# Funding FAQ

This information is to tell you how the funding is calculated and hopefully answer any questions you may have.

Gloucestershire County Council pay Foxcubs funding for 38 weeks of the year. This is based on school term times. It does NOT include; half terms, Christmas and Easter holidays, school summer holidays or bank holidays. They pay me for term time only.

I am not a term time only nursery so I stretch the funding out over the 50 weeks that we are open, this ensures that you get some funding across each term. This does not include bank holidays and the week we are closed over Christmas.

You can only claim funding if you are eligible. Please see Funding Information for details on eligibility.

## How do you calculate our entitled funded hours?

We use the management system on Tapestry which will calculate your invoice based on the amount of funded hours you are entitled to each week, and what hours are left to be paid as chargeable hours

Gloucestershire County Council pay me for 38 weeks a year. *They are entitled to change these weeks as they see fit.* This is broken down into 3 terms.

Autumn term – 14 weeks

Spring term - 12 weeks

Summer term - 12 weeks

| Hours claiming | Autumn – 14 weeks | Spring – 12 weeks | Summer – 12 weeks | Total -38 weeks |
|---|---|---|---|---|
| 30 hours | 420 hrs claiming | 360 hrs claiming | 360 hrs claiming | 1140 hrs claimed |
| 20 hours | 280 hrs claiming | 240 hrs claiming | 240 hrs claiming | 760 hrs claimed |
| 10 | 140 hrs claiming | 120 hrs claiming | 120 hrs claiming | 380 hours claimed |

t: +44 (0) 1452 857449 - e: foxcubsnursery@hotmail.com - w: www.foxcubs.co.uk

Chapel House, Old Reddings Road, The Reddings, Cheltenham, Gloucestershire  GL51 6SA
Foxcubs is a trading name of Foxcubs Day Nursery Limited
Business Reg. No 05803746

However, as Foxcubs is open all year round, we need to stretch the funded hours over –

Autumn term – 16 weeks and 1.5 days

Spring term - 14 weeks and 1 day

Summer term – 20 weeks

Your hours claimed are still the same, however they're spread over more weeks than the government provides for. Therefore, there will be some chargeable hours (non-funded hours) every month.

For example if you come for a **funded, full day** of 10 hours, you will use 8.75 hours of funding and pay 1.25 hours a day. If you come for a **funded, half day** of 5 hours you will use 4.38 hours of funding and pay for 0.62 hours.

Any hour outside the allocated funding will be charged at Foxcubs daily price. Please remember you will only be entitled to the amount of funding that your child attends nursery. If your child attends just one day, you will only be entitled to 10 hours of funding for the week.

## How do you calculate the invoice details?

Tapestry works out the invoice based on the calendar month. It then calculates the funded hours, meals and snacks and consumables charge per funded hour, and non-funded hours charge to give you your total. This will all be broken down on the invoice.

**So how do we work out how much funded hours you'll use over the week?**

If you're entitled to 30 hours (and attend 30 hours) -
We times the amount of hours you're entitled to by the amount of weeks in the term (based off the governments term time) then divide that total by 16 (the amount of weeks your funding is stretched over at Foxcubs for the term). We then divide that total by 3 (this is 3 full days that your child attends) which gives us 8.75 hrs, leaving 1.25 non-funded hours remaining.

Tapestry then adds this all up, and then any hours outside of your child's thirty hours are charged at Foxcubs daily price.

If you're entitled to 15 hours, the sum is the same, however you are multiplying 15 by the termly weeks and your total comes to 4.38 hrs

By using this sum, you'll be able to estimate your monthly payments each month but please ask about future invoices if you have any questions.

Below is an example of how the invoices are worked out, based off a child who attend 35hrs, Monday to Wednesday all day and a Thursday morning, added up with the funded hours, meals and snacks, consumables charge and non-funded hours.
**This is for ONE WEEK.** This information is then added up to cover the calendar month.
*Please see an invoice example underneath.*

| Day | Time | Session / Extra Charge | Funded | Unfunded | Price |
|-----|------|------------------------|--------|----------|-------|
| Monday | 08:00 - 18:00 | 📅 All Day Session | 8.75 hrs | 1.25 hrs | £10.75 ⓘ |
| | | ▶️ Full day Consumables | - | - | £8.75 |
| | | ▶️ Full day Meals & Snacks | - | - | £14.88 |
| Tuesday | 08:00 - 18:00 | 📅 All Day Session | 8.75 hrs | 1.25 hrs | £10.75 ⓘ |
| | | ▶️ Full day Consumables | - | - | £8.75 |
| | | ▶️ Full day Meals & Snacks | - | - | £14.88 |
| Wednesday | 08:00 - 18:00 | 📅 All Day Session | 8.75 hrs | 1.25 hrs | £10.75 ⓘ |
| | | ▶️ Full day Consumables | - | - | £8.75 |
| | | ▶️ Full day Meals & Snacks | - | - | £14.88 |
| Thursday | 08:00 - 13:00 | 📅 Morning Session | 0 hrs | 5 hrs | £44.00 ⓘ |
| | | **TOTAL** | **26.25 hrs** | **8.75 hrs** | **£147.14** |

*Consumables / meals and snacks are charged per funded hour. Please see our separate policies on consumables / meals and snacks.*

## What will my invoice look like?

Your invoice will clearly state the amount of days your child attends, how many hours are funded and how many non-funded hours there are, and the price this comes to.

It then has a section called Extra Charges and a price – this is the meals, snacks and consumables.
If you scroll down once you download the PDF of your invoice, you will see all of the extra charges broken down.

It will then give you the total amount of your invoice.

## What happens if I change my child's sessions?

Every time you want to change your child's sessions, there will be an admin charge (please see the terms and conditions) as we need to change your child's availability and update the Tapestry system accordingly.

## What if I am on the waiting list?

If you are on our waiting list due to us not having the availability initially for the sessions you want but the space becomes available, you will not be charged an admin fee.

## Can I claim 30 hours?

If your child attends 30 hours and you are entitled to the funding then yes, you can claim 30 hours. 30 hours is the maximum amount of hours you can claim.

If your child attends less than 30 hours, you will not be able to claim 30 hours.
For example, if your child attends a Monday and a Friday, this is only 17 hours, therefore the maximum you can claim, is 17 hours.

We cannot claim for your full 30 hours if they don't attend 30 hours as this is fraud.

## Gentle reminder

Please be kind and courteous when questioning your invoice.
We're new to using Tapestry for invoices and we're still learning as we go too. I believe this is a much more efficient tool as it takes less time and is calculated for us. It is also more accessible to you, receiving invoices via Tapestry and getting notifications when a payment has been received etc.

If you ever have any questions or queries in regards to your invoice or the funding, please ask and I will do my best to explain.