

## **Busy Bees policy for Early Education Funding (EEF) for 2, 3, & 4 year olds.**

### **Our Offer**

Busy Bees is open from 6.45 am to 6.00pm Monday to Friday and for 51 weeks of the year.

Busy Bees offers two-year-old funded places, three- & four-year-old universal (15 hours) places and three- & four-year-old extended (15 hours) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Busy Bees offers the following pattern of provision for early education funded places:

- Up to 15 hours per week two-year-old funding over 38 weeks
- Up to 15 hours per week three- & four-year-old universal funding over 38 weeks.

We offer these through a sessional arrangement in the following ways:

Morning sessions for 5 hours - 7.00 am to 12.00 pm.

Afternoon sessions for 5 hours - 12.15 pm to 5.15 pm.

Full day session for 10 hours - 7.30 am to 5.30 pm.

### **Late drop offs and early pickups.**

Where a parent consistently drops a child off late or collects a child early from their funded early education session, we will try to establish the reason for this. It may be that we are able to offer you a more suitable session arrangement to avoid this happening.

### **Non-attendance.**

We are required to ensure that children for whom we receive Early Education Funding attend regularly and have an obligation to inform the Early Years Childcare Sufficiency Team if children do not attend. There will be no exchange of Early Education Funded sessions due to the child's absence.

### **Monitoring of attendance.**

- Please contact the nursery via email or telephone on the morning or afternoon that your child is due to attend nursery to inform us if your child is going to be absent or late and the reason for this.
- We will make every attempt to contact you if the reason for your child's absence is unknown (refer to our sickness policy)
- We will record reasons given for the absence, late arrival or early departure on the daily attendance register and monitor its frequency.

- We expect that you inform the nursery if your child will not be attending due to any reason such as trips and holidays etc.

### **Stretched funding offer.**

We offer stretched funding agreements only for children claiming the full universal and extended hours with us at this setting (30 hours). There are a range of offers here which need to have a signed parental funding contract in place with us as the provider. Please discuss this with our admin team to get the full range of options available.

### **Shared Care.**

If we are unable to offer you a place for all your entitled funded hours you may wish to share your early education funding with another local provider. We work in partnership with all registered childcare providers in Suffolk to enable eligible children to access their full entitlement.

### **Deposit.**

No deposit is charged to secure your child's place where you are only using funded hours. Should you choose to access additional paid hours, we will charge a registration of £45 to secure your child's place.

### **Funding payments**

All Early Education Funding funding is claimed by and paid directly to Busy Bees Nursery School from Suffolk County Council. This is non-transferable to parents or to alternative providers should the child leave the setting.

### **Eligibility for Early Education Funding.**

Busy Bees welcomes children in receipt of Two-Year Funding, the Universal funding for three- and four-year-olds and the extended entitlement (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online

<https://www.childcarechoices.gov.uk/>

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied:

- (1) The child has reached the age of three.
- (2) The child's parent has a current valid eligibility code from HMRC.

Example: If a parent applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term. This will not affect their access to the universal 15 hours entitlement.

You must go online to reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this).

If you are no longer eligible for the extended funding, you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility. Busy Bees will inform you of the end of your grace period date. This is when the funding for the extended hours will end. You will continue to be entitled for your 15 hours universal funding.

Busy Bees will make arrangements with you regarding ending or you making alternative payments for your extended 15 hours.

Please contact HMRC regarding any queries.

### **Applications for funding:**

- Busy Bees will support parents in completing Parent Authorisation Forms (for funding hours) prior to the child starting, and to resign for those hours each term thereafter.
- Require a copy of the Early Education funding confirmation letter including the entitlement code for 2-year funded places.
- Require an HMRC code for eligible children with 15 hours extended entitlement, and signed consent to check eligibility for these hours through the Suffolk County Council portal.
- Need to be informed if the child is receiving Early Education Funding at another setting.
- Require the child's original birth certificate or passport.
- Maybe required to have the details of the parent's National Insurance Number.

### **Notice periods.**

Parents are required to give a 2 week notice period for any funded and paid hours when deciding to withdraw their child from Busy Bees and any privately booked sessions will continue to be invoiced for this period in the usual way.

### **Top-up fee.**

Busy Bees will not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

### **Optional additional hours.**

If you require any additional hours these may be purchased in line with our fees policy where places are available.

### **Invoices.**

Busy Bees will ensure that invoices and receipts are clear and transparent allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours. Any concerns regarding fees should be directed in the first

instance to our Nursery Administrator Sam Melia or in her absence, to the Nursery Manager Lorna Barker.

### **Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Lorna Barker using the normal complaints procedure.

*This policy was adopted by the managers and staff and updated on 17<sup>th</sup> March 2025  
Signed on behalf of Busy Bees Nursery School*

*“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.*