



Play Studio
MONTESSORI NURSERIES

Funding Policy & Parent's FAQ

PSMN 2025/2026

Table of Contents

01 INTRODUCTION

The new changes from the DfE and how we are facilitating a smooth transition for parents.

02 OUR VISION, MISSION & VALUES

Why we do what we do, how we achieve our mission; and our commitment to safeguarding.

03 FUNDING POLICY & FAQs

The Policy explains how to access funding and how we deliver the new funding at PSMN. It also covers key questions parents typically ask about funding.

04 MONTESSORI ESSENTIALS & EXTRAS

Enhancing your child's experiences through exposure to real-world skills; whilst building independence and social capital

05 FEES & PACKAGES

Our 2025/2026 Fees Schedule and Session Packages.

06 KEY DOCUMENTATIONS

This covers a list of documents and policies such as Safeguarding policy, Terms and Conditions; Parent Code of Conduct, Parent Agreement, etc.

07 TERM CALENDAR

Our operational term calendar shows the funding weeks, deadlines and qualifying age of children.

08 NEXT STEPS & PROCESS

Clear steps on what to do next to secure your child's place at our Montessori nursery

childcare you can trust



01 INTRODUCTION

As you may already be aware, from September 2025, the Department for Education (DfE) will be rolling out a significant expansion to the funded childcare entitlements for working families. This includes up to 30 hours of funded early education for eligible children as young as 9 months old.

This is a welcomed development that recognises the vital role early years education plays in children's development and in supporting working families. However, it also brings important changes to how funding is applied, what nurseries can and cannot charge for, and how families engage with their childcare provision.

Included in this pack is our Funding Policy, we have also prepared a clear and practical Parent FAQ to explain:

- Who qualifies and how to apply
- What's covered by the funding and what remains optional
- What the changes are to nursery contracts, terms and conditions
- How our nursery's processes and invoices will reflect the new requirements
- What you, as a parent, need to do each term to maintain your child's entitlement

We're fully committed to ensuring that this transition is smooth and well-supported, and that every family feels confident and well-informed. While we celebrate the opportunities these changes bring, it's also very important that every parent understands what this means for your family in practical terms – including application deadlines, signed declarations, and options around optional extras.

Please take time to review our policy and the FAQs. If you have any clarification questions, please send an email to info@playstudiomontessorinurseries.com and we will endeavour to answer these questions.

Thank you, as always, for partnering with us!

Bidemi Johnson
Montessori Director



02 OUR VISION, MISSION & VALUES

Welcome to Play Studio Montessori Nurseries!

Our Vision is to cultivate the development of the whole child where each child's potential is nurtured, and their individuality celebrated and who become confident thinking individuals who are well equipped for life.

Our Mission is to support children to develop themselves fully, to offer them freedom to choose, to be curious and confident individuals who are joyful, successful and can contribute to society in meaningful ways.

Using the **Montessori method**, we help give your child an incredible start in life.

"The education of a small child does not prepare them for school, but for life" – Maria Montessori

Our Values

- Freedom
- Kindness
- Curiosity
- Ubuntu

Safeguarding Statement

At Play Studio Montessori Nurseries, we are committed to safeguarding and promoting the welfare of children at all times and expects everybody working within this setting, parents and visitors to share this commitment.

Our goal is to protect children from neglect, sexual or physical abuse; to educate workers and parents concerning abuse issues; and to protect our staff who work with children from allegations

03 Funding Policy & FAQs

As an Ofsted registered childcare provider, we offer the Government **Funded Early Education Entitlement (FEEE)**. This Policy explains how to access **FEEE** and how we deliver **FEEE** at Play Studio Montessori Nurseries.

What exactly is changing in September 2025?

From the start of the autumn term 2025, eligible working families will be able to claim up to 30 hours a week of government-**Funded Early Education Entitlement (FEEE)** for every child from 9 months old up to school age. (At present, most under-threes receive 15 hours.)

These hours are intended to cover term time only (38 weeks per year). However, we provide a ‘stretch’ offer to cover 51 weeks, for less hours which works out to be 22 hours per week.

