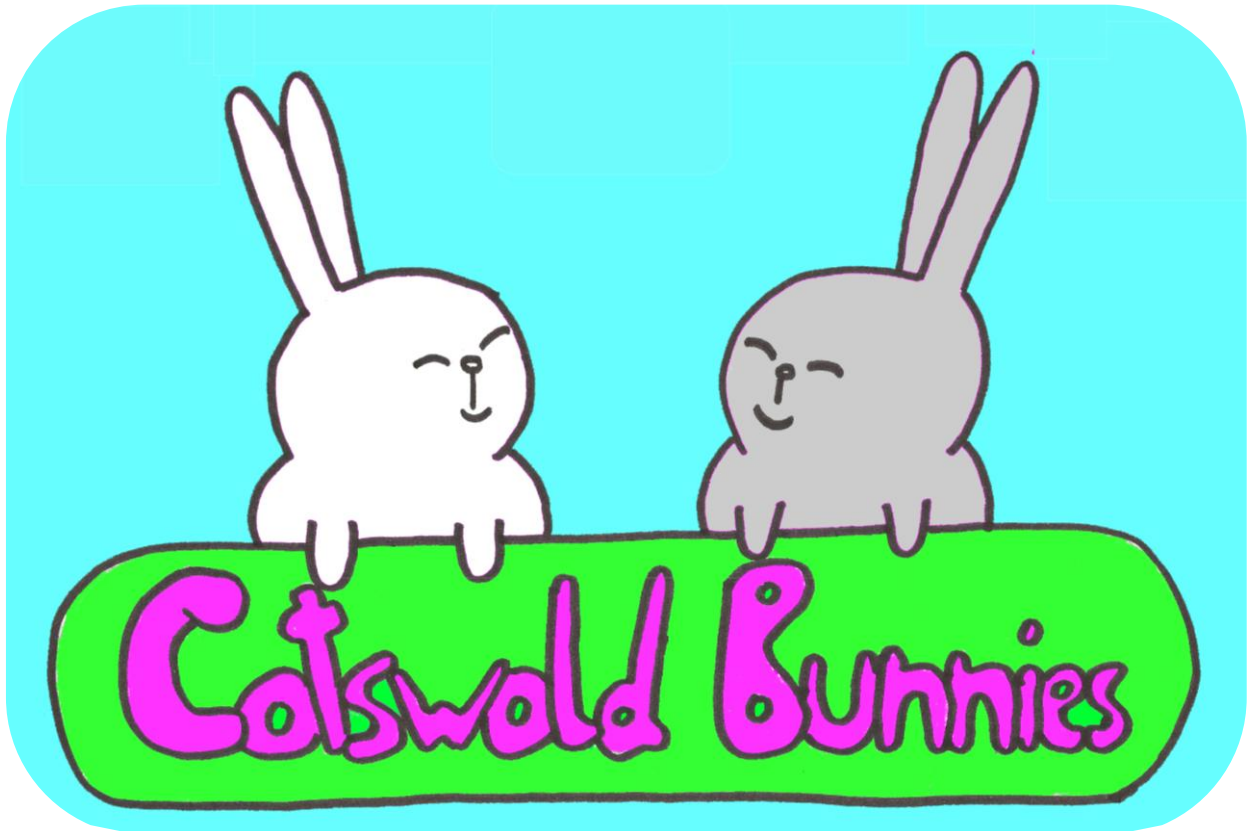


# Cotswold Bunnies Nurseries

## Early Years Prospectus for Parents

(April 2026)



## Welcome to Cotswold Bunnies!

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Cotswold Bunnies, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our *Childcare Services Terms and Conditions* for a full description of our services.

### Our settings aim to:

- ◆ provide high quality care and education for children below statutory school age;
- ◆ work in partnership with parents to help children to learn and develop;
- ◆ add to the life and well-being of the local community; and
- ◆ offer children and their parents a service that promotes equality and values diversity.

### Parents

You are regarded as members of our settings who have full participatory rights. These include a right to be:

- ◆ valued and respected;
- ◆ kept informed;
- ◆ consulted;
- ◆ involved; and
- ◆ included at all levels.

### Children's development and learning

We aim to ensure that each child:

- ◆ is in a safe and stimulating environment;
- ◆ is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- ◆ has the chance to join in with other children and adults to live, play, work and learn together;
- ◆ is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- ◆ has a personal key person who makes sure each child makes satisfying progress;
- ◆ is in a setting that sees parents as partners in helping each child to learn and develop; and
- ◆ is in a setting in which parents help to shape the service it offers.

## The Early Years Foundation Stage

The Early Years Foundation Stage guides the development and learning of children from birth to 5 years. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

◆ *A Unique Child*

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

◆ *Positive Relationships*

Children learn to be strong and independent through positive relationships.

