



Fees, and Funding Policy 2025 (to be read alongside our Food and Healthy Eating and Admissions Policy)

Sheffield Children's Centre offers several sessions on a first come, first served basis: -

- A morning session (Between 8:00am and 1:00pm)
- An afternoon session (Between 1:00pm and 6:00pm)
- Full day option 1 (Between 8:00am-6:00pm)
- Full day option 2 (Between 9:00am-4:30pm)
- Full day option 3 (Between 9:00am-3:00pm)

Please be aware our fees rise annually in September and can be viewed online and on our most up to date application form that you can request directly from Sheffield Children's Centre.

If your child has reached or is about to reach their 3rd birthday, they will soon be entitled to at least 15 hours per week of early education funding until they start primary school. Below are some of the most common questions parents ask us about funding:

A child is entitled to funding from the start of the school term which falls after their 3rd birthday. There are 3 terms in an academic/school year (Autumn, Spring & Summer).

All 3- and 4-year-old children are entitled to 15 hours of funded childcare per week, funded by the Government. This is offered from the term after their third birthday until they enter School or until they reach the age of 5. To apply complete and submit our application form and the parent agreement form.

From 9 months+, some children will be entitled to up to 30 hours funding towards the cost of care due to the new Working Families Entitlement (WFE). This is dependent on parental working status and earnings.

Some 2-year-old children may be entitled to 15 hours of free childcare depending on their household income. Please apply using the links below or visit us and a member of our team can help you apply.

Please visit [child care choices](#) to find out if your child is eligible for any of the above Free Entitlement to Learning hours or apply via the attached link:-

<https://www.sheffielddirectory.org.uk/children-and-families/childcare-support/funded-early-learning/#:~:text=Children%20can%20start%20the%20working,start%20until%20the%20following%20term.>

How you can take your FEL hours

We offer a maximum of 10 hours each day depending on availability. This is up to a maximum of 30 hours weekly, depending on your eligibility.

FEL funding only applies to sessions that are within Sheffield school term. Please visit Sheffield City Council website to see the most up to date annual term calendar. For 20 eligible weeks can be seen on the calendars below.
<https://www.sheffield.gov.uk/schools-childcare/school-information-term-dates>

The term runs for 38 weeks long, we do not offer the stretched 52 weeks contract. Sessions taken outside of these 38 weeks are charged at full price. Please also note that 5 days teacher training days per academic term are also not funded, for a detailed list of our annual teacher training day please contact us or visit the information wall in the reception area.

Additionally, FEL funding only applies to contract sessions, any one-off sessions are charged at full price. This is because we cannot claim 'ad-hoc' funding.

We offer a limited number of FEL only places and operate a waiting list once these have all been allocated. Please contact Sheffield Children's Centre for more information about how we offer this.

SCC privacy notice for Early Years providers offering Funded Learning can be found at the link below

https://ems.sheffield.gov.uk/ProviderPortal/Notices/SiteNotices_PrivacyNotice

We also offer places for the additional 15 EFE hours subject to the appropriate qualifying criteria explained by HMRC. A maximum of 30 hours grant funding can be applied for per week per child for EFE places only. All places are subject to availability and allocated on a first come first served basis. We reserve the right to alter booked or reserved sessions for operational purposes.

To access any grant hours as detailed above at our setting, it is essential that a grant agreement is completed and signed BEFORE the start of each term. We are required by the council to hold a completed signed form for every child that accesses any grant. Should you wish to split the hours between two or more settings you must inform us of the other settings details to ensure that all settings claim the correct number of hours respectively. A maximum of 15 funded hours per week for FEL and 15 additional hours for EFE can be claimed per child per week during the term time only. Should you book any additional hours you will be charged at the full rate applicable at the time. Failure to sign this agreement by the deadline will result in full fees being charged. If you wish to terminate your grant hours with our setting, then

you must give a minimum of 4 weeks' notice as per council guidelines. If you are moving from another setting to ours with grant hours, you must ensure that you have served the correct notice period BEFORE you commence at our setting. If you do not, then the previous setting is entitled to claim for the funded hours, and you will become liable for all full charges at our setting. Grant hours can be used in term time only. EFE funding is subject to application and verification every 3 months with HMRC and it is the parents responsibility to complete this accordingly and share your code with us.

How much funding is my child entitled to?