Does it mean I receive money or a discount from the government?

The **FEEE** childcare funding whether for 15 or 30 hours doesn’t translate to a monetary benefit for parents, but rather provides a set number of hours of childcare.

This funding has no monetary value and is not a cash payment to parents. It is a direct subsidy from the government to childcare providers to offer a certain number of hours of care.

Eligibility – who counts as an “eligible working parent”?

Parents should use [Childcare Choices Website](#) to establish what childcare FEEE they are entitled to.

You (and any partner) generally need to be working and each earning the equivalent of at least 16 hours a week at the National Minimum Wage, but no more than £100,000 a year each. Exact thresholds are set by HMRC and reconfirmed every 3 months.

How and when do I apply for the 30-hour code?

- Apply online via Childcare Choices website and create (or reconfirm) your Childcare Choices account.
- You’ll receive an 11-digit eligibility code.
- Give the code to us by the term-start deadline so we can validate it with the local authority.
- Reconfirm every three months or the code will lapse.
- **Failure to renew your eligibility code may result in no funding for your child.**

03 FUNDING POLICY & FAQs

Our opening times

Play Studio Montessori Nurseries (PSMN) is open from 8am to 6pm Monday to Friday for 51 weeks of the year.

We are closed on Bank Holidays, Inset days and the week between Christmas Eve and New Year. Dates for Inset Days will be published on the Parent's Calendar

Our Offer

Your child's date of birth and your family circumstances determine your entitlement to receive 15 or 30 hours funding per week for 38 weeks of the year or for stretch funding 11 or 22 hours funding a week.

The following is our PSMN offer:

- We offer non-funded sessions for those non qualifying parents;
- We offer FEEE for working parents the term after their child's birthday for 9 months old and 2 year old;
- 3 & 4 year old universal (15 hours) places and 3 & 4 year old extended (15 hours) places to eligible children, where places are available.
- We are also in receipt of Early Years Pupil Premium for eligible children.
- We offer the FEEE either through Stretched funding or Term Time Only funding

Stretched Funding

At PSMN, we understand the balancing act parents have to juggle between work and family, therefore we offer the option to '**stretch**' your funded hours up to 51 weeks instead of the standard 38 weeks the government offers funding for.

This means you will be using fewer hours per week but over a longer period. So instead of 30 hours, parents are allocated 22 hours a week.

This flexible approach ensures that your child enjoys a consistent routine while you benefit from a childcare schedule that aligns with your family's unique lifestyle and commitments throughout the year and not just during Term Times.

Term Time Funding

Term-time funding for childcare refers to government-funded early education and childcare hours provided for 38 weeks of the year, aligned with school term dates.

Optional Additional Hours

If you require any additional hours these may be purchased in line with our fees schedule & policy where sessions are available.

Delivery of FEEE at PSMN

As PSMN, we aim to be as flexible as possible to meet the needs of parent.

PSMN offers the following patterns of provision for funded places:

- Stretched (51 weeks) and
- Term Time Only (38 weeks)

Stretched (51 Weeks)

This can be used for parents booking 3, 4 or 5 full days.

- Up to 22 hours per week for 9 months
- Up to 22 hours per week for 2 year old
- Up to 11 hours per week 3 and 4 year old universal funding over 51 weeks.
- Plus, (if eligible), an additional 11 hours per week 3 and 4 year old extended funding over 51 weeks.

We offer these through sessional arrangement in the following ways:

- **FULL DAY: One 10-hours block** 8am - 6pm and
- **HALF DAY: Two 6-hours block** 9am - 3pm
- So example of a weekly stretched funded hours provision = 10 + 6 + 6 = **22**

Term Time Only (38 Weeks) - Limited Spaces

- Up to 30 hours per week for 2, 3 and 4 year olds funding.
- Sessions can be accessed in **Five 6-hour blocks (half days)**
- Children attend their sessions at the nursery on **Monday to Friday from 9am - 3pm**

Packages

Here is a summary of our **packages**. The corresponding fees are shown on our Fees and Packages sheet.

