



Funding Terms of Service Part 1

Part 2. The Declaration for this Agreement will be sent via Signable

TERM DATES 2026 / 2027		38 / 52 weeks
Summer Term 2026	Autumn Term 2026	Spring Term 2027
13 weeks / 22 weeks	14 weeks / 17 weeks	11 weeks
13 Apr – 17 Jul 2026	07 Sep – 18 Dec 2026	04 Jan – 26 Mar 2027
Half Term 25–29 May	Half Term 19-23 Oct	Half Term 15-19 Feb

This agreement should be read in conjunction with the following **Policies / Documents**

- Funding Policy
- Admissions Policy (sent via email after completing an Enquiry Form)
- Nursery Calendar
- Parent Handbook

All of the above are available on our website at [Saplings Nursery](#)

These files are also available to enrolled parents in the Tapestry App → Documents → Funding
 Your ‘enrolled’ status with full access to our Education Platform (Tapestry) and Saplings Community Server on Discord commences 6-8 weeks prior to your child’s start date, once the Home Visit by the Lead Practitioner has been completed. At this point, you will be given access to Tapestry and sent a link to join Saplings Community.

For Tapestry, please check the compatibility requirements for various devices [HERE](#)



Funded Place Terms of Service

1. We operate an **application window system**, not a waiting list.
2. Where we offer **funded only hours** over 38 weeks, we optimally plan our places. (See **Admissions Policy** for more information about **Place Allocation**)
3. Any additional private paid hours are optional.
4. Any additional days booked are charged at the day rate shown in our Pricelists, any additional ad hoc hours are charged at the bespoke rate for your child's age.
5. We have a range of options within two offers:
 - a. **all-inclusive Extended pattern** for full day care early education over 52 weeks and
 - b. **all inclusive Term Time pattern** for parents requiring early education for 38 weeks only - you cannot mix patterns. (see 27. For support in deciding)
6. You choose the attendance pattern you need and sign to confirm your agreement and choice, unless you decide to change the pattern (see clause 7 below).
7. Your choice of pattern is guaranteed to your child until they leave for school
8. Any change to a **funding pattern** requires half-a-term's notice.
9. Should we not be able to claim funding or have funding withdrawn for any reason e.g. incorrect information, non-attendance, claiming at more than one nursery or leaving before the Local Authority Headcount date, then you agree to pay any fees that are due at the private rate.
10. You agree to us being able to apply to the Local Authority to claim additional funding as appropriate to support economic and inclusive practice such as **Early Years Pupil Premium (EYPP)**, **Disability Access Fund (DAF)** and specific inclusion or high needs funding and will provide all relevant details to allow this to happen (NI Numbers and DOB for parents living with the child).
11. If you are claiming Working Families Entitlement for 30 hours funding then you will be required to set-up a childcare account and obtain an Eligibility Code [Best Start in Life](#) This must be re-confirmed every 3 months with HMRC. Should you lose your eligibility, or your grace period expires, you agree to pay private fees for any period not covered by the funding claim. Please note that HMRC state a fine between £300-£3000 for a false funding claim
12. If you are unable to pay the extended hours chosen under this Agreement due to a change in eligibility or personal circumstances, then you will be asked to change hours or days in order to ensure places remain optimally filled. You will be offered Term Time Only, however, we cannot guarantee the same days and hours offered will change to 6 hours a day (9am – 3pm) extendable to 4pm only. You will be required to confirm any of the following that apply.
 - ✓ 15 hours for government Early Learning for 2 year olds
 - ✓ 15 hours for 3-4 year old Universal Entitlement
 - ✓ 30 hours Working Families entitlement for 9 months and above
 - ✓ Disability Access Fund i.e. in receipt of DLA
 - ✓ Early Years Pupil Premium*

*To be awarded EYPP under Adoption or Special Guardianship, a photocopy of the relevant Court Order or Adoption Birth Certificate must be given to us (or can be sent direct to the LA if preferred) and sent to the funding office as supporting evidence. The child must have:

- ✓ Been Looked After by the local authority for at least one day
- ✓ Been Adopted from care
- ✓ Left care through Special Guardianship
- ✓ Been or is subject to a child arrangement order (formerly known as residence order)



13. This agreement is set to cover a period from when you start funding to the August prior to your child starting school. Should you wish to cancel this agreement prior to that time then you may give notice no less than 6 weeks before the end of the current term (i.e. during the relevant half term week). Any cumulative, variable place deposits received will not be refunded.
14. In the event half term has passed, one full calendar month's notice period will remain and private fees will be charged.
15. A non-refundable £30 Enrolment Fee is payable once you accept a place offer
16. If **extended hours apply to your booking**, you will be required to pay a **variable place deposit** (see our main Terms & Agreement or Variable Place Deposit document) annually in September every year. The cumulative deposit is refundable if you retain your place until the end of the Summer Term prior to your child starting school. There is no place deposit for Term Time only bookings.
17. Minimum hours for a 30 hour offer is currently 21 hours a week. We do not offer 30 hours funding to bookings less than 21 hours a week. From September 2026 for new parents booking, if your booked hours are **less than 21 hours** a week, you will only receive a 15 hour offer for funding. For existing parents with a child currently attending the same change will commence from April 2027.
18. If you plan to split **30 hours** between **two settings**, we will only offer 15 hours funding. We do not share any part of the 15 additional / extended hours with another setting.
19. A **funded place offer** at Saplings cannot be confirmed until we receive your eligibility code. It is your responsibility to send us the details required as soon as you are given them. The eligibility code does not change throughout the funding period.
20. As soon as your child starts school in reception, the code is no longer valid for any of our breakfast & after school clubs. (Summercroft School & Birchanger)
21. You will be required to complete two parts for this agreement with Saplings Nursery
22. Part 1 are these Terms + Funded Place Choice; Part 2 is the Declaration between us as the 'Provider' and 'you' the parent. This requires a signature and is sent via Signable
23. You will be offered a private zoom meeting with Linda Davies (Owner) to discuss your funding options once you have completed the application process with a confirmed offer of a place at Saplings and have received an eligibility code from HMRC.