Funding is provided by the Government as follows:

- **Universal 15 hrs funding:** 15 hours per week for 38 weeks per year – all 3- and 4-year-olds are entitled to this regardless of income or whether the parents are working.
- **Extended 30 hrs funding:** an additional 15 hours per week for 38 weeks per year – both parents should be in work for at least 16 hours per week, each earning at least National Minimum Wage up to £100k pa. You may also be eligible if one parent is working and the other is in receipt of Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance, Employment & Support Allowance or is on Maternity/Paternity Leave.

Funding is provided for 38 weeks of the year, following Local Authority school terms starting in Autumn term (September). This is a maximum of 570 hours for Universal 15hrs Funding, or 1140 hours with Extended 30 hrs Funding in any full academic year. The remaining 13 weeks of the year (i.e. school holidays and training days) are NOT funded.

Early Years Pupil Premium

Providers can claim extra funding for children who are from low-income households (annual family income under £16,190).

This funding is called Early Years Pupil Premium (EYPP) and aims to support children's development, learning and care.

Eligibility

3- and 4-year-old children accessing Funded Early Learning (FEL) will be eligible for EYPP funding if they meet at least 1 of the following criteria:

Parent/carers is in receipt of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit

- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

Additional Criteria

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

Registering Children for EYPP

Parent and carer agreement which can be used to register children for FEL and check if they qualify under the benefit criteria for EYPP.

Eligibility checks

For benefit related claims we use the Government's Eligibility Checking Service (ECS) to confirm whether the child is eligible for EYPP. The use of this service is legislated within the Small Business, Enterprise and Employment Bill.

To check eligibility for children who have left care through any of the reasons described above, the Provider, with consent from the parent/carer, must contact the Local Authority and request to claim EYPP for the child. The LA will then make the appropriate checks to see if the child meets the eligibility criteria.

Payments

Providers will receive EYPP funding based on actual hours attended as determined from the Early Years Headcount Census. The payment will be made at the end of each term

Disability Access Fund

This is money given to childcare providers to help support three- and four-year-olds with Special Educational Needs (SEN) and/or disabilities in their setting. This has been extended to 9 months to 2-year-old children. Providers get one payment of per year per eligible child.

Children are eligible if they access free early learning (FEL) and receive Disability Living Allowance (DLA). Early years providers are responsible for identifying eligible children – so please do make sure they know if your child gets Disability Living Allowance. Please inform Sheffield Children's Centre if your child receives Disability Living Allowance.

What will happen to my Tax-Free Childcare account?

You can continue to use your Tax-Free Childcare account to pay your fees, so you will still benefit from your usual tax savings on top of the saving provided by funding.

How does it work if my child attends another provider as well?

Should you wish to split the hours between two or more settings you must inform us of the other settings details to ensure that all settings claim the correct number of hours. If you wish to split your child's funding between us and another setting or childminder, our stipulation is that we do not split a 15 hour 'block', so we would not offer a funded place with less than 15 hours of funding per week.

What happens next?

We will give you a Parental Declaration Form before the start of each term to complete and return to us. You must put your funding code on the form. This form constitutes your permission for us as your childcare provider to claim your child's funding from the Local Authority. We cannot confirm your funded place or claim your child's funding until we have this form. After you have returned the form and once a place has been approved, we will send you a welcome pack with key information about Sheffield Children's Centre and invite you to book some 'getting to know me' sessions.

Waiting list

We operate a waiting list for children who require sessions that are unavailable, and these are generally allocated on a first come first served basis, however as per the local authority guidance priority for places will always be given to 'Looked after Children'. This includes children, who are currently in care, have previously been in care, adopted or subject to a child arrangement order or special guardianship order. We also hold several priority places for children with special educational needs, healthcare needs and in exceptional circumstances we will offer emergency care for families in need. To find out more about this service please contact us directly.

Notification of absence

All absences need to be reported on the day your child is not attending nursery. Illness must be reported as soon as possible. Please let us know if your child is likely to be absent for more than a day due to illness or a holiday. It is important to inform us if your child has something infectious, especially Rubella (German Measles). If your child becomes ill whilst at Sheffield Children's Centre, we will contact you to inform you of this, often asking you to come and collect your child if they may need medical assistance or if the illness could be infectious.