- Package 1: 3 Full Days - Stretch
- Package 2: 4 Full Days - Stretch
- Package 3: 5 Full Days - Stretch
- Package 4: 5 Half Days - Term Time

Registrations and Deposit

- We charge a non-refundable £155 registration fee for new starters; This is used to cover our administration, Home visits and nursery bag given to the parents on day 1.
- For Packages 1, 2, and 3, a new starter deposit equivalent to a month's fee excluding funding is required to secure your child's place.
- For our Package 4 - Term Time only, a new starter deposit of £100 is charged to secure your child's place.
- Please note that the new starter deposit will be used to offset against your last month's bill, should you give us notice that you are terminating your contract. (Refer to our Ts&Cs for more information)

Why are our nursery contracts now “termly”?

From September 2025 the Department for Education (DfE) asks providers to give families a clear, itemised statement of funded hours each term.

Offering contracts term-by-term lets us:

- confirm your child’s funded hours and pattern;
- offer you optional extras transparently;
- stay flexible if your needs change.

Application for funding

There is now a requirement to complete the local Authorities’ Parent Agreement Forms on a termly basis.

- **Parents must complete a Parent Agreement Form every term** to enable us to claim all early education funding your child is entitled to.
- The completed form should be returned to our Accounts and Client Care Manager in order to secure your child’s funded place for the following term. Deadlines and dates will be published in the Term Calendar section of this document.
- Parents must provide original copies of birth certificate or passport to confirm that your child has reached the eligible age for all early education funded places.

Application for funding – contd.

- PSMN will retain paper or digital copies of documentation (in accordance with our GDPR Policy) to enable the local authority to carry out audits and fraud investigations.
- We require a copy of the Early Education funding confirmation letter including the entitlement code for 2-year old disadvantaged funding.
- We require an HMRC code for eligible children with 15 hours extended entitlement, and signed consent in order for us to check eligibility from the Local Authority (LA).
- We require the details of the parent’s National Insurance Number and D.O.B.
- We need to be informed if the child is receiving Early Education Funding at another setting.

Why is a signed Parent Agreement Form required every term?

This form confirms:

- Your child’s details and eligibility
- Your agreement to the funded hours being claimed
- Consent for the local authority to validate information

We must have this on file each term, or funding cannot be claimed.

How are my child's funded hours and days allocated? Can I choose which days we use the funded hours?

We understand that every family has unique schedules and needs, and we will always do our best to support your preferences.

When it comes to using your funded hours (whether 30, 22 or 15), we invite you to discuss your preferred days and session times with the Nursery Accounts Manager. They will work with you to agree the **booking patterns** for your child's sessions.

However, please note that:

- Funded hours are subject to availability of spaces within each room and staff ratio requirements
- We cannot guarantee specific days, but we will work closely with you to find a suitable arrangement.
- Funding may be used across full or half-day sessions, depending on how our Montessori day is structured

Our goal is to ensure your child has a consistent, joyful experience while also remaining fair and transparent with all families.

Booking Patterns

- PSMN requires parents to confirm their booking pattern before the start of each new term.
- **Once the form has been completed, you are agreeing to your child's FEEE being provided at our setting for the following term and you will become liable for any costs incurred due to a transfer for childcare mid-term.**
- if completed forms are not received by the published deadlines, PSMN can make changes to booking patterns in accordance with our terms and conditions.
- PSMN reserves the right to make exceptions to its funding framework on a case-by-case basis at its sole discretion.
- PSMN offers a limited amount of fully funded places (where no additional hours are accessed). If requested, the Nursery Manager will discuss the options available directly with parents.

Waiting List

If there are not enough places available for all applicants we will ask parents to complete our 'Waiting List Form'.

This will be reviewed on a termly basis and we will allocate places in the following priority order:

- In order of date application received (starting from the earliest) and
- Children who have a sibling at the setting.

