

GUIDE TO FUNDING AND CHILDCARE COSTS



Welcome to Our Early Years Funding Guide

We understand that paying for childcare can be a significant expense, and navigating the different funding options available can sometimes feel overwhelming. That's why we've created this guide, to help make the process as simple and straightforward as possible.

We encourage all families to take advantage of the government funded childcare support they may be entitled to. Whether you're exploring childcare for the first time, your child is becoming eligible for additional funding, or you simply want to better understand the options available, this guide brings together everything you need to know in one place.

The number of funded hours you get depends on how old your child is and your family circumstances.

Inside, you'll find clear information about the different funding schemes, eligibility criteria, how to apply, and answers to some of the most frequently asked questions.

Our aim is to help you access the support available, allowing your child to benefit from high-quality early education while making childcare more affordable for your family.

If you have any questions after reading this guide, our team will always be happy to help.



30 Hours Funded Childcare for Eligible Working Families

The Government provides funded childcare to help working families access high-quality early education while reducing childcare costs. Eligible working parents can receive up to 30 hours of funded childcare per week. Over 38 weeks, this would total $30 \times 38 = 1140$ hours a year. At nursery, we stretch the funding over 52 weeks a year, totalling 22 hours of funded childcare per week. Funding is effective from the term after their child turns 9 months old until they start school.

You may be eligible if:

- You live in England.
- Your child is aged 9 months or older and has not yet started school.
- You (and your partner, if you have one) are working and each expect to earn at least the equivalent of 16 hours per week at the National Minimum or National Living Wage, but less than £100,000 per year each.
- In some circumstances, parents on maternity, paternity, adoption leave, shared parental leave, sick leave or other qualifying leave may also be eligible.

When does the funding start?

Funding begins from the term after your child becomes eligible.

When to apply

- You can apply when your child is 23 weeks old
- Funding begins the term after your child turns 9 months old

A circular inset image showing three young children playing outdoors. One child is sitting on the shoulders of another, and a third child is in the foreground. They are all smiling and looking towards the camera. The background shows trees and a clear sky.

Check eligibility and apply online for an 11 digit code!

FUNDING OPTIONS

15 hours – Early Learning funding for 2 year olds

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

This support is available if you receive benefits such as:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit (household income £15,400 or less after tax, excluding benefits)
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (£16,190 or less before tax)
- the Working Tax Credit 4 week run on (payment after stopping eligibility for Working Tax Credit)

And your child:

- is looked after by a local authority
- has an education, health, and care (EHC) plan
- receives Disability Living Allowance
- has left care under an adoption, special guardianship, or child arrangements order

If you are a non-UK citizen who has a 'no recourse to public funds' visa, you may still be eligible for 2-year-old funding. Your household income must be no more than £26,500 for families with one child, or £30,600 for families with two or more children.

Do not apply online. Email feequeries@leeds.gov.uk and request a form for 2-year-old funding for no recourse to public funds families.



Check eligibility and apply online for a 6 digit code!

FUNDING OPTIONS

15 hours – Universal entitlement for all 3 & 4 year olds

- All children aged 3 or 4 can get 15 hours of funded childcare per week, this is a total of 570 hours per year. This is calculated over 38 weeks although nursery stretch this funding over 52 weeks, totalling 11 hours of funded childcare per week.
- funding is available regardless of the parents' earnings or immigration status
- No eligibility code is needed
- Our parents usually need their child to spend longer in nursery than funding allows, but that's no problem. We offer additional, non-funded hours to fit in with your schedule. Full, inclusive fees would apply for these additional hours.

When does the funding start?

Funding begins from the term after your child's third birthday

No funding code required!



WHEN TO APPLY – FUNDING ENTITLEMENT START DATES

Parents often wonder or ask when their child will be able to use the 30 hours government funding. It's all down to when their birthday falls, so make sure you plan ahead. For Working Family Funding, you'll need to apply online for an 11 digit eligibility code. For the two year Early leaning funding, you will also need to apply online for a 6 digit alphanumeric code.

