



**Happy Days**

Where Children Shine

# Help with the Cost of Childcare

**A guide to the support available to help with  
the cost of childcare**



# Welcome.....

Here at Happy Days Nurseries & Pre-Schools we believe every child deserves the best possible start in life and we pride ourselves on providing a service to enable parents to work and live their daily lives knowing their children are cherished and cared for to the highest standard.

We understand the cost of childcare represents a significant proportion of your outgoings and we want to ensure all our families are receiving the support they are entitled to.

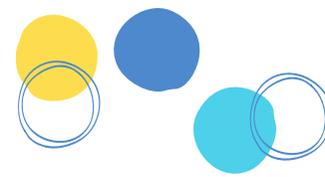
There are a number of government programmes that support parents with the cost of childcare and whilst we aim to explain these in more detail in this guide, everybody's circumstances are different and we therefore encourage you to visit: [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#) to understand what support is available to you.

That said, this guide will provide you with an overview of the help available and how that impacts on the fees payable at your Happy Days Nursery.



# Welcome to Happy Days

## Contents



<b>P. 4</b>	<b>Funding Available: At a Glance</b>	<b>P. 9</b>	<b>Free Entitlement for 2 Year Olds</b>
<b>P. 5</b>	<b>Tax Free Childcare</b>	<b>P. 11</b>	<b>Fees</b>
<b>P. 6</b>	<b>Tax Free Childcare: How do I claim?</b>	<b>P. 12</b>	<b>What does our supplement fee cover?</b>
<b>P. 7</b>	<b>Free Entitlement for 3 &amp; 4 Year Olds</b>	<b>P. 13</b>	<b>How can I use my free entitlement?</b>
<b>P. 8</b>	<b>Extended Free Entitlement: How do I claim?</b>	<b>P. 14</b>	<b>How are my fees calculated?</b>
		<b>P. 15</b>	<b>Frequently Asked Questions</b>



# Funding Available: At a Glance

	Free Entitlement 2 Year Olds	Free Entitlement 3 & 4 Year Olds	Free Extended Entitlement 3 & 4 Year Olds	Tax Free Childcare
Eligibility	<p>For families in England, receiving some forms of support with children aged 2</p> <p>From 1 January, 1 April or 1 September following your child's 2nd birthday</p>	<p>For all families in England with children aged 3 &amp; 4</p> <p>From 1 January, 1 April or 1 September following your child's 3rd birthday</p>	<p>For working parents in England where you, and any partner, must each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage) with a child(ren) aged 3 &amp; 4</p> <p>From 1 January, 1 April or 1 September following your child's 3rd birthday</p>	<p>Working families earning under £100,000 per year and at least £152 per week (equal to 16 hours at the National Minimum or Living Wage)</p> <p>Your child is less than 12 years old (or less than 17 years old if they are disabled)</p>
Exclusions	<p>To be able to take up 15 hours of free childcare for your two-year-old you or your child must meet the eligibility criteria. Please visit GOV.UK for further information</p> <p>It is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions</p>	<p>It is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions</p>	<p>It is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions</p> <p>Free Extended Entitlement for 3 and 4 year olds is not available to you if you, or your partner, each individually expect to earn £100,000 or more</p>	<p>Cannot be used in conjunction with Universal Credit, Tax Credits or Childcare Vouchers</p>
Support	<p>15 hours of free childcare or early education for 38 weeks which equates to 570 hours of early years education a year</p>	<p>15 hours of free childcare over 38 weeks for all parents which equates to 570 hours of early years education a year</p>	<p>30 hours of free childcare over 38 weeks which equates to 1140 hours of early years education a year</p>	<p>Receive up to £2,000 per child per year (a maximum of £500 per child, every 3 months)</p>
Additional Information	<p>You can 'stretch' the hours, using fewer hours per week over more weeks</p>	<p>You can 'stretch' the hours, using fewer hours per week over more weeks</p>	<p>You can 'stretch' the hours, using fewer hours per week over more weeks</p>	

**\*Childcare Vouchers have been discontinued and you can no longer apply for these but if you are an existing user you can still use them at our nurseries to pay for your childcare fees. Please note, all information above was correct at time of publication.**



# Tax Free Childcare...

## What is Tax Free Childcare?

Tax Free Childcare is a government programme to help your family with the cost of childcare and will support you into work or to increase your hours at work, should you wish.

