



GRIMSBY INSTITUTE GROUP

Policy Document
Flexible Free Entitlement Policy
for Little Stars Day Nursery.

Change Control

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Revision History

Version	Type	Date	History
V1	New	December 2017	New

Flexible Free Entitlement policy.

As a setting we aim to offer the flexible free entitlement (FFE) as flexibly as we can to enable children to access their full entitlement however these sessions need to suit the needs of the business too.

The following policy will set out clearly how as a setting we offer this entitlement.

- If you are entitled to 15 or 30 hours we offer the following sessions:

Session:	Hours:
8am-6pm	10
8am-1pm	5
1pm-6pm	5
9am-12pm	3
1pm-4pm	3
9am-3pm	6

- If you are term time only your funding will be used over 38 weeks and your child/ren will not be at nursery during the school holidays
- As a setting we only offer 8 spaces for a 9-3 session per pre-school room and 4 spaces per toddler room. This is for us to maximise our ratio's. These places are issued on a first come first served basis.
- If your sessions equal more than either the 15 or 30 hours you will obviously pay a top up in terms of your fees. The invoices you receive will have taken into account the funding allocation and the amount on the invoice is the payable amount.
- If you attend the setting on a term time basis but attend more than just your funded sessions whereby you pay a top up the half terms will be payable at 50% of your additional hours as stated within our payment policy.
- We offer 'stretched funding' at nursery for 49 weeks of the year. This means your funded hours will be calculated so your child is able to attend all year round for the same fee each week. The formula for stretched funding is calculated as follows:
The amount of hours per week x 49 weeks per year (this includes the 2 weeks holiday you're entitled to plus the week at Christmas for which we are closed).
Divide this amount by 38 weeks (the usual amount of weeks for funding).

For example, if a child is eligible for 30 hours funding but wanted to use stretched funding and attends the nursery for 19 hours per week:

$$19 \times 49 = 931$$
$$931 / 38 = \mathbf{24.5}$$

We would claim for **24.5** hours so the child could attend all year round for the same price.

- Please note stretched funding only applies if your child has an 'all year round' place.
- If you choose to have meals additional to your funded sessions these are payable either on a weekly or monthly basis. Please also note that these are still payable if your child does not attend the session as meals are ordered on a weekly basis so would have been ordered the week before.
- If you claim for 30hrs please note that it is your responsibility to renew your code.