



My Sunshine Day Nursery Mortlake  
 35 Lower Richmond Road Mortlake London SW14 7EZ  
 T: 0203 583 7978 e: [mortlake@mysunshine-daynursery.com](mailto:mortlake@mysunshine-daynursery.com) w: [mysunshine-daynursery.com](http://mysunshine-daynursery.com)

## Funding Parental Agreement All Ages September 2025

In order for My Sunshine to claim the Nursery Education Funding for your child, you must complete and acknowledge/sign this form which establishes that you know and understand the choices you have been offered and the responsibilities and obligations that come with that choice. It does not affect your statutory rights as a parent or guardian.

September 2025		Weekly Hours 38 Term Weeks	FUNDED HOURS TOTAL	FUNDED "STRETCHED" HOURS PER WEEK
Entitlement	Working Families	15 hours	570	11.20
		30 hours	1,140	22.40

Nursery Education Funding is provided for just 38 weeks of the year. Funding may be delivered over more weeks at fewer hours per week and there is a maximum of 10 hours allowed in any one day.

**NOTE:** Funding is not intended to cover the cost of food, consumables, enrichment activities or additional unfunded hours

### STRETCHED FUNDING OFFER

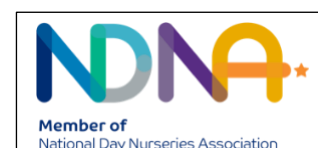
At My Sunshine we ONLY offer funded hours stretched over 51 weeks, meaning that the number of days you attend decides how many funded hours will be provided by the government and how many hours per day will be unfunded. Our pricing structure shows you the exact number of hours of each of these depending on your attendance pattern.

This agreement should be read in conjunction with the following **Policies**:

- Funding Policy
- Admissions & Waiting List Policy
- Provision of Food Policy
- Consumables & Activities Policy



Trilium Ltd t/a My Sunshine Day Nursery  
 Registered in England 10375142  
 Registered Office: Global House, 1 Ashley Avenue, Epsom, KT18 5AD  
 Barclays Bank: Sort Code: 20-46-76 Account 73046923





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We offer funded hours in various patterns which include the following:

30 Hours Offer	My Sunshine All-Inclusive Offer	Weekly Funded Hours
8am - 6pm over a minimum of 3 days	Over 51 weeks	22.40
15 Hours Offer	My Sunshine All-Inclusive Offer	Weekly Funded Hours
8am - 6pm over a minimum of 2 days	Over 51 weeks	11.20

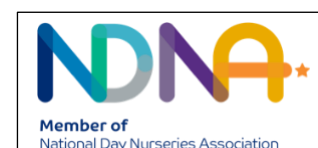
**All-Inclusive Offers** include food, consumables, activities and extra hours, see our **Policies and schedule of fees** for more information

Funded Only Hours Offer	My Sunshine Funded Hours Only Offer	Weekly Funded Hours
8.00am - 5.30pm on BOTH Monday & Friday <b>PLUS</b> 8.00am - 11.30am on a Tuesday <i>Maximum of 1140 hrs</i>	22.40 Hours per week over 51 weeks	22.40
8.00am-4.30pm EITHER Monday OR Friday <b>PLUS</b> 9.00am-11.45am on a Tuesday <i>Maximum of 570 hrs</i>	11.20 Hours per week over 51 weeks	11.20

**Funded Hour Only Offers** specifically EXCLUDE food, consumables, activities and extra hours, see our **Policies and schedule of fees** for more information.



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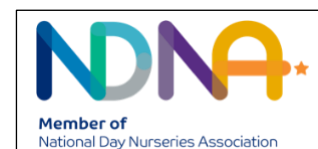
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## Funded Places Terms & Conditions

1. A waiting list operates for all My Sunshine places and specifically where we are offering funded only hours, as we have to plan our places for these in order to optimise our nursery capacity. See *Admissions & Waiting List Policy* for more information.
2. Additional paid-for hours do not have to be taken in order to access funded hours. Any additional hours agreed and taken will be charged at the relevant all-inclusive or individual rates as shown in the schedule of fees.
3. Funding is not intended to cover the cost of food, consumables, enrichment activities or additional hours.
4. At My Sunshine we offer a range of funded sessions including enhanced all-inclusive sessions and funded only sessions with and without food, consumables and additional activities added. You cannot mix sessions across days attended.
5. You can choose which sessions to attend from our attendance patterns and on what basis: basic, enhanced or basic with additional enhancements. You will be required to sign below to confirm this choice and agree to this throughout your attendance with us, unless you change the pattern of attendance as per clause 6.
6. If you do wish to change your funded only attendance pattern at any time then one term's notice must be provided for this to occur. Private attendance patterns also require one month's notice.
7. Should My Sunshine not be able to claim funding or have funding withdrawn for any reason e.g., incorrect information, non-attendance, claiming at more than one nursery or leaving before the Local Authority headcount date, then you agree to pay any fees that are due at the nursery's private rate.
8. You agree to the nursery being able to apply to the Local Authority to claim for any additional funding as appropriate to support economic and inclusive practice such as EYPP, DAF and specific inclusion or high needs funding and will provide all relevant details to allow this to happen (NI Numbers and DOB for parents living with the child).
9. If you are claiming Working Families Entitlement for the Expanded or Extended 30 hours funding then you will be required to set-up a childcare account and obtain an Eligibility Code . This must be re-confirmed every 3 months with HMRC.



