

## 1. Nursery fees

### FEES WITH EFFECT FROM SEPTEMBER 2017

SESSION TIMES	FEE PER SESSION
0800-0900 Breakfast	£8.00
0900-1200	£23.00
0900-1400	£35.00
0900-1700	£55.00
1400-1700	£20.00
Extra hours & ad-hoc hours*	£8.00

\* We will try and accommodate any individual requests – please discuss requirements with Management or Administration.

- 1.1 For each child an Attendance Plan is agreed with the parents prior to the settling-in process. A paper copy is issued detailing the hours of attendance and the costs, as well as noting any relevant government funding or voucher schemes. Once the attendance plan is signed an invoice is issued. **Attendance Plans are subsequently issued in advance of each new term, or if any alternations are made mid-term. In signing and returning the Attendance Plan parents are guaranteeing payment of the fees stated.**
- 1.2 **The Attendance Plan includes payment details stating the monthly instalments that are due for the term. Payments are divided into 3 payments per term. Fees are due on the 15th of the month.**
- 1.3 The Attendance Plan can be varied, spaces permitting, by requesting a variation in writing or by email, with 6 weeks' notice. The Attendance Plan is adjusted whenever parents agree a change with the office. Additional hours may be available on an ad-hoc basis. **Statements are issued on request, or if fees are overdue.**
- 1.4 Registration fee – there is a registration fee of £50 per child, £25 for siblings. For children claiming Free Entitlement there is no registration fee.

## 2. Forms of funding

For the parents:

- Free Entitlement funding provided by West Sussex County Council<sup>1</sup>; (see **3. FE Funding**)
- **Childcare voucher schemes provided by some Employers (see 5. Childcare Vouchers)**
- Tax-Free Childcare scheme (go to <https://www.childcare-support.tax.service.gov.uk/> for more information)

<sup>1</sup> WSCC

For the setting:

- Early Years Pupil Premium (EYPP) for eligible children
- **Disability Access Fund**
- **Deprivation Supplement**

### **3. Free Entitlement Funding**

3.1 Free Entitlement funding is available for all 3 and 4 year olds, regardless of their background or family circumstances. Each child is entitled to 15 hours **Universal Funding** per week free of charge, over a period of 38 weeks per year commencing on their start date, before they reach compulsory school age (first term following their 5<sup>th</sup> birthday).

3.2 Children will receive their free provision from the term after their third birthday.

<b>A child born on or between</b>	<b>Will become eligible</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> Sept following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> Dec	1 <sup>st</sup> Jan following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April following their 3 <sup>rd</sup> birthday

3.3 There is no registration fee for free funded children.

3.4 We offer government supported ('Free Entitlement' or FE) places during term times between the hours of 09:00 and 17:00. Parents can choose between the following options for accessing the full 15hr per week entitlement over a minimum of 3 days:

- 5 hours per day for up to three days (09:00 – 14:00) \*
- 3 hours per day for up to five sessions (14:00 – 17:00)
- **A combination of the above – by negotiation and dependent on register availability.**

\* Fully funded morning sessions can only be provided without charge if a child has attended 2 full terms prior to the start of FE funding. If a child has not completed 2 full terms, morning sessions can be attended by paying a supplement which will amount to the difference between the FE allowance and the 9-12 session cost. Once 2 full terms have been completed, the morning session supplement will cease. Up-to-date cost differences will show on your Attendance Plan.

3.5 In order to qualify for Free Entitlement a completed parent's declaration form must be returned to the Nursery and the parent or carer must show original proof of the child's date of birth (passport or birth certificate).

3.6 **Limited spaces will be available for eligible 30 hour funding (known as Extended Funding). Extended funding will be spread over 47 weeks of the year for up to 24 hours a week. The Nursery will offer up to 5 Extended Funding places at a time. Extended Funding places will be offered on a 'first-come first-served' basis and will only be guaranteed upon verification by us of the Eligibility Code issued to parents by HMRC. If a child becomes ineligible for Extended Funding we will provide a funded place until the end of the WSCC grace period for that term. If all 5 places are taken, a waiting list will operate.**

#### **4. Holiday Club Fees**

4.1 In order to accommodate continued care for the children during school holidays, we run a Holiday Club during the Winter, Easter & Summer Holidays. The Nursery is closed for half-term holidays.

<b>HOLIDAY CLUB FEES</b>	
Half Day (9-12 or 12-3)	£25.00 (£30 non-registered children)
Full Day (9-3)	£50.00 (£60 non-registered children)

4.2 Fees for this service may be paid for by Childcare Vouchers and direct payment.

4.3 All fees must be paid in advance of attendance at the Holiday Club. Discounts are available for early payment & sibling bookings – see booking form for details.

4.4 Children receiving Extended Funding will be offered their usual hours during the Holiday Clubs.

4.5 Changes and cancellations must be made by email or in writing.

4.6 There are no refunds if cancellations are made less than 4 weeks prior to start of the holiday club.

#### **5. Childcare vouchers**

5.1 We are registered with a number of voucher companies including Care4, BusyBees, Edenred, Computershare and Sodexo.

Most of these companies require the parents to provide basic details about the Nursery. Parents are advised to ask their employers about any schemes they use and then to obtain the necessary details from the office.

#### **6. Staff discounts**

6.1 Staff discounts are available. Please contact the Director for more details.

#### **7. Additional points to note**

7.1 We do not swap sessions. We plan our staffing ratios carefully and swaps may potentially destabilize the numbers with a negative impact on the provision for the other children.

7.2 Attendance plans can be changed with 6 weeks written notice.

7.3 FE sessions can only be changed with WSCC termly. Once the WSCC closing date for a term has passed funded hours cannot be increased until the following term.

7.4 If a child is absent for any reason (including sickness or family holidays) from a pre-booked session, fees are strictly non-refundable.

7.5 An additional fee of £1.50 will be added to any payments made by cheque.

7.6 Early arrival and late collection of more than 10 minutes will be subjected to an extra charge of £10 per time.

## **8. Advice and support**

8.1 We will do our utmost to support the important work of educating the children.

8.2 Parents experiencing payment problems are requested to contact the Director for a confidential discussion at the earliest opportunity.

8.3 Please note that persistent late payment must result in the loss of your child's place.

8.4 The following websites are good sources of financial advice for families:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

[www.moneysavingexpert.com/family/childcare-costs](http://www.moneysavingexpert.com/family/childcare-costs)

**Signed by Jason Chen**



**Review Date: 01/11/18**

### **Version Control Record: Fees, Finance & Funding Policy**

Version Number	Changes Made	Date	Agree by
FF&FP8	This version supercedes FF&FP7	18/04/17	Chen J
FF&FP9	Extended Funding added and minor amendments made (shown in red). This version supercedes FF&FP8	06/11/17	Jason Chen