◆ *Enabling Environments*

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

◆ *Learning and Development*

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

## How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our nurseries helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

◆ *Prime Areas*

- ... Personal, social and emotional development.
- ... Physical development.
- ... Communication and language.

◆ *Specific Areas*

- ... Literacy.
- ... Mathematics.
- ... Understanding the world.
- ... Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their journey towards the Early Learning Goals. Our settings have regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

- ◆ *Personal, social and emotional development*
  - ... making relationships;
  - ... self-confidence and self-awareness; and
  - ... managing feelings and behaviour.
- ◆ *Physical development*
  - ... moving and handling; and
  - ... health and self-care.
- ◆ *Communication and language*
  - ... listening and attention;
  - ... understanding; and
  - ... speaking.
- ◆ *Literacy*
  - ... reading; and
  - ... writing.
- ◆ *Mathematics*
  - ... numbers; and
  - ... shape, space and measure.
- ◆ *Understanding the world*
  - ... people and communities;
  - ... the world; and
  - ... technology.
- ◆ *Expressive arts and design*
  - ... exploring and using media and materials; and
  - ... being imaginative.

## **Our approach to learning and development and assessment**

### *Learning through play*

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

### *Characteristics of effective learning*

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- ◆ playing and exploring - engagement;
- ◆ active learning - motivation; and
- ◆ creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

### *Assessment*

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

### *The progress check at age two*

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24-36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

## **Records of achievement**

We keep a record of achievement for each child on an online learning journal. Parents can access this daily. This is password protected and only operates once parents have signed a consent form that allows us to add your child onto the system. Your child's learning journal helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and they will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

## **Working together for your children**

We maintain the ratio of adults to children in each of our settings that is set by the Safeguarding and Welfare Requirements. This helps us to:

- ◆ give time and attention to each child;
- ◆ talk with the children about their interests and activities;
- ◆ help children to experience and benefit from the activities we provide; and
- ◆ allow the children to explore and be adventurous in safety.

## How parents take part in the setting

We recognise parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our settings a welcoming and stimulating place for children and parents, such as:

- ◆ exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- ◆ contributing to the progress check at age two;
- ◆ sharing their own special interests with the children;
- ◆ taking part in events and informal discussions about the activities and curriculum provided by the setting;
- ◆ joining in community activities, in which the setting takes part; and
- ◆ building friendships with other parents in the setting.

## Key person and your child

Our settings use a key person approach. This means that each member of staff has a group of children for whom he/she is particularly responsible. Your child's key person will work with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, that key person will help your child to settle throughout your child's time at the setting, and will help your child to benefit from our activities.

## Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice and look at how adults can help children to learn and develop in their early years.

## The settings' timetable and routines

Our settings believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in each of our settings are provided in ways that:

- ◆ help each child to feel that she/he is a valued member of the setting;
- ◆ ensure the safety of each child;
- ◆ help children to gain from the social experience of being part of a group; and
- ◆ provide children with opportunities to learn and help them to value learning.

## **The day**

We organise the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day. We cater for children's individual needs for rest and quiet activities during the day. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

## **Snacks and meals**

We make snacks and meals a social time at which children and adults eat together. We plan the menus so that they provide everyone with healthy and nutritious food. We provide freshly prepared, home-cooked meals that cater to and are appropriate for all ages and all children with food allergies and intolerances. We also cater for vegan, vegetarian, and pescatarian dietary requirements.

If parents or carers wish to provide food from home, it must comply with our strict food hygiene and safety standards. It must be shop-bought, pre-packaged and sealed, nut-free, with a clear and complete ingredients list that identifies all allergens.

Fresh fruit and vegetables may also be brought in from home. Please tell us about your child's dietary needs and we will plan accordingly.

## **Nappies, infant milk and personal belongings**

For both the Cotswold Bunnies on the Common and Cotswold Bunnies in the Cowshed, we will ask you to provide your own child's supply of nappies (5 per day), named cleaning wipes, nappy sacks and infant milk in a labelled bag. If your child attends our Nursery on the Common, we will return unused nappies and ask you to take away soiled nappies. As this is our smaller nursery we are unable to store or dispose of large quantities of nappies for any children. If your child attends our nursery in Tetbury Upton, the Cowshed, then nappy disposal is taken care of on site.

Please do not encourage your child to bring toys, money or jewellery to nursery as loss or damage may occur. If your child has pierced ears please send them with studs, not hoops, for the child's safety. Staff are not responsible for any jewellery worn at nursery. Jewellery may be removed by staff, if it is thought to be a risk to children at nursery. If a child wishes to bring in a toy from home, this toy will be placed in a special "toy from home" box and the child needs to ask the staff when they want to play with it. If it is appropriate the staff will allow the child to play with their toy from home but the child must be prepared to share the toy with the other children.