You may be entitled to support of up to £2,000 per child, per year (that's up to £500 every three months) towards your childcare costs.

## Do I qualify?

You can apply for Tax Free Childcare if:

- You and your partner (or the sole parent in a lone parent family) are in work with each parent earning, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) and not more than £100,000 each per year
- Your child is less than 12 years old (or less than 17 years old if they are disabled)
- The child you are applying for usually lives with you
- You work in the UK

If you are self-employed and started your business less than 12 months ago, you can earn less and still be eligible for Tax-Free Childcare.

The scheme will be available to parents on paid sick leave and paid and unpaid statutory maternity, paternity and adoption leave.

**If you are unsure if it is right for you visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**



# Tax Free Childcare: How do I claim?

## Step 1: Check you are eligible

Visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) for more information

**Note:** You cannot use Tax-Free Childcare together with: Tax Credits, Universal Credit, Childcare Vouchers

## Step 2: Apply for Tax Free Childcare

Apply at [www.gov.uk/apply-for-tax-free-childcare](http://www.gov.uk/apply-for-tax-free-childcare)

If eligible, you'll get an online childcare account.

## Step 3: Select Happy Days Nurseries & Pre-School as your childcare provider

We are all set up to receive Tax-Free Childcare payments

## Step 6: Reconfirm

To continue receiving the government top-up, you'll need to confirm your details are up to date every 3 months. But don't worry! You will receive a text and/or email 4 weeks before your reconfirmation deadline. This will prompt you to log into your childcare account.

## Step 5: Pay your fees

Use the money in your childcare account, including the government top up, to pay your fees. Please ensure fees are paid on or before the first of each month and, as fees are charged on an actual basis, the correct amount is paid each month.

**Note:** You will be provided with reference number per child which you must provide to us (by email to your Nursery Manager) in order for us to allocate the payment against your childcare fees

## Step 4: Pay money into your childcare account

You can deposit money into your childcare account using a debit card, but it's quicker by standing order or bank transfer. For every £8 you pay in, the government will automatically add £2, up to the value of £2,000 per child per year (or £4,000 for disabled children.) You can use this money when it shows as 'available'.

**Note:** Anyone can make payments into your account on your behalf and, if your circumstances change or you no longer wish to pay into the account, you can withdraw the money you have built up. If you do, the government will withdraw its corresponding contribution.

**Don't forget!** You must sign in every 3 months and confirm your details are up to date.



# Free Entitlement for 3 & 4 Year Olds...

## What is Free Entitlement for 3 & 4 Year olds?

All 3 and 4 year olds are entitled to a total of 15 hours free nursery education for 38 weeks, or stretched for the equivalent number of hours across more weeks, per year.

This is a universal entitlement for all children and applies until they reach the compulsory school age.

Children will qualify for a free entitlement place the term after their third birthday. Your nursery manager will provide you with the necessary forms to enable you to access this free entitlement place.

Child born between	Entitled from
1 April and 31 August	Start of Autumn Term after their third birthday until they go to school
1 September and 31 December	Start of Spring Term after their third birthday until they go to school
1 January and 31 March	Start of Summer Term after their third birthday until they go to school

## What is Extended Free Entitlement?

In addition to the 15 hours universal free entitlement, working parents of 3 & 4 year olds can access an additional 15 hours extended free entitlement for 38 weeks, or stretched for the equivalent number of hours across more weeks, per year.