Bookings

While every endeavour will be made to accommodate various type of childcare required, Sheffield Children's Centre reserves the right to review these times if they are not conducive to the safe and smooth running of the Centre. Parents/Carers must be aware that exchanges of days for care of a child or additional care may not always be possible. Any permanent requests to make changes to hours must be made in writing as way of confirmation that your invoice will be changed. To comply with Registration Regulations, children are unable to go into their rooms until the time they are booked in for and we therefore ask you to arrive at your Childs booked session time. Collection of children must also be within the time booked. If you are unavoidably delayed, please telephone, as this may result in other children being unable to join their groups. Please see our policy on late collection and payment procedures. For safety reasons please inform the staff if your child is to be collected by anyone other than yourself and they must use the password system that we have in use. Sheffield Children's Centre take safeguarding extremely seriously and for this reason we will not allow a child to leave with someone who has not become known to us through parents/legal guardians, nor will we allow a child to be collected by anyone under the age of 18 years old (unless they are the Childs parents). If you wish to swap your child's set session to another day you will need to give 4 weeks written notice of this change. We will endeavour to accommodate all changes requested but this cannot be guaranteed.

Sheffield Children's Centre will not charge parents in advance for the cost of an early education place, apart from asking for a deposit to be paid for the three- or four-year-olds or children from the term after they are nine months old, who qualify for the early year's entitlement under the 'working parents' criteria. This deposit must be reimbursed to the parent within four weeks of the child taking up their place. A deposit is not requested for a two-year-old child receiving a funded childcare place because they meet the 'disadvantaged' criteria. Sheffield Children's Centre will charge a deposit for any hours in addition to the funded childcare provision and set its own terms for reimbursement. Information in relation to this is written within our application pack.

Key Dates and Deadlines for the Funding Year

When your Child turns 3 years old	When your Child's Funding Entitlement Begins	Return Parental Declaration Form to us
1st Apr to 31st Aug	Autumn Term starting from 1 st Sep	August
1 st Sep to 31 st Dec	Spring Term starting from 1 st Jan	December

1 st Jan to 31 st Mar	Summer Term starting from 1 st Apr	March
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How does funding work at Sheffield Children's Centre?

By Local Authority rules we are not permitted to offer more than 10 hours of funding in any one day. You don't have to use the full entitlement, and you can use your funding with up to two providers, subject to us claiming a minimum of 15 hours per week of funding.

What does the funding cover?

Funding covers only childcare. Government guidance states:

"Providers...can charge for meals and snacks as part of free entitlement places and they can also charge for consumables, such as nappies or sun cream, and for services such as trips and specialist tuition... Providers who choose to offer the free entitlements are responsible for setting their own policy on providing parents with options for alternatives to additional charges..."

Guidance and Implementation of Voluntary Consumable Charges Policy 2025 Voluntary Consumable Charges

Government funding for the entitlements does not cover consumables like meals, nappies or sun cream or additional activities, such as trips, so providers are able to ask parents to pay for these things. The Department is not encouraging parents to opt out, and we know that many parents prefer to purchase consumables from their provider. *Department of education*

Holidays

Sheffield Children's Centre operate everyday over 52 weeks of the year, but our childcare services do not open on bank holidays and two weeks between Christmas and New Year. All our other services operate all year round including our online CPD courses, young people and adult education services, food and clothing bank, family support and therapy services.

If your child is booked to attend a bank holiday you will be charged on your monthly bill for these, if they fall on a day your child attends. Any subsequent weeks or any odd days off will be charged at the full rate.

Absences

Notification must be given if any absences as soon as possible.

Late collection

If an emergency or situation arises which results in your child needing to be collected after their booked session ends, it is essential that we are contacted immediately to

make the necessary arrangements. If you are late collecting your child you will be charged a late fee in accordance with our late collection fee policy.

Child Protection

The nursery staff must be aware of which person(s) is regularly going to pick up each child. The nursery must be notified of any changes in the arrangements otherwise the child will not be permitted to leave the nursery with that person. If any personal details change like your address or phone number, please ensure that the office is notified of these changes immediately. We do not allow children under the age of 16 to collect your child. If you fail to collect your child by 6pm when the nursery closes and we are unable to contact you, we will attempt to contact your Child's emergency contacts. Should we be unable to contact them we will follow our 'uncollected child policy'.