## **Outings**

Consent for your child to go on local outings is included on our admission form. We always ask for special written consent, before taking your child further afield or on public transport. We ensure there are enough adults to accompany the children. The following minimum statutory ratios apply during local outings:

- ◆ Under 2's: one adult to every three children,
- ◆ 2 to 3's: one adult to every five children, and
- ◆ 3 to 4's: one adult to every eight children.

Please call us if you are going to be late dropping-off your child, in case a walk is planned.

## Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Please clearly label all your child's clothing and belongings.

Please always provide a change of clothing, in case of accidents during play or toileting.

We recommend your child wears old, or, practical, easily washable clothing as, although we provide aprons, your child will sometimes get wet or messy when having fun exploring new materials.

Please ensure that your child wears sensible shoes for safety during physical play.

Please provide a clearly named all-in-one waterproof suit or waterproof jacket and trousers for your child's outdoor activities, along with wellington boots.

## The management and staff working at our two settings are:

Name	Job Title	Qualifications and Experience
Claire Clements	Director	PATA Early Years Level 3 NVQ Childcare & Education Level 3 Forest School Leader Level 3 Paediatric Infant and Child First Aid. GSCB Inter-Agency Child Protection SENCO
Katy Serafin	Director	B.Sc. Sociology. PGCE (FE) Childcare & Education. GSCB Inter-Agency Child Protection
Pippa Collins	Manager	BA Primary Education (Initial Teacher Education) EYFS Teaching Advanced Level 3 Paediatric Infant and Child First Aid GSCB Inter-Agency Child Protection
Childcare Practitioners & other staff		Early Years Level 2 – Level 8 & Apprentices All childcare staff have Paediatric First Aid All staff engaged in programme of relevant skills & refresher training (details on request)

## Opening hours and services

We provide care and education for children from age <b>9 months</b> (or younger at management discretion) to <b>4 years 11 months</b> .		
Full-day childcare sessions Monday-Friday:	08:00-17:30	late pick-up option -18:00
Eligible free-funded hours of childcare grants awarded for each term are allocated to sessions over 51 weeks. We offer optional additional paid-for part-sessions and a morning snack, only available with free-funded sessions, to make up a full-day.		
We are only closed: Weekends, Bank Holidays, Christmas to New Year. Also, we may close for up to 5 training days per year (with three weeks notice).		

## Fees

Compared to most other local nursery settings our prices are at the higher end. This is a consequence of a number of factors. We are not constrained by the school year and timetable. We offer full-time childcare all-day, all-year. We employ a higher proportion of both experienced and higher qualified staff, along with a commitment to up-to-date training, developing resources and forest-school activities. Our focus is to sustain this and improve standards with motivated staff rewarded by fair pay and a share incentive scheme. Cotswold Bunnies Nurseries are not part of a corporate chain, driven by profits for un-involved owners, absent shareholders, or private equity funds.

Service	Price
Registration fee	£100.00
Registration deposit (held balance refundable only against leaving notice)	2 x weeks
Advance monthly part-payment retainer on offers >2 months ahead	4 x weeks
Under 2's full-day childcare with am & pm snacks 08:00-17:30 *	£108.00
2 year-olds full-day childcare with am & pm snacks 08:00-17:30 *	£83.60
3&4 year-olds full-day childcare with am & pm snacks 08:00-17:30 *	£79.95
Enrolment deposit (refundable) for free-funded hours of childcare scheme	4 x weeks
Free-funded hours childcare scheme with pm-only snack (see details below)	Free
Optional regular pre-booked meal	£5.00
One-off meal booked with 24 hours notice or provided when no food has been brought in from home	£6.50
Elder sibling's discount on full day (unavailable with free funding)	£-2.00
Late pre-booked pick-up (limited availability each day) 17:30-18:00	£10.00
Late collection (after 17:30)	£20.00
For the Cotswold Bunnies on the Common setting only: soiled nappy disposal if not collected by parents (charged 6pm Fridays). At this domestic premises setting we have no commercial waste disposal.	£1.00 each

\*Childcare rates applied from start of each term based on age prior to start of that term.