Shared Care

- If we are unable to offer you a place for all your entitled FEEE, you may wish to share your funding with another local provider.
- We work in partnership with local providers to enable eligible children to access their full entitlement with planned transitions:
- Names of local providers can be obtained from Thurrock Family Information Service by emailing FIS@thurrock.gov.uk

Monitoring Attendance

We will monitor children's attendance in the following ways:

- We expect that you inform the setting if your child will not be attending due to any reason such as trips, holidays and sickness (refer to our sickness policy).
- We ask that you contact the nursery via the Blossom App **no later than 8:30am** to inform us if your child is going to be absent or late and the reason for this.
- We will make every attempt to contact you by 10.00am if the reason for your child's absence is unknown (refer to our safeguarding policy).
- We will record reasons given for the absence, late arrival or early departure on the daily attendance register and monitor its frequency.
- There will be no exchange of FEEE sessions due to the child's absence.

Non-Attendance

- By law, we are required to ensure that children who receive FEEE attend regularly.
- We have an obligation to inform the Early Years Childcare Sufficiency Team if children are **absent for more than 10 days in a term.**

Late drop offs and early pick ups

- Where a parent consistently drops a child off late or collects a child early from their funded only session (9am-3pm), we will try to establish the reason for this and work with you to avoid this happening.
- Please be aware, by law, FEEE may be withdrawn where children's attendance including late drop offs and early collection during the funded hours does not meet the required levels.

Notice Period

- At PSMN, we require a Parent Agreement Form to be completed before the start of each new term. Dates and deadlines will be published on the Term Calendar.
- If you wish to move setting and terminate your contract with us, an email must be sent to info@playstudiomontessorinurseries.com giving at least one full calendar month's notice before the end of the current term and before you complete the Parent's Agreement form for a new term.

What is not covered in the funding?

Government funding helps cover the core provision of childcare. However, it does not extend to the full range of high-quality experiences and items we believe are essential for a rich and nurturing early years education.

These include:

- Additional hours of care beyond the funded entitlement
- Nutritious meals, snacks, and baby formula
- Daily essentials such as nappies, wipes, and uniforms
- Enrichment opportunities through our Essentials & Extras—including Montessori real-life experiences, local trips, music and creative arts sessions.

To ensure we can continue providing these valuable experiences and items, we invite parents to contribute through a non-mandatory Essentials & Extras charge. Full details of this can be found on our Fees and Packages sheet.

While participation is entirely optional, contributions help us maintain the high standard of care and broad, enriching curriculum that supports every child's development and enjoyment during their time with us.

Optional Additional Hours

If you require any additional hours, these may be purchased at our current fees in line with our fees policy, where sessions are available.

Additional Voluntary Charges

- PSMN provides healthy and nutritious snacks and meals at an affordable price. (refer to our fees & packages sheet).
- If you do not wish to purchase any meals or snacks you must supply these for your child in line with our healthy, food and nutrition policy.

Foods brought from Home

- All foods brought from home must be nutritious and a balanced diet. The food will be checked for potential allergens so that the risk of cross contamination is reduced. (refer to our food and nutrition policy)
- For packed lunches, they should be kept cool and packed in insulated bags.
- Please note that we do not provide refrigeration for packed lunches except for 'breast milk'.
- Likewise we will not reheat food brought from home except for 'breast milk'.

Invoices

PSMN will ensure that invoices and receipts are clear, transparent and itemised. This allows parents to see that they have received their funded entitlement completely free of charge and understand the fees paid for additional hours, consumables or other items).

Your invoice will have the following itemised:

- Free entitlement hours (no charge)
- Any additional hours you book
- Meals and Snacks charges (optional)
- Consumables such as nappies, wipes (optional)
- Enrichment Activities - Montessori Essentials & Extras including (optional)

What happens to my current deposit?

- We understand that some long-standing families may have paid a higher new starter deposit when they first joined our nursery.
- If your current deposit is higher than your new monthly fees, we will begin to gradually reduce your deposit balance over the coming months.
- This will be done by applying monthly credits to your invoices until your deposit is in line with our current policy.
- Please note that going forward, this deposit will be used to offset your last month's fees upon termination of your contract with PSMN.