When your child is 9 months old	Hours start from	When to apply
1 January to 31 March	Term starting 1 April	The term before April
1 April to 31 August	Term starting 1 September	The term before September
1 September to 31 December	Term starting 1 January	The term before January



You must apply for a code by the end of the month before a new term starts. For example, if the term starts on 1 September you must apply by 31 August. Providers may ask for a code before this deadline.



Nursery fees

At Giggles Day Nursery, we believe in providing high-quality, affordable childcare with a simple and transparent payment plan that has worked successfully across our nurseries for over 30 years.

Our nursery fees are calculated across 52 weeks of the year and divided into 12 equal monthly payments, giving families a consistent and predictable payment plan throughout the year.

For children accessing government-funded childcare, any funded days or hours are deducted from your child's chargeable hours before your invoice is calculated. This ensures you only pay for the childcare and services that are not covered by your funded entitlement.

Please note that additional charges may apply in relation to the funded element of your booking where you choose to access our optional Consumables Package. Further information can be found on the following page.

A detailed breakdown of your funded hours, chargeable hours and any additional charges is available at any time through your Famly account and is clearly displayed on your monthly invoice. Our aim is to provide exceptional value for families by including the essentials needed for your child's care, learning and development, without unexpected costs.

- Our fees are fully inclusive of:
- Nutritious meals and healthy snacks
 - Nappies and wipes
 - Milk and baby formula
 - Sun cream and toothpaste
 - Enrichment activities and experiences
 - Everyday consumables used throughout your child's day

Early Riser 7:30 am	£7.00
AM Session 8am - 1pm	£43.67
PM Session 1pm - 6pm	£43.67
Full Day 8am - 6pm	£75.86

*Fees are reviewed annually



FEES Optional Consumable fees

Government funding covers the cost of your child's early education and childcare during their funded hours. It does not cover additional items such as meals, snacks, nappies, wipes, formula milk, toiletries or enrichment activities.

To help provide these additional services, nursery offers an optional Consumables Package at a contribution of:

- £5.50 per funded session, or
- £10.00 per funded full day

The package includes all meals and snacks, nappies, wipes, formula milk, barrier cream, sun cream (where required), a nursery T-shirt and pump bag, together with a range of enrichment activities.

The Consumables Package is entirely optional and is not a condition of accessing your child's funded place. If you choose not to purchase the package, your child will continue to receive their funded early education and childcare. You will simply be asked to provide any items not covered by government funding, in line with our nursery policies.

For full details of what is included, the alternative arrangements available if you choose to opt out, please refer to our Consumables Information Letter. If you have any questions or would like to discuss the package further, please speak to your Nursery Manager, who will be happy to help.

Support for Families

At Giggles Day Nursery, we are committed to supporting families wherever we can and ensuring that every child can access high-quality early education.

To help those who may need additional support, the nursery will automatically waive the optional Consumables Package contribution where:

- Your child is in receipt of Early Years Pupil Premium (EYPP).
- Your child has Special Educational Needs and/or Disabilities (SEND) and is receiving additional inclusion funding.
- Your child is supported through Children's Social Care, including those with a Child Protection (CP) Plan or who are subject to a Special Guardianship (SG) Order.

If you believe your family may require additional support or you would like to discuss your individual circumstances, please speak to your Nursery Manager. All discussions will be treated with sensitivity and confidentiality.

	Half Day	Full Day
Meals	£3.50	£6.50
Consumables	£1	£2.00
Activities	£1	£1.50
Total	£5.50	£10



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 year - that's up to £500 every three months. You may be eligible for Tax-Free Childcare if you (and your partner, if you have one) are:

- Earning under £100k and an average of £183 per week (equal to 16 hours at the National Minimum or Living Wage)
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year



UNIVERSAL CREDIT CHILDCARE

- For working families claiming Universal Credit, in England, Scotland, Northern Ireland and Wales
- With children under 17
- Up to 85% of eligible childcare costs paid
- Who aren't receiving Tax-Free Childcare