The registration fee and deposit are required to reserve a place and are payable on acceptance of an offered place. Places are only offered when we have confirmed availability and are held open for no more than 10 days with priority in order of applications received. Without both a written confirmation and cleared payment the place is offered to the next child on our waiting list. The registration fee is non-

refundable. The registration deposit balance is refundable only against a final leaving notice (so non-refundable if the reserved place is cancelled by you). For reserved places in excess of two months ahead, we charge an advance part-payment retainer deposit based on 4 weeks-worth of fees paid monthly starting from up to four months in advance of the start date. This reduced monthly payment is then continued after your booked place is taken up for an equivalent period after the start date until your account is balanced. So, overall you do not pay any more if the place is taken up, but if you cancel any advance part-payments will not be refunded in lieu of a retainer fee. All fees after offer acceptance are payable monthly in advance. Fees must still be paid if children are absent with or without notice for a short period of time. For your child to keep her/his place at our setting, you must pay the fees. A termination notice of six weeks is required to cancel a place at our settings.

Cotswold Bunnies has the right to close the nurseries for a period of up to 5 days per year for training purposes. We may also close due to adverse weather conditions. Full fees apply in these instances and as much notice as possible will be given to parents about closure.

We offer places at our nurseries based on prices without any government childcare support or any other third-party contributions. Covering the un-funded quoted cost will be the basis of our Agreement, just with you. Of course, you may then apply and secure available third-party funding such as employer supported childcare vouchers, or salary sacrifice schemes, or the HMRC tax-free childcare scheme and the government funded entitlement (also called the free-funded hours scheme) of up to 30 hours/week (term-time equivalent) for 9-23 month-olds, 2 year-olds, and 3&4 year-old children, administered by Gloucestershire County Council each term (so 3 times per year).

We can provide an estimate of your costs after you select and confirm to us your anticipated third-party funding contributions. We will issue provisional itemised monthly invoices accordingly. However, if for whatever reason your third-party funding is not paid, then we will re-issue the invoice based on our Agreement with current prospectus un-funded rates.

## **Free-Funded Hours (FFH) with tax-free childcare**

Most families use the free-funded hours scheme, along with tax-free childcare. You must first apply for both a tax-free childcare account and also an entitlement code at HMRC (<https://www.gov.uk/free-childcare-if-working>). You must ensure that your code is valid at the end of the month prior to the start of each term. However, if you are not eligible for that entitlement code, it is still possible to make a limited claim for children whose 3<sup>rd</sup> birthday is before the start of term.

## **Childcare charges reset each term (not on birthdays)**

FFH grants are awarded according to the child's birthday immediately before the start of term and then held until the next term's claim. Consequently, we will apply the same principle to set all un-funded charges from 1<sup>st</sup> April, 1<sup>st</sup> September and 1<sup>st</sup> January. So for example, a grant-eligible child with a 3<sup>rd</sup> birthday on the first day of term would be awarded a 2 year-old's grant and/or be charged our 2 year-old's rates (as published online and in our prospectus) until the start of the next term, when the 3 year-old's rates will be applied.

However, statutory requirements for qualified childcare practitioners are set against child birthdays (practitioner to child ratios are: 1:3 for under-2s; 1:5 for 2 year-olds; 1:8 for 3&4 year-olds). At Cotswold Bunnies your child(ren) will continue to progress within these birthday-based cohorts when ready and possible and not be held back by funding criteria.

### FFH limits and stretched claims

Although FFH are intended to support working parents, grant awards are limited to three term-time equivalents covering just 38 weeks-worth per year. So, eligible working parents entitled to 30 FFH/week, need to claim three times each year amounting up to 1,140 FFH/year. But, for all 3&4 year-olds 15 hours/week term-time of this are deemed as "Universal" FFH, which are available to all parents, regardless of their working status or wealth, and may be claimed without an eligibility code. Universal FFH amount up to 570 FFH/year.

If your child attends our nurseries for less than your entitlement for a full term-time FFH claim, then you can make a "stretched" claim for attended hours outside term-time. So, your claim can be for more hours than actually attended within term-time. Specifically, for eligible working parents, for their child's attendance of one day/week you can claim a term-time equivalent stretched to 12.75 hours/week, for an attendance of two days/week you can claim a stretched 25.50 hours/week, whereas for an attendance of three days/week you can claim a stretched 30 hours/week; attendance of four and five days/week cannot be stretched.

<b>FFH grants claims by eligible working parents (30 hrs/week, up to 1,140 hrs/year)</b>					
<i>Attendance (days/week)</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Declaration Form claim hr/day</i>	<i>12.75</i>	<i>12.75</i>	<i>10.00</i>	<i>7.50</i>	<i>6.00</i>
<i>Total claimed FFH/week</i>	<i>12.75</i>	<i>25.50</i>	<i>30.00</i>	<i>30.00</i>	<i>30.00</i>

For 3&4 year-olds of families that either do not meet or exceed the working parent criteria, claiming only the Universal FFH for an attendance of one day/week you can claim a term-time equivalent stretched to 12.75 hours/week; attendance of two or more days/week cannot be stretched on eligibility for only Universal FFH.