Termination of Care

One month's written notice is needed if a child's place is no longer required. We do reserve the right to refuse entry after a child has started for the following reasons: advance fees and or outstanding invoices have not been paid, or if we are unable to fulfil the care of that child that is required to keep the Centre a safe environment. Please refer to our 'zero tolerance policy' for more information.

Clothing / Personal Items

We encourage children to engage in messy, creative play, and exploration as this is how children learn. We also undertake daily outdoor learning in all weather conditions and are very fortunate to have a large adventure play area where children enjoy getting very messy. Therefore, we advise parents to bring their children to nursery in suitable clothing that should they become damaged, soiled, or stained will not cause upset. We do not take responsibility for any loss of or damage to clothing or personal items and ask parents to take responsibility to ensure they leave the setting with all their children's clothing and belongings every day. If you fail to remove any item and it remains in the nursery for more than a few weeks, it will be put in our lost property. At the end of every term all lost property items will be donated to charity. We ask that no items from home including toys and soft teddies are brought in from home.

Variation

There shall be no variation in these terms unless it is in writing and made by an authorised representative of Sheffield Children's Centre.

Provision of Food

Sheffield Children's Centre provides a morning snack, hot lunch and an afternoon snack as detailed on our menus. We cater for children with various dietary needs, please speak with us about your child's requirements. All food provided from Sheffield Children's Centre is free of charge.

Menus are displayed in the reception area, with lunch being a warm savoury course and a pudding that may be warm or cold. We offer morning and afternoon snack which are displayed on our menus along with milk or water. Please note that a vegetarian/vegan alternative is always available. If your child has any allergies or

cannot eat certain foods due to their religion or culture you must ensure you inform the staff and complete the appropriate section in the application form, indicating the food, source, or allergen.

There are 14 common allergens **cereals containing gluten, crustaceans, egg, fish, peanut, soybeans, milk, nuts, celery, mustard, sesame seed, sulphur dioxide and sulphites, lupin, mollusks.**

Milk and water are available for children throughout the day. We ask that parents do not bring juice or any other drinks for their child whilst at nursery. The exemption is babies and toddlers who may be on specific formula/breast milk.

Sheffield Children's Centre also offer a food bank and provide year-round food to families in need. If this is a service, you require please speak to us directly.

Should you wish to send your child to the Centre with snacks we have strict guidelines that must be adhered to: -

All food must be nutritious and healthy

Must be NUT FREE.

Must be an insulated and labelled lunch bag

No chocolates or sweets

Fruit must be peeled/cut up (age appropriate)

Sheffield Children's Centre do not charge for consumables, but parents must provide nappies/pull ups, specific creams for their child.

While the statutory framework for the Early Years Foundation Stage (EYFS) outlines only the minimum provision for children's learning, development, and care, our setting has always strived to go above and beyond. The additional provisions we offer, such as enrichment activities, phonics, drama, sign and sign, dance, language classes, extra curricula sport and music, meals, and other experiences, are not required by EYFS but have been vital in enhancing the quality of education and care we provide.

Should your child not attend our provision but wish to attend one of our extra curricula classes payments must be received prior to the class taking place. Please ensure all invoices are paid by the date shown on your invoice.

All fees are payable one month in advance and must be received by the 25th of the previous month. If this payment is late there will be a late payment fee added to your account in accordance with our late payment fee policy.

Discount

Sheffield Children's Centre offer blue light discount. Please discuss this directly with us.

Extras

All extra sessions need to be paid for in advance. Any extras will be charged at our

current sessional rates. This can be paid by bank transfer, cash, childcare vouchers, or cash. Some external trips are not included in the price.

Post age 5 provision, Afterschool club and Holiday Clubs

Please ensure that all holiday club invoices are paid a minimum of two weeks before the holiday club commences. Afterschool clubs will be invoiced in line with our early years provision and expected to be paid before the 25th of the previous month. Should your child be eligible for specific holiday club funding, Sheffield Children's Centre will claim this funding on your behalf, but you will be expected to provide us with a code to authorise us claiming this. All other invoices are due on the date stated on your invoice.

For more information about Funding eligibility please visit the following link:-

<https://www.sheffielddirectory.org.uk/children-and-families/childcare-support/funded-early-learning/#:~:text=Children%20can%20start%20the%20working,start%20until%20the%20following%20term.>