This Agreement is in addition to the local authority Parent Agreement Form (PAF) which is to be completed every year in Feb/March or upon starting at Saplings part way through a year.

Parents are encouraged to attend at least one funding meeting a year

We offer funded hours in two patterns which include **ANNUAL** → **SINGLE**

ANNUAL			3 TERMS – 38 weeks funded / 52 weeks long		
15 hour Offer (570)		Your Choice		Weekly funded hours	
8, 9 or 10 hr days min 2 days		Extended Pattern All Inclusive over 52 weeks		10.96	
6 hour day x 2 days		Term Time Pattern All Inclusive over 38 weeks		12	
5 hour day 9-2pm; 2-3 sessions				10/15	
3 hour day 9-12md or 1-4pm; 5 sessions				15	
30 hour Offer (1140)		Your Choice		Weekly Funded Hours	
8, 9 or 10 hr days min 2 days		Extended Pattern All Inclusive over 52 weeks		21.92	
6 hour day 9-3pm; 5 sessions		Term Time Pattern All Inclusive over 38 weeks		30	
5 hour day 9-2pm; 5 sessions				25	

SINGLE TERM			AUTUMN – 14 weeks funded / 17 weeks long		
15 hour Offer (210)		Your Choice		Weekly Funded Hours	
8, 9 or 10 hour days minimum 2 days		Extended Pattern All Inclusive over 17 weeks		12.35	
6 hour day x 2 days		Term Time Pattern All Inclusive over 14 weeks		12	
5 hour day 9-2pm; 2-3 sessions				10/15	
3 hour day 9-12md or 1-4pm; 5 sessions				15	
30 hour Offer (420)		Your Choice		Weekly Funded Hours	
8, 9 or 10 hour days minimum 3 days		Extended Pattern All Inclusive over 17 weeks		24.71	
6 hour day 9-3pm; 5 sessions		Term Time Pattern All Inclusive over 14 weeks		30	
5 hour day 9-2pm; 5 sessions				25	

SINGLE TERM			SPRING – 11 Weeks funded / 13 weeks long		
15 hour Offer (165)		Your Choice		Weekly Funded Hours	
8, 9 or 10 hour days minimum 2 days		Extended Pattern All Inclusive over 13 weeks		12.69	
6 hour day x 2 days		Term Time Pattern All Inclusive over 11 weeks		12	
5 hour day 9-2pm; 2-3 sessions				10/15	
3 hour day 9-12md or 1-4pm; 5 sessions				15	
30 hour Offer (330)		Your Choice		Weekly Funded Hours	
8, 9 or 10 hour days minimum 3 days		Extended Pattern All Inclusive over 13 weeks		25.38	
6 hour day 9-3pm; 5 sessions		Term Time Pattern All Inclusive over 11 weeks		30	
5 hour day 9-2pm; 5 sessions				25	



Funded Pattern (continued)

SINGLE TERM			SUMMER – 13 Weeks funded / 22 weeks long		
15 hour Offer (195)		Your Choice		Funded Hours	
8, 9 or 10 hr days min 2 days		Extended Pattern All Inclusive over 22 weeks		8.86	
6 hour day x 2 days		Term Time Pattern All Inclusive over 13 weeks		12	
5 hour day 9-2pm; 2-3 sessions				10/15	
3 hour day 9-12md or 1-4pm; 5 sessions				15	
30 hour Offer (390)		Your Choice		Funded Hours	
8, 9 or 10 hour days minimum 3 days		Extended Pattern All Inclusive over 22 weeks		17.73	
6 hour day 9-3pm; 5 sessions		Term Time Pattern All Inclusive over 13 weeks		30	
5 hour day 9-2pm; 5 sessions				25	

How do I know which term option to choose?

From September 2026, parents who wish to book 4 or 5 days with a minimum 32 hours a week will be able to select the ANNUAL option

For everyone else it will be SINGLE TERM OPTION

Parents joining part way through an academic year should choose **SINGLE TERM** – this can be discussed further with Linda in a private zoom meeting held soon after joining Saplings (see box*para. below)

The benefit of SINGLE term choice

The **Single term option** is designed to support parents as follows:

- ✓ impending / expected changes to your financial circumstances
- ✓ Relocating out of area or other personal circumstances
- ✓ Pregnant with second child and may need to reduce booking
- ✓ You are considering alternative childcare options e.g. an au pair / nanny
- ✓ Joining part way through a year

*Linda will respond to all new funded bookings to support and guide you through your choices. Where you are unsure of your options, our preferred method of communication is to offer an appointment for a private zoom meeting to discuss further before making a decision.



Annual Variable Place Deposits apply to all parents booking a place from 1 April 2026
Our Funded Service Terms / Agreement is in addition to the local authority Parent Agreement Form (PAF)
which is to be completed every year in Feb/March or upon starting at Saplings part way through a year.

Check our Calendar to find dates for the next **Funding Meeting for Parents**. We encourage everyone to
attend at least one meeting a year.
These meetings are all via Zoom - the next meeting is 8 June 2026
If you have already booked a place, but your child has not started and you would like to attend please email
Cheryl Rae admin@saplingsnursery.co.uk