<b>Only "Universal" FFH claims for 3&amp;4 year-olds (15 hrs/week, up to 570 hrs/year)</b>					
<i>Attendance (days/week)</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Declaration Form claim hr/day</i>	<i>12.75</i>	<i>7.50</i>	<i>5.00</i>	<i>3.75</i>	<i>3.00</i>
<i>Total claimed FFH/week</i>	<i>12.75</i>	<i>15.00</i>	<i>15.00</i>	<i>15.00</i>	<i>15.00</i>

### FFH grant allocation

As Cotswold Bunnies nurseries are open for 51 weeks of the year (not just term-time), we will allocate awarded FFH grants evenly across the year as follows:

<b>Allocation of full FFH grants claimed by eligible working parents*</b>					
<i>Attendance (days/week)</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Free-Funded sessions</i>	<i>08:00-17:30</i>	<i>08:00-17:30</i>	<i>10:00-17:30</i>	<i>11:50-17:30</i>	<i>13:00-17:30</i>
<i>FFH (h:mm/day)</i>	<i>9:30</i>	<i>9:30</i>	<i>7:30</i>	<i>5:40</i>	<i>4:30</i>
<i>Total FFH for 51 week year</i>	<i>484:30</i>	<i>969:00</i>	<i>1147:30</i>	<i>1156:00</i>	<i>1147:30</i>
<i>Total charged (includes afternoon snacks)</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>

<b>Allocation of only "Universal" FFH claimed by parents of 3&amp;4 year-olds*</b>					
<i>Attendance (days/week)</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Free-Funded sessions</i>	<i>08:00-17:30</i>	<i>11:50-17:30</i>	<i>13:45-17:30</i>	<i>14:40-17:30</i>	<i>15:15-17:30</i>
<i>FFH (h:mm/day)</i>	<i>9:30</i>	<i>5:40</i>	<i>3:45</i>	<i>2:50</i>	<i>2:15</i>
<i>Total FFH for 51 week year</i>	<i>484:30</i>	<i>578:00</i>	<i>573:45</i>	<i>578:00</i>	<i>573:45</i>
<i>Total charged (includes afternoon snacks)</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>	<i>Free</i>

\*Since the FFH grants are not divisible across 51 weeks, we have rounded-up allocations with extra free childcare. We have also added free afternoon snacks to all these sessions.

### **FFH grant value, availability and viability**

The FFH deliver completely free childcare to parents. However, the grant amounts paid to nurseries have no relation to the cost of providing that childcare, moreover the grant rates reduce for each rising age band but have no relation to reducing required staffing cover. At Cotswold Bunnies all FFH provision incurs a financial loss.

Department for Education statutory guidance allows nurseries two options to limit or recover any financial losses when participating in the FFH scheme. Firstly, by restricting availability of FFH provision, but this may also deprive parents access to their full entitlement. Secondly, by encouraging nurseries to offer a limited range of over-priced, itemised extras (specifically: additional paid-for hours, meals/snacks, consumables such as wipes, or services such as forest school), on condition that all of such extras are optional for parents to decline.

To be clear, for each term, parents may opt to only accept just the available FFH offered and nothing else, and so parents need pay nothing at all if all offered optional extras are declined.

In turn, those nurseries that are unsuccessful in selling sufficient optional extras to recover any losses from participating in the government FFH scheme, may then choose to reduce availability of FFH provision at their settings in subsequent terms. However, for the avoidance of any doubt, the selling of any optional extras must always be completely unconditional and not connected to any currently offered FFH in that term. Furthermore, payment for the chargeable extras must not be perceived, nor ever be referred to as a subsidy, or a top-up fee, or some kind of non-itemised contribution, as this may lead to a withdrawal by GCC of all FFH from the compromised nursery, cancelling claims for all families.

Thus far at Cotswold Bunnies we have always been able to offer to parents FFH provision availability that enables claims of their maximum entitlement in every consecutive term. This is only because in previous terms all parents have always voluntarily chosen to accept and pay for their optional extras.

### Chargeable optional extras, only available with FFH

The limits on the government FFH scheme of a maximum 30 hours/week but only up to 1,140 hours/year, and then Cotswold Bunnies allocation of all awarded FFH grants evenly across 51 weeks of our operating year, does not provide free full days of childcare with two snacks included (only stretched claims have sufficient FFH for whole days, but do not include the morning snack).

