Rocking Horse Admissions Policy
to offer the Free Early Education Entitlement to

Under 2s from working families
2 year olds from working families
Eligible 2 year olds
3&4 year olds – Universal hours
3&4 year olds – Working Parent Entitlement hours (from working families)

Phone number: 01179615071
Email: rockinghorsebristol@outlook.com
Website: www.rockinghorsebristol@outlook.com

Thank you for choosing RP529106 as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

All About Rocking Horse

Opening Hours and Days

Monday – Friday 8am – 6.00pm All Year.
We are closed for: Bank Holidays, 3 Inset Days and the days in between Christmas and New Year (days will vary each year)

Operational Method

22.8 hours of funding all year round (AYR) 50 weeks or
30 hours of funding term time only (TTO) over 38 weeks.
TTO weeks are currently being phased out and only available to existing parents.
Your funded hours are applied from the start of each week until your allocated funded entitlement is fully used. Any additional hours beyond this, will be charged at our private rates.

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Stretched Funded Hours

We deliver our funded hours as 'stretched' over the 50 weeks of the year that we are open.
15 hours of funding equates to 570 funded childcare hours per year and 11.4 hours per week.
30 hours of funding equates to 1140 funded childcare hours per year and 22.8 hours per week.

All parents of 3-4 year olds are entitled to 11.4 Universal hours (and up to 11.4 working parent hours in addition, totalling 22.8 hours, if eligible) funded childcare for 50 weeks of the year.
Eligible 2YOs can claim both Working Parent entitlement & universal hours if eligible for both.

All eligible working parents of children aged 9 months up to 3 years old can access up to 22.8 hours funded childcare per week for 50 weeks of the year.
You can find out your eligibility by visiting www.beststartinlife.gov.uk
Please note a minimum booking of 5 hours per day is required to secure a space.

Term Time Only

We deliver our term time only hours over 38 weeks of the year, during term time.
15 hours of funding equates to 570 funded childcare hours
30 hours of funding equates to 1140 funded childcare hours per year and 22.8 hours per week.

All parents of 3-4 year olds are entitled to 15 Universal hours (and up to 15 working parent hours in addition, totalling 30 hours, if eligible).
Eligible 2Yos can claim both Working Parent entitlement & universal hours if eligible for both.

All eligible working parents of children aged 9 months up to 3 years old can access up to 30 hours funded childcare per week for 38 weeks of the year.

You can find out your eligibility by visiting www.beststartinlife.gov.uk

Bank Holidays

Bank Holidays and Christmas closures do not fall in funded weeks and will not be charged.

Inset Days

Inset days will be refunded if they fall on your child's nursery day.

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Education

Funding received by Bristol City Council is to cover Early Year's Education.

All about Free Hours

We are registered with Bristol City Council to offer free hours to

Under 2s – from working families funding

2 year olds - from working families funding

Eligible Early Learning 2 year olds www.bristol.gov.uk/freeplacefortwos

3&4 year olds – universal hours and 3&4 year olds – working parent entitlement hours.

Parents must apply by visiting www.beststartinlife.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

If my child turns 9 months old between…	**I can access the working parent entitlement from the…**
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

Under 2s from working families

Working families' eligible hours are available to children from the term after their 9th month birthday.

We are able to offer, up to 22.8 'stretched' funded hours are available for 50 weeks of the year. For our existing term time only parents, we offer 30 funded hours over 38 weeks of the year.

2 year olds from working families

Working families eligible hours are available to children from the term after 2nd birthday.

We are able to offer, up to 22.8 'stretched' funded hours are available for 50 weeks of the year. For our existing term time only parents, we offer 30 funded hours over 38 weeks of the year.

Eligible Early Learning 2 year olds

Universal free hours are available to some 2-year-olds whose parents are on no or low incomes.

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Eligible 2 year old free hours are available to eligible children from the term after their 2nd birthday.

We are able to offer up to 11.4 'stretched' funded hours are available for 50 weeks of the year.
For our existing term time only parents, we offer 15 funded hours over 38 weeks of the year.

3 and 4 year olds – Universal hours
Universal free hours are available to all children who are 3 or 4. Free hours are available to all children from the term after their 3rd birthday.

We are able to offer, up to 11.4 'stretched' universal funded hours per week for 50 weeks of the year.
For our existing term time only parents, we offer 15 funded hours over 38 weeks of the year.

3 and 4 year olds – Working Parent Entitlement hours (from working families)
Working Parent Entitlement hours are available to children who are 3 or 4. Free hours are available to all children from the term after their 3rd birthday.

We are able to offer up to 11.4 'stretched' funded hours per week.
For our existing term time only parents, we offer 15 funded hours over 38 weeks of the year.

Parents of 3 and 4 year olds can use both universal and working parent entitlement hours in combination.

Starting a new job Parents who are planning to start new work can apply, using below dates

Date of starting work	When you can apply from	When you can access your entitlements from
1 October to 31 January	1 September to 31 December	1 January
1 February to 30 April	1 January to 31 March	1 April
1 May to 30 September	1 April to 31 August	1 September

To apply, you will need to start your application on GOV.UK as normal. If it is more than 31 days before the date on which you are starting work, you will then need to call HMRC's childcare service helpline to be guided through the rest of the process to receive your code.
If you are starting work more than one month after the start of term, you will be able to apply to start using the entitlements from the start of the following term.