APPLYING FOR FUNDING



Universal funded childcare for 3 and 4 year olds

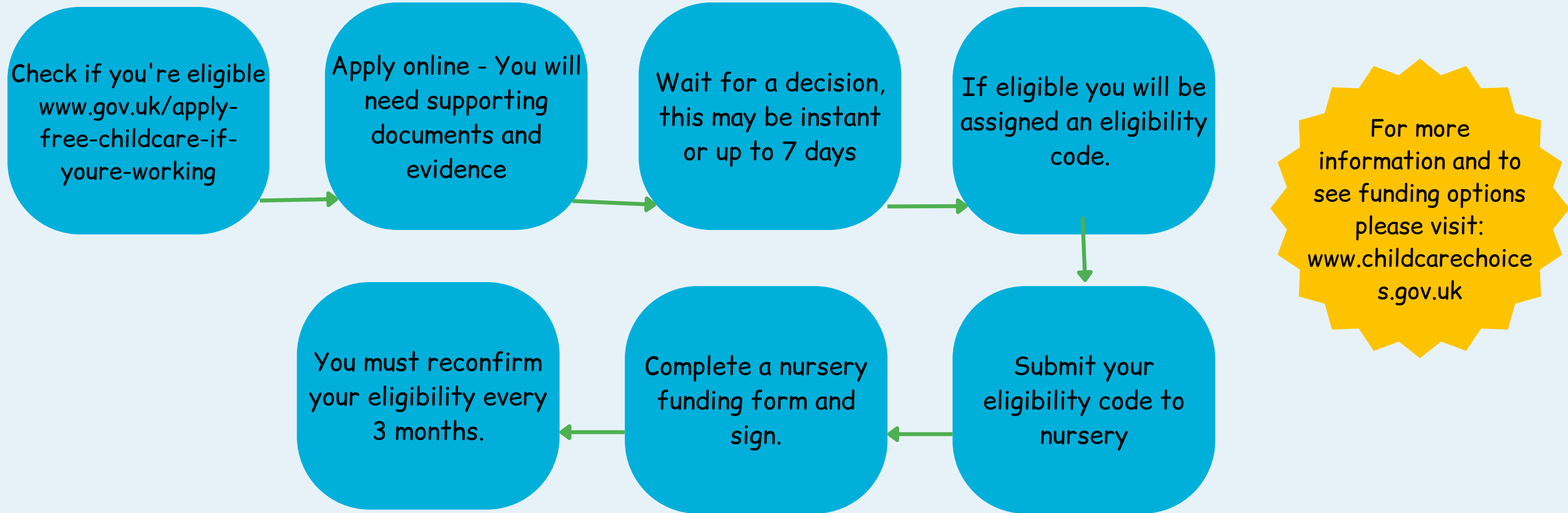
Good news—there is no funding code required for the Universal 15 Hours entitlement for 3 and 4-year-olds. You will be required to complete and sign a Parent Declaration Form. This is a requirement of Leeds City Council and confirms your child's funded place and the number of funded hours you wish to claim with us. Your child's funding will begin from the term after their third birthday. Once we've received the required documents and your signed Parent Declaration Form, we'll take care of the rest—it's as simple as that!

15 hours – Early learning funding for 2 year olds

Apply for the two year old funding through the synergy parent portal or by emailing Leeds city council feequeries@leeds.gov.uk. The nursery manager will happily assist you with this. Nursery will also require you to complete a funding agreement form.

Working family funded childcare

The process is a little more complicated for the working family funding, and takes around 20 minutes – so make sure you have time set aside to do it properly. We've explained it below:



Don't forget

Every three months, sign into your HMRC childcare account to reconfirm your working family funding eligibility code. If you forget, you might lose your funding for the following term, which means you'll have to pay our standard fee until your funding is reinstated.

Declaration form

The Parent Declaration Form is a requirement of Leeds City Council and must be completed before your child's funded place can begin. The form confirms your child and funding details. A new form must be completed if there are any changes to the details entered. It is important the form is kept accurate and up to date.