<b>Offered Availability of FFH - Autumn term 2025</b>	<b>Units</b> <i>h:mm + snack</i>	<b>Unit price</b>	<b>Line total</b>
<i>Free Funded Hours entitlement with pm snack 08:00-17:30</i>	9:30	Free	Free
<i>Free Funded Hours entitlement with pm snack 10:00-17:30</i>	7:30	Free	Free
<i>Free Funded Hours entitlement with pm snack 11:50-17:30</i>	5:40	Free	Free
<i>Free Funded Hours entitlement with pm snack 13:00-17:30</i>	4:30	Free	Free
<i>Free Funded Hours entitlement with pm snack 13:45-17:30</i>	3:45	Free	Free
<i>Free Funded Hours entitlement with pm snack 14:40-17:30</i>	2:50	Free	Free
<i>Free Funded Hours entitlement with pm snack 15:15-17:30</i>	2:15	Free	Free

In order to make-up a full day of childcare with both a morning and an afternoon snack, we offer optional paid morning snacks for days otherwise fully funded with FFH from stretched claims, as well as additional paid morning sessions with a snack included.

<b>Additional paid extras only available with FFH*</b>	<b>Units</b> <i>h:mm + snack</i>	<b>Unit price</b>	<b>Line total</b>
<i>9-23 month-old's just morning snack at 09:30</i>	<i>[snack only]</i>	£5.79	£5.79
<i>9-23 month-old's paid hours with snack 08:00-10:00</i>	2:00	£13.76	£27.53
<i>9-23 month-old's paid hours with snack 08:00-11:50</i>	3:50	£12.43	£47.65
<i>9-23 month-old's paid hours with snack 08:00-13:00</i>	5:00	£11.94	£59.72
<i>2 year-old's just morning snack at 09:30</i>	<i>[snack only]</i>	£9.54	£9.54
<i>2 year-old's paid hours with snack 08:00-10:00</i>	2:00	£12.58	£25.16
<i>2 year-old's paid hours with snack 08:00-11:50</i>	3:50	£10.41	£39.90
<i>2 year-old's paid hours with snack 08:00-13:00</i>	5:00	£9.75	£48.74
<i>3&amp;4 year-old's just morning snack at 09:30</i>	<i>[snack only]</i>	£26.87	£26.87
<i>3&amp;4 year-old's paid hours with snack 08:00-10:00</i>	2:00	£19.11	£38.23
<i>3&amp;4 year-old's paid hours with snack 08:00-11:50</i>	3:50	£12.71	£48.73
<i>3&amp;4 year-old's paid hours with snack 08:00-13:00</i>	5:00	£11.01	£55.04
<i>3&amp;4 year-old's paid hours with snack 08:00-13:45</i>	5:45	£10.30	£59.24
<i>3&amp;4 year-old's paid hours with snack 08:00-14:40</i>	6:40	£9.67	£64.49
<i>3&amp;4 year-old's paid hours with snack 08:00-15:15</i>	7:15	£9.33	£67.64

\* All the above items offered are optional. Additional paid hours may be declined. You may provide your own morning snack (subject to Cotswold Bunnies list of allergen exclusions).

All eligible working parents should use their tax-free childcare account to pay for all their un-funded childcare costs. Whereas parents who exceed the criteria for that tax-free childcare account should consider a salary sacrifice scheme to save higher rate tax and avoid some national insurance contributions.

These additional paid-for hours and snacks are not a condition to access the available free provision at Cotswold Bunnies. However, we will require you to give us notice with each grant claim if you only want to access the available free provision and wish to opt out from any additional paid hours and snacks offered with your grant allocation. For our nursery this will incur uncovered costs in under-utilised paid-for premises, excess staffing (it is not possible to employ and schedule shifts for the part-day overlapping free sessions) and increased administration. Consequently, we will be obliged to choose to reduce availability of free provision and increase paid sessions in subsequent term(s) to recover these losses. We will review this before each term and inform families of any reduced FFH availability when distributing declaration forms for subsequent terms. Thus far, we have never needed to limit availability of FFH and we hope to continue to work with our families such that they can continue to access their maximum entitlement to government funding.

### **FFH fully refundable enrolment deposit and invoicing**

Although Cotswold Bunnies is tasked with the processing of parent's FFH claims, this funding is a matter between you and government/HMRC/GCC. We do not get paid for the FFH until some 4-6 weeks after claims are submitted, and also we do not get any prior confirmation. Consequently, to participate in the FFH scheme we will require a one-off fully refundable enrolment deposit equivalent to 4 weeks-worth of childcare and any meals, priced at our full current rates. This enrolment deposit is in addition to your registration deposit. So, both deposits held by us will amount up to 6 weeks-worth of un-funded childcare.

All deposits held by us may be paid from a tax-free childcare account. These deposits will then be fully refunded to credit your childcare account when we receive notice of your child(ren) leaving our nursery setting. If there is any excess deposit paid by you from a tax-free childcare account but re-paid to you, then this needs to be declared by you to HMRC.

