

## Fees, Finance and Funding Policy



### 1. Nursery fees

SESSION TIMES	FEE PER SESSION
08:00-09:00 Breakfast Club	£8.00
09:00-12:00	£23.00
09:00-14:00	£35.00
09:00-17:00	£55.00
14:00-17:00	£20.00
Extra hours & ad-hoc hours	£8.00

We will try and accommodate any individual requests for ad-hoc hours – please discuss requirements with the Manager or Administrator.

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 alterations are made mid-term. In signing and returning the Attendance Plan, parents are guaranteeing payment of the fees stated.

The Attendance Plan includes payment details stating the monthly instalments that are due for the term. Payments are divided into three payments per term. Fees are due on the 15th of the month.

The Attendance Plan (or proposed Attendance Plan) can be varied, spaces permitting, by requesting a variation in writing or by email, with six weeks' notice. If less notice is received, we reserve the right to charge an administration fee of £25. 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.

If a child's agreed start date or settling-in sessions are delayed by six weeks or more, an administration fee of £25 will be charged.

There is a non-refundable registration fee of £50 per child, £25 for siblings. For children claiming Free Entitlement only there is no registration fee.

## 2. Forms of funding

For the parents:

- Free Entitlement funding provided by West Sussex County Council (WSSCC) (see 3. Free Entitlement 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)

For the setting:

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

## 3. Free Entitlement Funding

We do not offer Free Entitlement funding for two-year-olds. Free Entitlement (FE) funding is available for all three and four 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 (the start of the first term following their fifth birthday).

Children will receive their Free Entitlement funding from the term after their third birthday.

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

For children claiming free funded hours only (with no morning supplement) there is no registration fee.

We offer Free Entitlement places during term-times between the hours of 09:00 and 17:00. Parents can choose between the following options for accessing the full 15 hours per week entitlement over a minimum of three days:

- 3 hours per day for up to five sessions (14:00 – 17:00)
- 5 hours per day for up to three days (09:00 – 14:00) (morning supplement may apply)\*
- 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 two full-terms prior to the start of FE funding. If a child has not completed two full terms, morning sessions can be attended by paying a supplement which will amount to the difference between the FE allowance we receive from West Sussex County Council and the relevant session cost. Once two full terms have been completed, the morning session supplement will cease. Up-to-date cost differences will show on your Attendance Plan.

In order to qualify for Free Entitlement, a completed WSCC 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).

Limited spaces will be available for eligible 30 hours 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 five 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 five places are taken, a waiting list will operate. A child can only be added to the waiting list once they have started attending nursery, although an expression of interest can be made prior to this.

\*Depending on school terms, it may be necessary to reduce the number of weeks extended funding will be offered.

#### **4. Holiday Club fees**

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

<b>HOLIDAY CLUB FEES</b>	
Half-day (9:00-12:00 or 12:00-15:00)	£25.00
Full day (9:00-15:00)	£50.00

Fees for this service may be paid for by Childcare Vouchers or direct payment. All fees must be paid in advance of attendance at the Holiday Club. Discounts are available for early payment and sibling bookings – see booking form for details.

Children receiving Extended Funding will be offered sessions from 9:00-15:00 during the Holiday Clubs.

Changes and cancellations must be made by email or in writing. There are no refunds if cancellations are made less than four weeks prior to start of the Holiday Club.

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

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

#### **6. Tax-Free Childcare Scheme**

We are registered with the government's Tax-Free Childcare Scheme. For more details, visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare).

#### **7. Staff discounts**

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

#### **8. Additional points to note**

Attendance plans can be changed with six weeks' written notice. 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.

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.

If a child is absent for any reason (including sickness or family holidays) from a pre-booked session, fees are strictly non-refundable and we cannot swap sessions (see above).

A fee of £1.50 will be added to any payments made by cheque.

Early arrival and late collection of more than 10 minutes will be subject to a charge of £10 per time.

## **9. Advice and support**

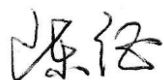
We will do our utmost to support parents. Anyone experiencing payment problems is requested to contact the Director for a confidential discussion at the earliest opportunity.

Please note that persistent late payment or non-payment will result in the loss of your child's place.

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)

**Signature:**



**Jason Chen, Director**

**Date: 09/11/2018**

**Date to be reviewed: 01/08/2019**