



## Funding Policy

### Funded Hours

Nursery Education Funding is Government-funded childcare support that is offered for 38 weeks of the year. These funded hours are free of charge to working families and can be delivered in full over 38 weeks or stretched over additional weeks, with a maximum of 10 hours per day claimable.

### Funding available

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

### Eligibility Criteria

If your child is born between:	They are eligible for a place from:
1 April and 31 August	1 September after reaching 9mths*, second or third birthday until statutory school age of 5
1 September and 31 December	1 January after reaching 9mths*, second or third birthday until statutory school age of 5
1 January and 31 March	1 April after reaching 9mths*, second or third birthday until statutory school age of 5

\*Check government eligibility criteria regarding when you return to work

### My Sunshine Funded Hours

The government provides funding for 15 or 30 hours per week for only 38 weeks of the year. This equates to:

- **570 hours** per year (for 15-hour funding)
- **1,140 hours** per year (for 30-hour funding)

At My Sunshine we operate the Nursery for 51 weeks per year. As such we stretch this funding across the full 51 weeks of our nursery year, meaning the weekly funded hours are lower than the stated 15 or 30 hours offered over 38 weeks. We commonly refer to these as the "15 or 30 Hour funding offer", as shown in the tables within our Schedule of Fees. The actual weekly hours are reduced when stretched and the number of funding hours per day varies by attendance pattern. These adjusted hours are all outlined within the Schedule of Fees.

### Eligibility & Code Requirements

Eligibility for working parent entitlement must be confirmed through HMRC. A valid eligibility code must be provided to My Sunshine. **Codes must be renewed every three months.** Codes can only be applied from the term after your child's qualifying birthday or after they have reached 9 months.



## Transparency of Charges

From April 2025, all providers must clearly show how funded hours are delivered and what additional charges apply. To comply with this, we have:

- Broken down our pricing into additional hours, food, consumables and activity charges.
- Identified sessions that allow you to attend at no cost, in patterns that we plan for Nursery efficiency.
- Created flexible and fully inclusive offers where parents choose one of our **All-Inclusive** packages at a favourable daily rates.

NOTE: My Sunshine offers cost efficient, competitive fee structures for All-Inclusive full day attendance both with and without funded hours included.

## Pricing & Billing Model

My Sunshine operates 51 weeks a year and uses an equalised 12 monthly billing system:

- Fees paid are split equally across 12 months.
- Funded hours are only delivered on days your child is booked to attend.
- Full fees are charged for bank holidays and training days.
- Charges remain consistent to support predictable monthly payments.

## Additional Charges Explained

**Consumables include but are not limited to:**

- Tissues
- Nappies, nappy creams, nappy sacks
- Cooking materials
- Science kits
- Seasonal resources e.g. suncream

**Activities include but are not limited to:**

- Enrichment sessions (e.g. Hartbeeps, French, Sporty Mini's)
- Seasonal events
- Gifts (e.g., for Mother's Day, Father's Day, Easter, Christmas)
- Festivals & celebrations resources e.g. Diwali, Chinese New Year, Christmas
- Gardening & growing

## Food

- Breakfast
- Morning & Afternoon snacks
- Lunch – typically 2 courses prepared by our in-house chefs
- Afternoon tea
- Food tasting monthly
- Food for celebrations and events

## Are these additional charges mandatory?

- **No.** You may opt out of some or all additional charges. However:

**Policy review: Annually**



- Your child may be excluded from certain activities and resources if you choose not to pay for them.
- The **core Early Years Foundation Stage (EYFS) provision** will **always** be provided at no cost, ensuring no compromise to their basic education.

## Flexible Funding Models

We offer two flexible options:

- **Enhanced All-Inclusive Full Day Attendance Package.** This incorporates all extended unfunded hours, meals, consumables and activities into a best-for-value monthly rate. These All-Inclusive options provide parents with simplicity and convenience.
- **Build Your Own Package:** Using the tables in the Schedule of Fees, parents can choose from our session times and add all daily extra charges such as meals, activities, consumables and unfunded hours as required. This option provides parents with more control over costs but has restrictions on attendance times based on our availability and admissions policy.
- **Please note:** Funded hours are only offered as a stretched model over 51 weeks.

## Term-Time Only Funded Hours

At My Sunshine we operate a 51 week Nursery provision with stretched funding and specifically do not offer term-time only attendance

## Attendance Monitoring & Responsible Use of Funds

We are required to ensure that government funding is used as intended and in full:

As such where you attend for **funded only** hours:

- You must ensure that you do not arrive late or collect early with any frequency
- Your attendance should not drop below an acceptable level

We may have funded hours removed in these instances and so will apply **additional hourly charges** to you to cover any removal of funding.

## Claiming Process

To claim Nursery Education Funding at our nursery you must:

- Complete both the Funding Parental Agreement and the Local Authority Parental Declaration Form
- Refer to our Admissions & Waiting List Policy for guidance on place allocation.

## Final Notes

Once your child is eligible for funding, My Sunshine will support you in accessing the right attendance pattern for your needs. The nursery reserves the right to revise packages in line with government guidance and funding changes.

At My Sunshine, we aim to be fully transparent, fair, and flexible while supporting high-quality childcare for every family.

**MY SUNSHINE**  
**NURSERY MANAGEMENT TEAM**

**Policy review: Annually**