We will issue provisional monthly invoices, itemised with anticipated FFH and all optional un-funded extras. If for whatever reason your FFH grant is not paid, then we will re-issue the invoice based on our current prospectus rates. The FFH scheme enrolment deposit is needed to cover any eventuality that FFH claims may be declined or curtailed by GCC. If a FFH claim is unsuccessful or reduced (e.g. due to an invalid code, a late or conflicting claim, GCC insolvency, etc.), then the enrolment deposit will be refunded as a credit to your childcare account to cover un-funded fees now at our full-day rates, with only the registration deposit balance held until refunded to offset part of a leaving notice period.

## Budgeting

We do not know how the government will price the FFH for the next financial year. We will need to review our rates from April 2027 when the government decides whether to increase or decrease the value of FFH grants relative to inflation (this will not be known until late February or early March 2027). So, for budgeting purposes we can only provide you with estimated costs for the optional extras for the next 12 month period until the end of March 2027.

<b>Budgeting estimate* of unfunded childcare (excluding meals) April 2026 until March 2027</b>					
Attendance (days/week)	1	2	3	4	5
9-23 month-old's full-day with snacks without FFH	£5,076.00	£10,584.00	£16,200.00	£21,708.00	£27,000.00
9-23 month-old's FFH sessions with pm snacks	08:00-17:30	08:00-17:30	10:00-17:30	11:50-17:30	13:00-17:30
9-23 month-old's paid extra hours &/or am snack	£272.13	£567.42	£4,129.41	£9,577.06	£14,929.41
2 year-old's full-day with snacks without FFH	£3,929.20	£8,192.80	£12,540.00	£16,803.60	£20,900.00
2 year-old's FFH sessions with pm snacks	08:00-17:30	08:00-17:30	10:00-17:30	11:50-17:30	13:00-17:30
2 year-old's paid extra hours &/or am snack	£448.38	£934.92	£3,774.41	£8,019.31	£12,184.41
3&4 year-old's full-day with snacks without FFH	£3,748.25	£7,815.50	£11,962.50	£16,029.75	£19,937.50
3&4 year-old's FFH sessions with pm snacks	08:00-17:30	08:00-17:30	10:00-17:30	11:50-17:30	13:00-17:30
3&4 year-old's paid extra hours &/or am snack	£1,262.89	£2,633.26	£5,733.97	£9,795.20	£13,758.97
3&4 year-old's Universal FFH sessions with pm	08:00-17:30	11:50-17:30	13:45-17:30	14:40-17:30	15:15-17:30
3&4 year-old's paid extra hours &/or am snack	£1,262.89	£4,775.77	£8,885.74	£12,962.73	£16,910.74

\*Final billed costs will depend on days of week attended and take-up of paid extras in the autumn term

The above estimates presume that all families will choose to buy all their additional extras to make-up a full day with two snacks. If some families were to opt out and to only take their entitlement of free childcare, then we will be obliged to choose to reduce available free provision in subsequent terms in order to recover our losses.

### Example case 1

For a 1 year-old child of eligible working parents, attending nursery for 3 full days/week from April 2026 to March 2027, we would quote a total of £16,200.00 for full-days with morning and afternoon snacks. But, by claiming a fully stretched term-time 30.00 FFH/week entitlement in each term and buying the offered additional paid hours with morning snack to make-up a full-day, their charges reduce to £4,129.41. However, after using their tax-free childcare account this would cost the parents just £3,303.53.

### Example case 2

For a 2 year-old child of eligible working parents, attending nursery for 2 full days/week from April 2026 to March 2027, we would quote a total of £8,192.80 for full-days with morning and afternoon snacks. But, by claiming a stretched term-time 25.50 FFH/week of their entitlement in each term and buying the offered additional paid morning snacks to make-up full-days, their charges reduce to £934.92. However, after using their tax-free childcare account this would cost the parents just £747.94.

### Example case 3a

For a 3 year-old child attending nursery for 1 full day/week from April 2026 to March 2027, we would quote a total of £3,748.25 for full-days with morning and afternoon snacks. The parents do not need an eligibility code as they are entitled up to 15 Universal FFH/week term-time. If the parents make a stretched term-time 12.75 FFH/week claim for this and buy the offered additional morning snacks, then their charges reduce to £1,262.89. If the parents have registered with HMRC for a tax-free childcare account, this cost would cost them just £1,010.31.

However, if the parents exceed the criteria for that tax-free childcare account, then they may reduce their cost via a salary sacrifice scheme, saving higher rate tax and avoiding some national insurance contributions.

