

Families in receipt of Working Tax Credit Child care element

Families can receive up to 70% of their childcare costs through the childcare element of Working Tax Credit. The full amount of Working Tax Credit childcare element payable to the parents must be used towards their Sunflower Nursery fees. If the remaining 30% of costs is more than £10 a day or £5 a half day, then parents can apply for Subsidised Childcare at Sunflower Nursery to make up the difference.

Families in receipt of Universal Credit

Families can receive up to 85% of their childcare costs through the childcare element of Universal Credit. The full amount of Universal Credit childcare element payable to the parents must be used towards their Sunflower Nursery fees.

How are parents' payments made?

Payments will normally be made through Family Pay. Which is our working 'app' at the nursery. Any outstanding payments from parents will be pursued by CHS Nursery staff according to the Nursery Fee Arrears Procedure and if necessary, by holding the deposit.

How long can subsidised childcare funding last for?

The Nursery Manager meets with each parent every six months to discuss their continued need for subsidised childcare funding. A review form is completed which is considered at the next Sunflower Bursary Panel meeting, where it is decided whether to confirm continuation of the funding for a further 6 months or to withdraw funding. In the event of funding ceasing, parents are given a month's written notice.



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CHS GROUP

housing, care, and community services in Cambridgeshire



Subsidised Childcare at Sunflower Nurseries

www.chsgroup.org.uk/childrens-nurseries/

What is the Subsidised Childcare at Sunflower Nurseries?

Subsidised Childcare at Sunflower Nurseries offers financial assistance with the cost of nursery places for families which have low incomes and are in need of childcare.

Who is eligible for subsidised childcare?

Any family which has a low income and is in need of childcare can apply for subsidised childcare at Sunflower Nurseries.

A low income is defined by one or more of the following: Universal Credit, Income Support, Income Based Job Seekers Allowance, Income Based Employment and Support Allowance, Housing Benefit and Working Tax Credit (Childcare element).

There are a variety of reasons why a family may be in need of childcare. This may be to enable parents to engage in meaningful occupation (work, education, training, volunteering) which they couldn't otherwise access, or to allow a parent to access other valuable support, such as counselling.

How are subsidised childcare places allocated?

All applications are reviewed by the Sunflower Bursary Panel, which agrees funding, based on the needs of the family, this is done to prioritise applicants fairly and effectively.

What does Subsidised Childcare at Sunflower Nurseries cover?

The funding is in place to subsidise the cost of Sunflower Nursery places only.

How do you apply?

Application forms are available from either Sunflower Nursery (Cambridge or Cambourne) and this should be completed and returned to the Nursery office. Documentary evidence of low income must be provided and should be taken with the application form to the Nursery. Documentary evidence could include: Benefit letters, Tax Credit Award letters, or similar and a screen shot of a Universal Credit payment.



How much financial assistance is available?

In order to make subsidised nursery places available to as many families as possible financial assistance may be restricted to one day per week, per family. We can offer a maximum of two funded days per week. Parents may request full or part days.

How much do parents need to pay?

The amount paid will depend on parent's source of family income.

<u>Family income source</u>	<u>Parents pay</u>	<u>The subsidy funds</u>
Families receiving Universal Credit	£2 for each half day or part thereof (i.e. 0-5 hours) £3 for each full day or part thereof (i.e.5-10 hours)	Any top up required to meet daily fee in term time or college holidays
Families receiving Based Job Seekers Allowance or Income Based Employment and Support Allowance or Income Support	£2 for each half day or part thereof (i.e. 0-5 hours) £3 for each full day or part thereof (i.e.5-10 hours)	Any top up required to meet daily fee in term time or college holidays
Families receiving College or University funding/Grants	£2 for each half day or part thereof (i.e. 0-5 hours) £3 for each full day or part thereof (i.e.5-10 hours)	Any top up required to meet daily fee in term time or college holidays

Are deposits required?

When parents join Sunflower Nursery they are required to pay the cost of their subsidised place for four weeks in advance (unless they have already paid a full unsubsidised deposit). For example, if a family is being subsidised for a £3 a day place, once a week, they would make an initial payment of £12. Deposits will be refunded when the subsidised place ends and the account is clear. Four weeks' notice in writing is required to terminate a child's place.