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Eligibility Codes (for working families)

- Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's eligibility code valid at all times.
- Verification checks will be made on Bristol City Council's Provider Portal, using the following data:
    a. Your 11-digit eligibility code
    b. Your National Insurance Number(s)
    c. Your child's date of birth
    d. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

❖ Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their working parent entitlement hours. Once the grace period has expired:

- ❖ Under 2's from working families will have to pay for all childcare provision privately.
- ❖ 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria.
- ❖ 3 and 4 year olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or working parent entitlement hours.

All about Admissions

A minimum booking of 5 hours per day is required.

Sessions are offered on the hour and half hour.

Priority for places is given to:

1. Siblings of currently enrolled children
2. Children attending two or more days per week
3. Applications processed on a first-come, first-served basis

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All about Payments

Refundable Deposits

Parents are asked for a deposit to secure a place. This is non-refundable should the place not be taken up, otherwise your deposit will be returned within the first term.

£200 deposit for up to 3 days and additional £72 for each extra day is charged on top.

Tax Free Childcare

Our business unique reference number is 50007081650.

The Tax Free Childcare is for paid childcare - not free hours – we are registered with HMRC to be paid this way, so parents can pay using this method. https://www.gov.uk/tax-free-childcare

- Parents can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).
- If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.
- You can get Tax-Free Childcare at the same time as free childcare if you're eligible for both

Breakdown of Charges

Payment of Above and Beyond charges during your funded hours.

Above and Beyond charges for full day - 10 funded hours	
Food – morning and afternoon snack, lunch and tea	£9
Experiences and Trips	£8
Non-food consumables	£5
Enhanced Ratios	£8
Total	£30

This equates to £3 an hour. Your funded fees will be calculated using this rate.

Charges start at £15 for 5 hours, increasing in increments up to £30 for 10 hours.

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***Payment of private childcare and additional charges - outside of funded* hours.**

Fee price across all ages

£9 per hour

£2.50 tea served at 4.30pm

£4.50 lunches

£1 morning snacks

£1 afternoon snacks

Here is an example of how a week might look with funding and how

Provider's Name:	**Rocking Horse Day Nursery**							
	Mon	**Tue**	**Wed**	**Thu**	**Fri**	**Total hours per week**	**Total weekly charge**	**Number of weeks per year (38 TTO or 50 AYR)**
Set hours	**9-4**	**9-2**		**9-6**	**9-3**			**50**
Funded hours per day	7	5		9	1.8	22.8	**£0**	2
Chargeable hours per day £9 an hour					4.2	4.2	£37.80	
Additional charges per day *Above & Beyond charges*	£21	£15		£27	£5.40	**n/a**	£68.40	**n/a**
Food during - non funded hours					£5.50 – lunch and am snack		£5.50	
Total							£111.17	

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The Department for Education (DfE) states;

"Government funding is intended to deliver high quality, flexible childcare. It is not intended to cover the costs of meals, consumables, additional hours or additional services."

These charges are put in place, so that we can offer an environment that stimulates curiosity and extends learning and development. These are experiences and resources that go above and beyond the standard Early Years Framework Stage.

Please refer to the governments EYFS for more information.

https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

All charges will be included on your nursery invoices.

If you would like to opt out of our 'Above and Beyond charges', please let us know in writing and we can provide you with more information. Limited afternoon session, from 1pm until 6pm can be booked as an opt out option. Please note, if you opt out, you will still be eligible for the Government funded hours but you may be asked to provide consumables and additional resources yourself.

Invoicing

Fees will be calculated for the term. This will then be divided by the months within each term, to give an equal monthly amount.

All fees must be paid within the first 2 weeks of the month, by 15th of each month.

All funded and private paid hours will be shown on your invoice

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed at the same time that they are paid for by a third party. We will need to receive written confirmation as soon as possible, for us to work out which hours are a) paid by the college/you. Student parents may not always be eligible for Working Parent Entitlement/ Working Parent Entitlement childcare, unless they meet the eligibility criteria found here www.beststartinlife.gov.uk

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Late collections

If a child is picked up later than on your contract, you will be charged £5.00 for every 5 minutes. After 6pm, you be charged £10 for every 5 minutes. We request that you contact us if you are going to be late. The late fee is to cover staffing.

Notice periods for the free hours and the chargeable hours

Parents are asked to make a termly commitment if they are receiving government funding. This means that once parents sign the EYR01 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start of the following term (Sept, Jan, April).

We require a terms notice for changing funded and chargeable hours. We can only change hours and days at the start of each term.

A minimum of four weeks' notice needs to be given during the previous term.

All about GDPR and Appeals

As a data controller, I must comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR01 Parental Declaration form.

Bristol City Council's Data Protection Policy and Privacy Notice are available online for your perusal.

Appeals Process

We work closely with Bristol City Council. If you have any complaints about any aspect of our delivery of free hours at The Rocking Horse. Please email the Family Information you can contact Bristol City Council to discuss - askcyps@bristol.gov.uk or call 0117 357 4192

Provider Signature: Julia Davies

Date: May 2026

Review Date April 2027

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