ADDITIONAL FUNDING

Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is additional government funding provided to nurseries to help improve outcomes for eligible children. The funding is paid directly to the nursery and is used to enhance your child's learning, development and overall nursery experience.

Your child may be eligible if they are receiving funded early education and your family meets certain income-related criteria, or if your child has left local authority care through adoption, a special guardianship order or a child arrangements order.

If your child qualifies, the funding can be used to provide additional resources, targeted learning experiences, staff training or extra support to help your child reach their full potential.

There is no cost to you, and receiving EYPP will not affect any other benefits or childcare funding you receive.

As part of your nursery registration, we will ask for your consent to check your eligibility on your behalf. If your child is eligible, we will ensure the funding is used to support their individual learning and development needs.

Disability Access Fund (DAF)

The Disability Access Fund (DAF) is additional government funding paid directly to childcare providers to help support children with disabilities to access their funded early education place.

Your child may be eligible for DAF if they are receiving government-funded childcare and are in receipt of Disability Living Allowance (DLA).

The funding is paid once a year to one early years provider nominated by the parent and is used to make reasonable adjustments and enhance the support available for your child. This may include purchasing specialist resources or equipment, adapting the learning environment, or providing additional training for staff to ensure your child's individual needs are met.

DAF is not paid directly to parents and does not affect any other benefits or childcare funding you receive.

If you believe your child may be eligible, please speak to your Nursery Manager. We will be happy to explain the process, support you with the application where needed, and ensure the funding is used to provide the very best outcomes for your child.

FREQUENTLY ASKED QUESTIONS

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, as do we, 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. If a code is no longer valid, additional fees will apply.

Do I need to apply for a funding code?

- Working Families Funding (9 months+) - Yes. You must apply through your Government Childcare Account and provide your eligibility code to the nursery.
- Universal 15 Hours (3 & 4 year olds) - No. There is no funding code required.
- Eligible 2-Year-Old Funding - Yes. You will need a 6-digit eligibility code.

What is the Parent Declaration Form?

The Parent Declaration Form allows Nursery to claim your child's funded hours from Leeds City Council. It confirms your child's details, the number of funded hours you wish to claim and that the information you have provided is accurate.

Do i need to pay a registration fee?

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

How do i view my invoices?

You will be invited to download the Famly App by the Nursery Manager. All invoices will be received via email before their payment due date of the 1st of each month, and invoices can also be viewed directly on the Famly App along with your child's daily journey. All funded hours will be clearly detailed on each invoice.

Can I split my funded hours between two childcare providers?

Yes. Funded childcare can usually be shared between more than one approved provider, provided the total number of funded hours claimed does not exceed your child's entitlement. This must be reflected on your parent declaration form.

How are my nursery fees calculated?

Nursery operates over 52 weeks of the year. Any funded hours are deducted from your child's chargeable hours, and the remaining fees including any consumable fee are divided into 12 equal monthly payments. A full breakdown is available on your monthly invoice and through your Famly account.

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

If you need to change your booking pattern, this should be done so in writing or by speaking with your nursery manager. We require 1 months notice to any proposed changes. Please be mindful, changes may effect your fees and funding.

What happens if I choose not to purchase the Consumables Package?

Your child will still receive their funded early education and childcare. You will simply be asked to provide all the items that are not included within government funding, in accordance with our nursery policies.

We're here to help and support you

We hope this guide has helped you understand the childcare funding options available and how they can support your family.

We know that childcare funding can sometimes seem complicated, but you don't have to navigate it alone. Whether you have questions about your eligibility, need help applying for funding, or would like to discuss the best option for your family's circumstances, our friendly team is always here to help.

Please don't hesitate to speak to your Nursery Manager, who will be happy to offer guidance, answer your questions and support you every step of the way.

At Giggles Day Nursery, we're committed to making high-quality early education accessible, affordable and straightforward for every family.



Giggles – Where every child belongs