### Example case 3b

For a 3 year-old child attending nursery for 1 full day/week from April 2026 to March 2027, we would quote a total of £3,748.25 for full-days with morning and afternoon snacks. The parents do not need an eligibility code as they are entitled up to 15 Universal FFH/week term-time. If the parents make a stretched term-time 12.75 FFH/week claim for this in the summer term but decide to provide their own snacks, then their charges reduce to £0.00 for up to 18 weeks and the nursery makes a loss. To prevent further such loss reoccurring, we may withdraw availability of single whole-day weekly free provision for 3 year-olds in subsequent terms. These parents will then be unable to claim their subsequent FFH entitlement. The charge for the remaining weeks would then be £2,312.75 at our full-day rates. For those parents that have registered with HMRC for a tax-free childcare account, this cost would reduce to only £1,850.20.

### **FFH only alternatives**

Cotswold Bunnies Nurseries are committed to offering high-quality, affordable childcare throughout the year. Although our focus is on full-day care, we do understand that some families may be looking only for part-day, fully funded options. As a small setting, accommodating these will impact our ability to offer consistent free provision each term. To date, all of our families have chosen to purchase additional hours alongside their funded ones, helping us maintain the level of care we aim to provide alongside the free provision.

Some other settings are able to work within the financial limits of the government FFH scheme with no financial loss, or do not need to recover any losses from parents via optional chargeable un-funded additional services. For instance, playgroups that can call on voluntary labour or use part-time shared premises. Also, some nurseries attached to schools that need to attract and recruit an intake for their reception year and can cross-subsidise by cutting other resources. So, from the parents' perspective, it is usually most cost effective to use free funded entitlements there.

You can claim free-funding at more than one setting, but only up to the sum of your free-funding entitlement.

## **Policies**

Our staff can explain our policies and procedures to you. Copies are available in the setting or can be sent by email or requested through our website.

These policies help us to make sure that the services provided by our settings are high quality, and that being a member of either of our settings is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our nurseries to provide a quality service for our members and the local community.

## **Safeguarding children**

Our settings have a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## **Special needs**

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinator is: Lucy Handley

## **Health Matters**

### **Illness**

Please keep your child at home if they are unwell. We follow Department of Health guidelines on exclusion for infectious or contagious illness, and we are always happy to advise you. To clarify our exclusion policy for some common diseases/ailments:

- ◆ Chickenpox - about 7 days from onset of rash, or until all spots scabbed over.
- ◆ Mumps - Until swelling has subsided.
- ◆ German Measles - 4 days from onset of rash.
- ◆ Whooping Cough - 21 days from onset of the cough.
- ◆ Measles - 7 days from onset of rash.
- ◆ Hand Foot and Mouth Disease - If child is unwell, and/or until all lesions healed.
- ◆ Diarrhoea and/or vomiting - Children must be kept away from nursery for at least 48 hours after the last episode of diarrhoea and/or vomiting has stopped. We will contact you to collect your child if they develop it at nursery.

- ◆ Children who are unwell and have a temperature of 38.5 °C (101°F) or over must be kept at home. You will be asked to collect your child if they have a temperature, or become unwell.
- ◆ Impetigo - Must not attend until sores healed. Medical treatment should be sought.
- ◆ Scabies - Must not attend until medical treatment complete and condition is better.
- ◆ Threadworms - No need for exclusion, but must be treated promptly.

**Broken Limbs** - Children can return once plaster is set & on medical advice.

**Stitches** - Children can return once stitches are removed, or on medical advice.

**Please note:** If your child requires 1:1 attention they should be kept at home.

### **Head lice**

Please check your child's hair regularly. If head lice or eggs are found the whole family needs to be treated. Solutions are available from the chemist, or a well-recommended treatment is the "Wet-Combing" method. If you find lice in your child's hair, wash their hair every night for the first week. Use lots of conditioner, and while this is still on the hair, comb thoroughly with a fine-tooth lice comb. For the second week repeat this process every 3 days, and it should be clear in about 2 weeks. Once the hair is clear, use this method every week to keep your child's hair free from lice.

### **Medicine**

We require written consent to administer any medication specifically prescribed by your child's doctor. We will only administer any paracetamol suspension or 'over the counter' medicines, if these have been specifically authorised by you. If a child is ill enough to be on antibiotics or other medicines, they need to be 24 hours into the course before returning to the nursery.

### **Accidents**

If a child has an accident at nursery, staff will administer First Aid. All accidents are recorded, and you will be asked to read and sign the accident sheet. In the case of an accident requiring urgent medical attention, we will contact you, and, if necessary, take your child to hospital and meet you there. You are asked to state your wishes on this matter and give your consent on your child's admission form. Parents will be informed at once of any head injury sustained by a child.

### **Starting at our nurseries**

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into their new setting. Our policy on the Role of the Key Person and Settling-in is available from Pippa Collins.

We look forward to welcoming you and your child to Cotswold Bunnies, and we will do everything possible to ensure that your child is happy and secure with us.