## How do I apply?

You can apply for the extended free entitlement for 3 & 4 year olds if:

- You and your partner (or the sole parent in a lone parent family), are in work with each parent earning, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) and not more than £100,000 each per year
- This includes self-employed parents and those parents on zero contracted hours who meet the criteria



# Extended Free Entitlement: How do I apply?

## Step 1: Check you are eligible

Visit <https://www.gov.uk/30-hours-free-childcare> to find out if you are eligible

## Step 2: Check if it is right for you

Receiving 30 hours free childcare might affect how much you get in tax credits.

Use the Childcare Calculator at <https://www.gov.uk/childcare-calculator> to find out how much you could get towards approved childcare

## Step 5: Reconfirm

You must sign into your childcare account and confirm your details are up to date every 3 months or your code will expire

## Step 4: Present your code to your childcare provider

You will need to give the code in your childcare account to your Nursery Manager along with:

- Your National Insurance number
- Your child's date of birth

## Step 3: Apply for 30 hours childcare

There's one application for 30 hours free childcare and Tax-Free Childcare. As part of your application, you will find out if you can get both.

Apply online here: <https://www.gov.uk/apply-30-hours-free-childcare>

If you're eligible you'll receive a childcare account and a code for 30 hours free childcare





# Free Entitlement for 2 Year Olds...

## What is Free Entitlement for 2 Year olds?

Some 2 year olds may be entitled to 15 hours of free nursery education for 38 weeks or stretched for the equivalent number of hours across more weeks, per year.

Eligible 2 year olds can receive their free entitlement from the term after their 2nd birthday for a maximum of three funding periods

Parents should apply at the start of the funding period in which the child's second birthday occurs. Once approved the 2 year free entitlement lasts until the child moves onto the Early Years Free Entitlement for 3 & 4 year olds even if your financial circumstances change.

## Do I qualify?

You can qualify if you live in England and receive any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- The guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Child born between	Entitled from
1 April and 31 August	Autumn Term
1 September and 31 December	Spring Term
1 January and 31 March	Summer Term

## 2-year-olds can also receive free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order



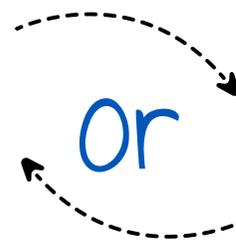


# Free Entitlement for 2 Year Olds...

## How do I apply?

If you are eligible you should receive a letter from the local authority informing you of this, simply take this to your Nursery Manager who will help you with the next steps to take.

If you feel you are eligible and have not received a letter, you can use the Childcare Calculator: <https://www.gov.uk/childcare-calculator>



Speak to your Nursery Manager who will provide you with the number to call to contact the local authority. You will need:

- Your name
- Address
- DOB
- Name and age of child
- National Insurance Number

You should be informed immediately during the conversation if you are eligible.

If you are eligible, you will be issued with a reference number which you should give to your Nursery Manager along with completing a declaration form (which your Nursery Manager will provide).

# Our Fees...

The government funding pays for a limited number of hours and does not cover the costs of meals, other consumables (such as sun cream and wipes ), additional hours or additional activities (such as trips) and therefore providers may charge for these additions.

Here at Happy Days we charge a supplement fee for every hour of Free Entitlement your child attends to cover the cost of these consumables.

Along with these consumables, whilst attending a Happy Days Nursery you and your child will have access to a number of unique enrichment activities and support to enable us to provide inspiring childcare and education, nurturing your child to become a learner for life, enabling their future success.



# What does our supplement fee cover?

**Every Day Consumables** such as sun cream, wipes and administrative supplies



**Enabling Environments** with state of the art equipment and resources



**Meals, drinks and snacks.** Our menus are approved by specialist in Early Years nutrition.

When attending a full day all children receive breakfast, lunch and dinner plus a morning and afternoon snack.



**Our unique, ambitious, broad and balanced Early Years Curriculum.** Where Children Shine, which provides opportunities for children to learn, explore and discover, whilst attending a Happy Days Nursery. There are several programmes within the curriculum such as Sing & Sign, Let's Cook and Eco Schools, that all children participate in.