Top Up Fees

PSMN will not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places).

Can Tax Free Childcare be used alongside the new offers?

Yes, the funding can be used alongside

- Tax Free Childcare
- Universal Credit
- Childcare Vouchers and
- Students Childcare Grant Payment Service (CGPS)

What happens if I miss the application or renewal deadline for my 30-hour code?

You will not be funded. The local authority strictly requires 30-hour codes to be valid by the term-start deadline as shown in the table in the Term Calendar:

- 31 March (for Summer Term)
- 31 August (for Autumn Term)
- 31 December (for Spring Term)

There are no exceptions unless in special circumstances. It's the parent's responsibility to apply or reconfirm on time.

How is funding processed each term?

Funding is split into two stages:

- Estimates: Submitted by the nursery before the term starts, based on booked hours.
- Actuals/Headcount: Submitted once your child has started attending, to finalise funding.

You must ensure your child is attending and a signed Parent Agreement form is in place for funding to be claimed.

Will I receive funding if my child starts mid-term or is absent?

- Funding is based on weeks the child is booked and attending during the term. **If your child starts after headcount day or is absent for long periods, you may be ineligible for that term's funding.**
- Children starting after the official headcount date will not receive funded hours until the next term.
- If you want to take up nursery place past headcount date, you will need to pay the nursery full fees in accordance to our Fees policy.

What happens if there are errors or missing information on my claim?

Claims may be delayed or rejected due to:

- Incorrect birthdates, names, or addresses
- Unconfirmed eligibility
- Missing signatures or declarations
- Overclaiming (more hours than allowed)
- Duplicate claims between providers

We do our best to check all details, but your cooperation is vital. Funding will not be approved for ineligible or late claims.

What is the Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)?

- EYPP provides additional funding for 3–4-year-olds from eligible low-income families to enhance learning.
- DAF is a one-off annual payment for children in receipt of Disability Living Allowance (DLA) to support access to education.

Please speak to us if you believe your child may qualify. We can assist with submission.

What are the key responsibilities of parents in this process?

To ensure your child receives funding:

- ✓ Apply for or reconfirm your 30-hour code before the deadline
- ✓ Sign the Parent Declaration form each term
- ✓ Inform us of any changes in attendance or personal details
- ✓ Respond to any communication from us or the local authority regarding your funding

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the nursery manager using our complaints process.

04 Montessori Essentials & Extras

🌱 At our Montessori nursery, we are committed to offering each child a rich, nurturing environment filled with meaningful experiences that support their growth and development.

These additional experiences are optional, hence the essentials & extras fee; but they play a big part in enhancing your child's overall journey with us. From nutritious meals to fun-filled activities, here are some of the enrichment activities we offer to make their days even brighter



Nutritious Meals Charge – optional

We provide balanced, nutritious meals throughout the day—breakfast, snacks, lunch, and tea—prepared with children’s health and dietary needs in mind.

Benefits of our meal provision:

Promotes Healthy Eating Habits:

- Children are introduced to wholesome foods early, supporting a lifelong appreciation for healthy choices.
- Meals are balanced with appropriate portions of proteins, vegetables, fruits, and whole grains.

Convenient for Parents:

- No need to pack meals daily—saving time and effort, especially for busy families.
- Packed Meals must adhere to our strict Healthy Eating, food and drinks policy.
- Consistent meal times help children develop routine and rhythm.

Encourages Independence and Socialisation:

- Communal eating fosters table manners, conversation, and positive food experiences.
- Children observe healthy role modelling from peers and adults.

Allergy and Dietary Management:

- We cater to allergies, intolerances, and cultural/religious dietary requirements with care and precision.
- Peace of mind for parents—safe, suitable meals without the risk of cross-contamination.

