouse) and submit. If you are required to fill in another form for a future term, Funding Loop remembers any previous information entered, making it even easier the second time around.

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 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.**

**When you receive your parent agreement please complete ASAP as we cannot claim the funding from the local authority without this**

Of course, Kids Planet has already checked that Funding Loop is completely safe for our parents to use but if you would like to take a look here are the links:

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

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

# Frequently Asked Questions



## 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. Also note that any changes are subject to availability.

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

Working Families Codes only provide funding from the term following your application. This means if you miss the deadline – on the last day of March, August, or December – you won't be able to claim your funded hours. HMRC usually sends a reminder before each deadline, so it's important to watch out for these notifications. Ultimately, it is the parents' responsibility to ensure they have a valid Working Families Code in place before the start of each 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 nursery before committing to them to fully understand the impact this may have.

## Can you claim at different settings?

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.

## Do I need to pay a Registration fee?

If you are attending purely for your funded hours with us then there will be no Registration fee applicable, however if you will be attending private hours on top of your funded hours a registration fee would be applicable.

Visit – [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)



# Need more information?

Call us on 01925 753 448

Email us at [centralsupportenquiries@kidsplanetdaynurseries.co.uk](mailto:centralsupportenquiries@kidsplanetdaynurseries.co.uk)

[www.kidsplanetdaynurseries.co.uk](http://www.kidsplanetdaynurseries.co.uk)

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