Winchelsea Nursery - EYE Policy 2026

Early Years Entitlements
We offer government funded childcare for children from the term after the child reaches the age of eligibility (3 & 4 Years old).

Parents/guardians will need to complete the provided Parent Declaration form to allow us to claim payment for the funded hours from the local authority. Parents will also be required to provide evidence of the child's date of birth at registration.

Funded Sessions
Our opening hours are:

Monday:	8:45am – 3:20pm
Tuesday	8:45am – 3:20pm
Wednesday	8:45am – 3:20pm
Thursday	8:45am – 3:20pm
Friday	8:45am – 3:20pm

Funded sessions are available term time only subject to availability:

- Morning session – 8:45am – 12:00pm
- Afternoon Session – 1:00pm – 3:20pm
- All Day Session – 8:45am – 3:20pm

You will be entitled to 570 hours of funded childcare per academic year (or 1140 subject to eligibility for working parent entitlements). Funding is applied to hours at the beginning of the week.

Working Parent Entitlements
It is the parent's responsibility to obtain (and renew) their eligibility code by the deadline each term. If you are no longer eligible for funded childcare due to a change in circumstances or failure to renew your code, childcare will be charged at my private rate. Children cannot start to access their funded childcare or change providers with an expired working parent code. Parents should visit www.beststartinlife.gov.uk for support.

Private Rate for Childcare.
Additional hours used outside the funded hours will be charged at our usual rate:

- 12:00pm – 3:20pm - £10 per session
- 12:00pm – 1:00pm - £2.50 per hour

Food
We do not provide food for children and parents are required to bring a packed lunch.

Invoices
You will receive an itemised breakdown each month, detailing the hours accessed and the hours funded, plus any additional hour's chargeable our full rate.

Notice period
To change or terminate your childcare place, we require 4 weeks' notice. This must be received in writing or via email. If you change providers, funding will be transferred at the end of the notice period.

Admission Policy
Admission to the setting is on a first come first served basis subject to availability.

I agree to the terms of delivery at Winchelsea primary school.

Parent Name :	**Child name:**
Signature:	**Date:**