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10. Should you lose your eligibility, you agree to pay private fees for any period not covered by the funding claim.
11. Should your Eligibility Code lapse and you move into a Grace Period for some or all of your funded hours e.g. you become eligible for only 15 hours as a 3yr old, then you agree to pay the remainder of any non-funded fees at the relevant rate shown in the fees list on a private basis.
12. If you are unable to pay the private fees due to a change in eligibility or personal circumstances, then you may be asked to change your hours or days in order to ensure our places remain optimally filled with a change in pattern.

**13. I confirm I am eligible for:**

- ☐ 15 hours for government supported two year olds
- ☐ 15 hours for three and four year old Universal Entitlement
- ☐ 30 hours Working Families entitlement for 9 months and above
- ☐ Disability Access Fund i.e. in receipt of DLA
- ☐ Early Years Pupil Premium\*

**\*ADOPTION OR SPECIAL GUARDIANSHIP**

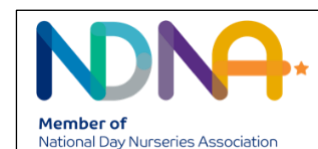
To be awarded EYPP, a photocopy of the relevant Court Order or Adoption Birth Certificate must be given to your provider (or can be sent direct to the LA if preferred) and sent to the funding office as supporting evidence. The child must have:

- Been Looked After by the local authority for at least one day
- Been Adopted from care
- Left care through Special Guardianship
- Been or is subject to a child arrangement order (formerly known as residence order)

14. This agreement is set to cover a period from when you start funding to the August prior to your child starting school. Should you wish to cancel this agreement prior to that time then you must give notice no less than 1 months' notice.
15. By agreeing to accept the funded hours, I confirm that the information I have given is accurate and true, that I have read and understood the fees sheet, funding policy and admissions and waiting list policy and that I also fully understand any additional charges that will be applied to my account for the attendance pattern I have chosen.



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### Funded Place Choice

	Food	Consumables	Activities	Hours	<b>YOUR CHOICE</b>
I choose All-In Funding over 51 weeks with maximum flexibility and best value	✓	✓	✓	✓	
I choose Just 15/30 Fully Funded over 51 weeks with discounted enhancements	✓	✓	✓	✗	
I choose Just 15/30 over 51 weeks with the following Enhancements				✗	

Your funding will be spread across the number of weeks above, therefore if you do not attend the full quota of weeks that you have agreed to, we will not be able to claim the full amount of funding for you and will charge any unfunded hours in addition.

I agree that the information given above is correct, and I give permission for the Local Authority to check my and/or my partner's eligibility status with the relevant benefit providers, and hold my details to make further checks including 30 hours eligibility, Early Years Pupil Premium, Disability Access Fund, Free School Meals.

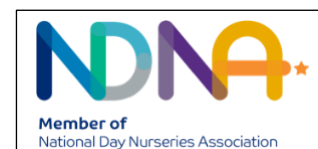
I agree to inform you immediately if my benefit stops or changes.

In addition, I also agree that the information I have provided can be forwarded to and shared with the local authority and Department for Education, and any relevant partners and agencies working on their behalf, who will access information from other government departments to confirm my child's eligibility and enable the provider to claim Early Years Pupil Premium (EYPP) or Disability ACCESS Fund (DAF) on behalf of my child.

My child's details may be used by the relevant Local Authority for functions other than funding, such as to support school admissions concerning SEN provision and Children's Centres. My child's details will be forwarded to the proposed school once I have accepted their Reception place. I understand that my child's details and my own/my partners will be securely retained for audit purposes and in line with the retention periods outlined in our Privacy Notice & Data Protection Policy.



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**I have read and understood the Funding Parental Agreement and associated policies detailed in this Declaration and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time. I have been made aware of the privacy notice and am able to access a copy via the nursery website, if I wish to do so. I/We are the person/s with legal responsibility for the child named above.**

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATED: \_\_\_\_\_  
(Parent/Legal Guardian)

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATED: \_\_\_\_\_  
(Parent/Legal Guardian)

**If you have any other comments or requests then please outline them in the box below:**