Financial Benefit:

- **Our meals are more cost-effective than packing separate food daily when you consider the cost of ingredients and preparation time.**

Consumables Charge – optional

- To support the day-to-day care and learning of our children, there is an additional optional contribution towards consumables used regularly in the nursery.
- These include nappies, baby wipes, formula (where applicable), and other hygiene-related items for our youngest children.
- We also provide high-quality arts and crafts materials that allow children to express creativity and engage in sensory exploration, in line with the Montessori approach to hands-on learning.
- Other personal care items are part of our daily provision to maintain comfort, consistency, and hygiene for all children.
- **This small yet essential contribution ensures we can continue offering a safe, well-resourced, and stimulating environment for every child.**

Enrichment Activities Contribution – optional

 To support your child's exploration of the world, we include regular outings and experiences beyond the classroom. This contribution covers things such as transportation, materials etc.

These activities enrich your child's development through:

Exposure to Real-World Learning:

- Visits to parks, library, shops, train station, bus station, churches, beaches, music centre and old people's home encourage children to explore and make sense of their environment.
- Children gain independence, confidence, and resilience through hands-on experiences and navigating new settings.

Physical and Emotional Development:

- Outdoor play supports gross motor development, emotional regulation, and well-being.
- Children learn to manage risks, cooperate with peers, and respond to new challenges.

Learning Through Purposeful Play:

- Practical life visits to shops, post offices, and other community venues reinforce independence and everyday skills.
- These experiences link classroom learning to real-world applications.

Social Development:

- Outings promote positive social behaviours, etiquette in public, and respect for diverse people and places.

Children's House School Uniform

- As children move into our Children's House (Preschool Room), we introduce a simple and comfortable uniform to support their growing sense of identity and belonging.
- Wearing a uniform helps promote independence, reduces daily clothing decisions for families, and reinforces the idea of being part of a learning community.
- Our uniform is designed with practicality in mind—allowing for ease of movement, toileting, and active exploration throughout the day.
- Uniform items include a branded polo shirt, sweatshirt, and optional extras such as hats or drawstring bags, all of which are available to purchase directly from the nursery.
- **We encourage all children in the Children's House to wear their uniform daily as part of preparing for school readiness and developing self-discipline in a nurturing environment.**

05 Montessori Fees & Packages

2025/2026 FEES SCHEDULE

CHARGES	
Day Rate	£125.00
Hourly Rate	£ 12.87
Nutritious Meals and Snacks Charges per day (Breakfast, Lunch, Tea, 2 Snacks) Optional	£ 12.25 **
Non-food consumables per day Optional	£ 1.00
Montessori Essentials & Extras per day Optional	£ 2.00

**The fees below includes Meals and Snacks if selected

STRETCH FUNDING PACKAGES - inclusive of 22 hours weekly
Package 1: 3 Full Days
Package 2: 4 Full Days
Package 3: 5 Full Days
Package 4: LIMITED SPACES Term Time Only (9am - 3pm)

Monthly Fees	Monthly Fee with Tax Free Childcare
£ 632.02	£ 505.62
£ 849.98	£ 679.98
£ 1,166.40	£ 933.12
* £ 175.00	£ 140.00
* Speak to us about this - limited spaces ONLY	

06 Key Documents & Policies

✿ At Play Studio Montessori Nurseries, we are committed to transparency, safety, and strong partnerships with our families. Below is a summary of the core policies and documents we provide or require as part of your child's enrolment and ongoing care. These policies are available in our Parent Partnership Portal, Website and Registration Pack. You may also request a paper copy at any time.

Essential Policies You Will Have Access To:

