Government Funded Hours

Our policies are applicable to eligible children who have or are about to, apply for Nursery Education Funding for 9 month old, 2 year old or 3 year old children. Funding is currently available for a maximum of 570 hours per year, or 1140 per year for eligible 3 year olds. From September 2025, all working families with children over 9 months old will be eligible for 1140 hours per year.

Parents are required to sign for the amount of hours they wish to claim for during the designated headcount week. The amount of hours indicated on the headcount form should reflect consistent hours required for each funded week of the term, for example sessions every Monday and Tuesday. Parents are not permitted to sign for additional funded hours in order to "store" these for a future time.

Government funded hours are available **only** during school term weeks and the child will not attend any funded sessions during school holidays *(additional sessions may be purchased on request, depending on spaces, and charged at the standard rate)*

- 5 hour session (either 8am-1pm, or 1pm-6pm)
- 10 hour session (8am-6pm)

15 hours
Funded hours will be allocated in the order of days that your child attends the setting. If you have chosen the 5 hour session option, these will be spread across 3 days. If you have chosen a 10 hour session, this will be coupled with a following 5 hours session on a separate day.

The maximum number of hours per week that can be claimed is as follows:

- Up to 10 hours if child only attends for 1 day at Little Steps Day Care
- Up to 15 hours if child attends for 2 or more days at Little Steps Day Care

30 Hours
Funded hours will be allocated in the order of days that your child attends the setting. You can choose a combination of 5 hour and 10 hour session, totalling 30 hours. For example, 3 days of 10 hour sessions, or 2 days of 10 hours and 2 days of 5 hour sessions.

The maximum number of hours per week that can be claimed is as follows:

- *Up to 10 hours if child only attends 1 day at Little Steps Day Care*

- *Up to 20 hours if child attends 2 days at Little Steps Day Care*
- *Up to 30 hours if a child attends 3 days or more at Little Steps Day Care*

Any additional hours or sessions, for example extra days during term time, will be charged as the going rate.

Please note that we make an additional charge for lunch where appropriate, however this is not a condition on a child attending and if preferred a packed lunch can be provided from home.

Fees

- The 30 hours free childcare entitlement covers the cost of 30 hours of childcare per week during **term time only**. Any hours required during school holidays will need to be paid in full by parents. Additional hours during school holidays are not a condition of registration, they are an **optional extra**. If a parent decides not to take up the sessions during school holidays, the child will not attend during those weeks and will return to Little Steps Day Care in the new school term.
- Food packages are an **optional extra** and can be purchased separately. Parents must provide a packed food from home, if the food package is not purchased.
- Consumables, such as nappies and wipes are not covered by the free funding. Parents can choose to purchase a 'consumables package' separately, or they will need to be provided if required.

Using the 30 Hours

- The full 30 hours do not need to all be used up or used in solely one setting.
    - The 30 hours entitlement can be split between 2 settings
    - Part of the 30 hours can be used – for example, a parent can opt to attend 5 morning sessions, totalling 25 hours.

Grace Period

- The government will continue to offer the 30 hours entitlement for 3 months after the child is no longer entitled (for example if circumstances change and one parent is no longer working). If a child continues to attend the setting after this grace period, parents will be expected to pay the standard session rate in full thereafter.
- Settings are NOT allowed to offer a new place to a child during their grace period.

Reconfirming Entitlement

- Parents are required to reconfirm they are entitled to receive the 30 hours funding every 3 months. It is the parents' responsibility to ensure they reapply when they

received the reminders from the government. Failure to do so may lead to loss of entitlement.

Our policy is based on the information provided by government. Further consultations regarding the Nursery Education Funding may result in changes, at which time we may review our policy. We will always do our best to keep our parents informed of any changes which may affect this policy, however we do reserve the right to amend or update our policy without notice.