



**Not-For-Profit  
Registered Charity  
1177008**

# **OUR FEES & FUNDING**

A quick guide to fees and funding at Sunshine



# Government funding explained

Understanding childcare funding isn't always easy, but the good news is we're here to help.

There are 6 different offers of help from the Government for families in England - some of which can be combined together:

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From 6 weeks old:

- Tax-free childcare
- Universal Credits
- Tax credits

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From the term after your child turns 9 months

- Working family funded childcare

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From the term after your child turns 2 years old

- 2 year old funding - families receiving additional forms of support

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All 3 & 4 year olds, the term after their third birthday

- Universal funded childcare for 3 & 4 year olds

# From 6 weeks old

## ” Tax-Free Childcare

For working families, including the self-employed, in the UK:

- Earning under £100k and at least £183 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)

For every £8 they pay into an online account, the government will add an extra £2, up to £2,000 per child per year (or up to £4,000 per child if disabled)

Can be used alongside the funded hours of childcare offers.

## ” Universal Credits

- For working families claiming Universal Credit in England - they can claim up to 85% of childcare costs back if:
  - Both parents working – unless one of the allowable exceptions is met
  - With children usually under 17 (including disabled)

Upfront support is available to fund your first month's payment. Ask your work coach for more information

Tax-Free Childcare is not available if also claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers

It Can be used alongside the funded hours of childcare offers.

## ” Tax Credits

For working families in England

Can claim up to 70% of childcare costs back

Can be used alongside the funded hours of childcare offers.

# From the term after your child turns 9 months

## ” Working family funded childcare

This scheme is available for children the term after they turn 9 months. It is for qualifying working parents, the amount of hours available and age at which you can access this funding is changing- we have tried to simplify this in the tables below:

In order to qualify for this funding each parent needs to be earning at least the equivalent of 16 hours/week at national minimum wage but under £100,000 adjusted net income/year

Eligibility must be reconfirmed every 3 months. If your circumstances change you may not qualify for the funding and then you get a 3 month grace period where the funding is still in place before it will end.

April 2024		9 months - 2 years	2 - 3 years	3 -4 years
Entitlement	All Families	-	-	15 or 12 hours per week
	Working Families	-	15 or 12 hours per week	30 or 24 hours per week
	Families receiving additional forms of support	-	15 or 12 hours per week	
September 2024		9 months - 2 years	2 - 3 years	3 -4 years
Entitlement	All Families	-	-	15 or 12 hours per week
	Working Families	15 or 12 hours per week	15 or 12 hours per week	30 or 24 hours per week
	Families receiving additional forms of support	-	15 or 12 hours per week	
September 2025		9 months - 2 years	2 - 3 years	3 -4 years
Entitlement	All Families	-	-	15 or 12 hours per week
	Working Families	30 or 24 hours per week	30 or 24 hours per week	30 or 24 hours per week
	Families receiving additional forms of support	-	15 or 12 hours per week	

# From the term after your child turns 2 years old

## 2 year old funding - families receiving additional forms of support

570 funded hours per year are available to families in England who are already receiving some forms of additional government support, for example:

- Parents are receiving certain benefits;
- The child has Disability Living Allowance (DLA) or Special Educational Needs;
- The child has a kinship or guardian order;
- The child is being looked after by a local authority.

This funding needs to be applied for by going to the Childcare choices website. Children are entitled to this the term after they turn 2 years old.

This can be taken as either 15 hours per week or 12 hours per week - see Sunshine Offer page

# From the term after your child turns 3 years old

## Universal funding for 3 & 4 yr olds

Universal funded childcare for all 3 & 4 year olds

All 3 and 4 year olds automatically get this funding the term after they are 3 years old. This does not need to be applied for.

It equates to 570 hours of funded childcare per year.

This can be taken as either 15 hours per week or 12 hours per week - see Sunshine Offer page

# Sunshine Funding Offers

At Sunshine all families can choose their days and times within our opening hours (subject to availability). This flexible approach to childcare enables us to offer a nursery place which is individual to each family's needs, regardless of whether it is a private or funded place. We welcome everyone without discrimination and strive to do our very best to ensure our setting can meet the needs of all children and families.

## We offer the funding in 2 ways:

**Standard offer** – 15/30 hours per week, term time only (38 weeks).

(please note we set our term dates in line with Burgh School & these dates cannot be altered)

**Stretched offer** – 12/24 hours per week stretched over 47.5 weeks.

This covers most of the year, including school holidays. The funding runs out early August.

For either offer:

You may keep your child off during un-funded weeks and return when funding resumes with no charge or detrimental effect on their place:

Or

Your child is still welcome to attend during un-funded weeks. They can either attend for their usual hours or for reduced hours/days. These hours need to be booked in advance and paid for by yourselves at our usual hourly rate.

*We claim the hours on a weekly basis so they cannot be carried over or swapped between weeks. Whichever offer you chose you cannot change within that academic year.*





## **Additional Charges**

### **Lunch**

All children are welcome to bring their own cold packed lunch from home (Under 2 years can bring in lunch for us to reheat) or you may book and pay for one of our delicious home made hot lunches for £3.00. Our menus are available to view on our website.