- **Safeguarding & Child Protection Policy** - How we keep children safe and the procedures for reporting concerns.
- **Health & Safety Policy** - Our approach to ensuring a safe physical environment and promoting wellbeing.
- **Equality, Diversity & Inclusion Policy** - How we celebrate individuality and ensure inclusive access for all children and families.
- **Behaviour and Positive Guidance Policy** - Montessori-aligned behaviour support rooted in grace and courtesy.
- **Accident, Incident & Illness Reporting Policy** - How we manage first aid, injuries, medication, and infectious illness protocols.
- **Reporting Absence & Late Collection Policy** - Expectations for attendance and how to notify us of absences or delays.
- **Settling-In & Transitions Policy** - How we support children's smooth transitions into and through nursery life.
- **Admissions & Attendance Policy** - How places are offered, managed, and reviewed each term.
- **Fees & Packages Policy** - Clear information on invoicing, optional charges, deposits, and funding.
- **Complaints Procedure** - How concerns are handled fairly, confidentially, and in line with statutory guidance.
- **Data Protection & Privacy Policy (GDPR)** - How we store and protect your family's personal information.
- **Online Safety & Social Media Policy** - How we protect children's digital presence and outline responsible parent engagement.
- **Food & Nutrition Policy** - Details about our meals, allergy procedures, and packed lunch expectations.
- **Toileting & Nappy Changing Policy** - Our respectful, child-centred approach to personal care.

06 Key Documents & Policies

✿ At Play Studio Montessori Nurseries, we are committed to transparency, safety, and strong partnerships with our families. Below is a summary of the core policies and documents we provide or require as part of your child’s enrolment and ongoing care. These policies are available in our Parent Partnership Portal, Website and Registration Pack. You may also request a paper copy at any time.

Key Documents Parents Will Be Asked to Complete or Sign

- **Parent Agreement/Declaration Form and guidance (per term)** - Required by the local authority to claim 15 or 30-hour government funding; also confirms the funding eligibility, booked sessions, and permissions.
- **Parent Code of Conduct** - Sets expectations for respectful communication and partnership between families and staff.
- **Childcare Contract** - The formal agreement including term dates, sessions, fees, and policies agreed upon.
- **Terms & Conditions** - Clear outline of our service terms, including notice periods, deposits, and flexibility.
- **Emergency Contact & Medical Form** - Up-to-date information needed in case of illness or emergency.
- **Permissions Form** - Consent for outings, photos, sun cream application, etc.
- **All About Me Form** - Helps us understand your child’s routines, personality, and interests.
- **Allergy or Medical Action Plans (if applicable)** - Completed with families and health professionals for individual care needs.

07 Term Calendar

This calendar shows some important dates and information for parents to be aware of. To ensure your child’s funding can be claimed, a signed Parent Agreement Form must be completed and sent to the nursery by the date specified below in yellow.

This allows the nursery time to validate and upload information onto the Local Authority portal in time for the funding deadline

TERMS	AUTUMN TERM 2025/2026	SPRING TERM 2026/2027
SCHOOL TERM DATES (for guidance only)	Monday 1st September 2025 to Friday 19th December 2025 (Half Term 27th - 31st October 2025)	Monday 5th January 2026 to Friday 27th March 2026 (Half Term 16th - 20th February 2026)
FUNDING WEEKS	14 Weeks Term Time 17 Weeks Stretched	11 Weeks Term Time 15 Weeks Stretched
QUALIFYING DATES OF BIRTH	9 Month Old on or before 31/08/2025 2 Years Old on or before 31/08/2025 3 Years Old on or before 31/08/2025	9 Month Old on or before 31/12/2025 2 Years Old on or before 31/12/2025 3 Years Old on or before 31/12/2025
DEADLINE FOR PARENTS TO SUBMIT THEIR PARENTS AGREEMENT FORM	19th August 2025	15th December 2025
DEADLINE FOR FUNDING	31st August 2025	31st December 2025
HEADCOUNT DAY	19th September 2025	15th January 2026
IMPORTANT NOTE	Please note (AND REMIND PARENTS) that all 30-hour applications/renewals must be applied for/renewed by 31st August 2025 to be eligible for the autumn term AS PER ABOVE WE ARE UNABLE TO MAKE ANY EXEMPTIONS	Please note (AND REMIND PARENTS) that all 30-hour applications/renewals must be applied for/renewed by 31st December 2025 to be eligible for the spring term AS PER ABOVE WE ARE UNABLE TO MAKE ANY EXEMPTIONS

08 Next Steps



“

“The greatest gifts we can give our children are the roots of responsibility and the wings of independence”

DR MARIA MONTESSORI



Play Studio
MONTESSORI NURSERIES