



West Green Playgroup Early Years Funded Hours Policy

Policy Statement

At West Green Playgroup, we are committed to offering high-quality early education and care that supports children and families from all backgrounds. We offer funded childcare places in line with current Department for Education (DfE) guidance and the local authority's arrangements, ensuring transparency and fairness in how we deliver funded early years education.

1. Eligibility for Funded Hours

We provide the following funded childcare offers:

- **Universal Entitlement:** 15 hours per week for all 3 and 4-year-olds.
- **Extended Entitlement (30 Hours):** An additional 15 hours for eligible working families.
- **2-Year-Old Funding:** 15 hours per week for eligible 2-year-olds, subject to criteria such as household income or special educational needs.

Families can check eligibility via the [Childcare Choices website](#) or contact their local authority.

2. Funded Hours Delivery

30-Hour Places:

Available **Monday to Friday, 8:30am – 2:30pm**, across **38 weeks** of the year.

15-Hour Places:

Families can choose between two patterns:

- **Option 1:**
 - Monday & Tuesday: 8:30am – 2:30pm
 - Wednesday: 8:30am – 11:30am
- **Option 2:**
 - Thursday & Friday: 8:30am – 2:30pm

- Wednesday: 11:30am – 2:30pm

These patterns ensure the full use of the 15 funded hours while offering flexibility to families.

3. Additional Hours and Charges

Any additional hours outside funded entitlement is charged at **£12.00 per hour**.

Additional services and clubs include:

- **Extended Day:** 2:30pm – 4:00pm
- **Tea Club:** 4:00pm – 6:00pm (**£24**, subject to a minimum of 5 children)
- **Breakfast Club:** 8:00am – 8:30am (**£6** per session)

Non-Funded Day Option:

Families not eligible for funded hours or choosing a fully paid option must take a **minimum of 12 hours per week**, available **Monday/Tuesday or Thursday/Friday**.

Charges may also apply for snacks, nappies, trips, or enrichment activities. These are optional and discussed clearly with families in advance.

4. Booking and Attendance

- Funded hours must be booked in advance and are subject to availability.
 - Parents must complete a **Parental Declaration Form** each term to confirm hours and attendance.
 - Regular attendance is expected; prolonged or unexplained absence may result in the funded place being reviewed.
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5. Partnership with Parents

We are committed to working in partnership with families to ensure they understand their entitlements and how to access them. We will provide support with checking eligibility and completing necessary forms.

6. Policy Review

This policy will be reviewed annually or when there is a change in national or local funding guidance.

This policy was adopted on	Signed on behalf of the Playgroup	Date for review
<i>Sept 2026</i>		<i>Sept 2027</i>