Learn more about our curriculum here:  
[www.happydaysnurseries.com/about-us/the-curriculum-aspects.html](http://www.happydaysnurseries.com/about-us/the-curriculum-aspects.html)



**Colleague Value Programme.** Our colleagues are our most valued asset and through our Colleague Value Programme we acknowledge and reward our colleagues to ensure they feel valued and motivated. We invest in training and development to deliver the best for our Colleagues and our families.



## **Preparing Children for a Positive Transition to School**

Our exclusive Journey to a Positive Transition to School uses a road map to identify when each child has achieved a step which will support their positive transition to school. The steps are based on the skills, knowledge and attitudes that reception class teachers highlight are important for children to achieve so that they are confident to start school independent, curious and ready to learn.

Find out more about our Journey to a Positive Transition to School here:  
[www.happydaysnurseries.com/parent-info/preparing-children-for-a-positive-transition-to-school.html](http://www.happydaysnurseries.com/parent-info/preparing-children-for-a-positive-transition-to-school.html)





# How can I use my free entitlement?



Here at Happy Days you can access your Free Entitlement over 38 weeks of the year or stretch your hours over 51 weeks of the year.

For parents that require childcare all year round, stretching your funding is the perfect solution:

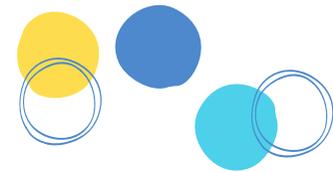
- Your child will receive consistent care and education throughout the year
- It allows you to balance work and other commitments
- It will assist you to budget consistently throughout the year

**For parents accessing 15 hours free entitlement, you will receive 11 hrs per week.**

**For parents accessing 30 hours free entitlement, you will receive 22 hrs per week.**

**The maximum number of funded hours your child can attend in one day is 10.**

For parents wishing to access their Free Entitlement for 38 weeks of the year only, these places are limited and must be accessed in 10 or 5 hour sessions only. Please speak to the Nursery Manager if you wish to access your Free Entitlement over 38 weeks.



# How are my fees calculated?

Your free entitlement hours will be allocated to your booking pattern first, any hours over and above the funded hours will be charged for at the nursery standard rate. Remember, the supplement fee will be added to your free entitlement hours, so your total invoice will be:

**Free Entitlement Hours x supplement fee PLUS additional hours at the standard nursery fee rate**

**NOTE:** We do not offer hourly rates or sessions. All our nurseries offer standard morning, afternoon and full day sessions as displayed on their fee sheet. Some settings may offer early and late sessions, depending on their location – these are charged for separately. When referring to additional hours, we mean the additional hours in the session that the free entitlement does not cover, along with any additional standard sessions required.

**For example:**

A child accessing 15 hours free entitlement and attending three days per week, stretching their free entitlement over 51 weeks of the year, will be invoiced each week for:

11 x hourly supplement fee



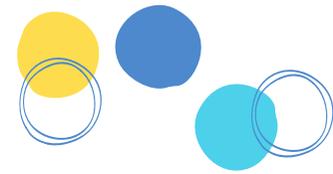
One day with 1 hour of free entitlement



One day at the standard nursery fee rate



**The nursery Free Entitlement Fee Sheet will set out the fees for each session and the hourly supplement charge**



# Frequently Asked Questions...

## **Can I only use my Free Entitlement Hours at Happy Days?**

No, you can use your Free Entitlement between a maximum of two childcare providers

## **What if my circumstances change?**

If your circumstances change and you are no longer eligible for Extended Free Entitlement you must inform your Nursery Manager immediately and ensure your fees are paid in full on the first of every month

## **Can I bring a packed lunch?**

No, unfortunately, for the safety of all our children, we do not allow any food to be brought into nursery. Our nursery chefs provide nutritious meals for all children, including those with allergies, dietary requirements and special diets

## **Can I apply for Tax Free Childcare and the Extended Free Entitlement?**

Yes, there's one application for 30 hours free childcare and Tax-Free Childcare. As part of your application, you will find out if you can get both.

Apply online here: <https://www.gov.uk/apply-30-hours-free-childcare>

**All information correct as of date of publication.**



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