Sunshine Children's Centre is a registered not-for-profit charity. We use a method which makes it easy for parents to access funded hours, but that is also sustainable for us so we can maintain quality and future investment.

We provide the core Government-funded hours at no cost and with no time restrictions. However, the Government funding rate does NOT cover our costs and as such we have two voluntary charges as follows:



### **Voluntary snack charge**

We offer a healthy snack in the morning and afternoon and ask for a donation of 25p per day from all families



### **Voluntary Charitable Donation**

We ask families for a voluntary charitable contribution of £3 per day for funded children; these donations go towards providing resources for the rooms and extras such as yoga sessions, PE sessions, animal visits and music sessions.

We feel that £3.25 per day for a nursery place is great value and enables us to keep offering the highest quality provision for our families.

Although this contribution is voluntary and we don't like asking parents for it, if many families choose not to pay this, we will be unable to operate as we are. Sadly, it is the Government who have put us in this impossible position by giving us less per hour for funded children than our hourly rate.

If you would like to pay a voluntary contribution but at a different rate please let the office know. These charges are both voluntary and can be removed from your invoice with no discrimination and no effect on your place at nursery.

## Reminder

You cannot apply for an eligibility code and use it in the same term - you must apply the term before you want to start.

# When to apply

How and when you apply for your childcare funding depends on your child's age, the scheme and some other factors. We have broken it down below:

Working family funding for when the child becomes eligible	
Recommended time to apply for Eligibility code:	Last date to apply for Eligibility code
15th June to 31st July	By 31st August to be funded from 1st September
15th October to 30th November	By 31st December to be funded from 1st January
15th January to 28th February	By 31st March to be funded by 1st April

Please remember that eligibility for funding starts **the term after** your child turns the correct age (either 9 months, 2 years or 3 years - depending upon which funding you are applying for). You need to apply for the funding around 3 months before you wish to start it - for example:

Child A turns 3 years old on 5th April 2024. They will be eligible for 30 hours funding from 1st September 2024. The earliest this can be applied for is June and the latest is 31st August.

Don't  
Forget!

Every 3 months you must sign into your HMRC account to reconfirm your working family funding eligibility code. If you forget you may lose your funding which means you will have to cover the fees yourselves.

**For all funding we issue a form to parents to complete and sign each year**



# ” How to apply

## Working Family Funded Childcare

Visit the Government website - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Follow the steps to apply for the funding you choose - you will need your National Insurance number and some supporting documents such as your child's birth certificate or passport. The decision may be instant or may take up to 7 days. Once your code has arrived please contact our office for the next steps

## 2 year old funding - families receiving additional forms of support

You can apply by going to the Lincolnshire County Council Website and follow the link from the childcare and family support page - early years education - support with childcare costs.  
[www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

You create a log-in on their parent portal and follow the steps. The decision may be instant or may take up to 7 days. Once your code has been issued please contact our office for the next steps  
You can also get directed to the Lincolnshire parent portal via the [childcarechoices](http://childcarechoices.gov.uk) website.

## Universal funding for 3 & 4 year olds

The great news is that you do not have to do anything to get this funding, it is automatic for everyone. We will discuss which offer you would like and then give you a form to complete for our records and its as simple as that!

## Tax Free Childcare Accounts

To open a Tax Free Childcare account go to the Childcare Choices website and follow the instructions. Once your account is active you deposit money into it and the Government automatically tops it up. When the money shows as "available" you then make a payment to us from that account. Please let the office know your unique payment reference so your payment can be correctly allocated.

This can be used in conjunction with working Family Funded Childcare but not with Tax Credits, Universal Credits or Childcare Vouchers

For more information about Tax credits and Universal credits please speak to your job coach or visit the gov website.



# FAQ'S

## **Can I roll over any funded hours I do not use?**

Sorry, due to restrictions from Lincolnshire County Council we cannot roll over any weekly funded hours you do not use. Each week we claim for the hours your child has attended and cannot claim for any unused hours. The Standard offer is up to either 15 or 30 hours per week or the Stretched offer of up to either 12 or 24 hours per week.

## **I have chosen the Standard (Term time only) offer but my school has different term dates...**

We use the same term dates as Burgh school and these are available to view on our website. Our booking system will automatically use our set term dates for your child's booking pattern. If you need your child to be in or out of nursery on different dates please contact the office as soon as possible to see if we can accommodate any changes.

## **I have chosen the Standard (Term time only) offer - can my child come in the holidays?**

Yes you are able to book extra sessions in the school holidays for your child and pay privately for them, subject to availability. Please enquire as far in advance as you can to avoid disappointment.

## **I've missed the deadline to apply for my Eligibility code. Can my child still be funded?**

Codes only provide funding in the term after you apply, so if you miss the deadline (last day of March, August & December), we will not be able to access the funding until the next term. If your child is 3 or above then you are still eligible for 15/12 hours, because it's available to all children regardless of whether parents are working.