

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

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.

We will try and accommodate any individual requests for ad-hoc hours – please discuss

requirements with the Manager or Administrator.

There is a non-refundable registration fee of £50 per child, £25 for siblings, except for children claiming Free Entitlement hours only who do not pay a registration fee.

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

2. Forms of funding

For the parents:

- Free Entitlement funding provided by West Sussex County Council (WSCC)
(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)
- Universal Credit
(if you are eligible, we will provide the required evidence to support your application for childcare costs)

For the setting:

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

Please note that we do not offer Free Entitlement funding for two-year-olds.

3. Free Entitlement Funding

3.1 Universal Funding

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 of Universal Funding per week over a period of 38 weeks per year commencing on their start date (see table below) and finishing when 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.

A child born on or between:	Will become eligible:
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

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).

3.2 Starting nursery at age two (with at least two terms before Free Entitlement Funding)

As we follow the Montessori method for teaching children, it is beneficial for children to start with us from age two. This allows them to fully explore the Montessori curriculum before they leave the nursery to begin school at age four.

If your child has started the nursery at age two (i.e. with two full terms attendance before they start to receive their Free Entitlement Funding), they can use their Universal Funding at age three to pay for nursery sessions for up to 15 hours per week (sessions available: 9-2pm, 2-5pm or 9-5pm). You can add additional fee paying hours to these free sessions by paying the session price (as detailed in '1. Nursery fees' above), subject to availability.

3.3 Starting nursery at age three (or age two with less than two terms before Free Entitlement Funding)

Although we prefer children to start nursery close to their 2nd birthday in order to have time to fully explore the Montessori curriculum, we understand that this might not be possible for all families. If you would like your child to join the nursery at age three using their 15 hours of Universal Funding, we will be able to give them a Montessori experience and offer you the quieter afternoon sessions from 2-5pm with no charge (dependent on availability). This will enable them to concentrate on the Montessori activities, and have focussed time with our highly qualified teaching staff. However, if you would like your child to attend our morning sessions (9-2pm) using their 15 hours of Universal Funding, we charge a fee of £13.

3.4 Extended funding

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.

In the 2019-20 academic year, the nursery is also trialling a Second Tier Extended Funding Scheme. The nursery will offer up to five places of 15 hours over 47 weeks of the year*.

All 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 for registered Horsham Montessori children and their siblings. The nursery is closed for half-term holidays. The Holiday Club is open from 9-2pm. The fee is £45 per day, and there is an early booking rate of £40 if places are booked before the deadline (usually one month before the start of Holiday Club). For siblings, the fee is £40.

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.

Children receiving Extended Funding will be offered sessions from 9-2pm 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.

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
- www.moneysavingexpert.com/family/childcare-costs

Signature:

Handwritten signature in black ink, appearing to be the Chinese characters '陈任' (Chen Ren).

Jason Chen, Director

Date: 01/01/2020

Date to be reviewed: 01/01/2021