



ABC Nursery and Preschool Limited
Nursery Fees Policy

Table of Contents	Page No
1 Introduction of the Funding options	3
2 How the Nursery offers Early Years Funding	3
2.1 Term- Time option	3
2.2 Stretch option	3
3 Nursery Fees for children not accessing funded hours	4
4 Nursery Fees for children accessing funded hours	4
4.1 Working Families Funding (FEEE1W and, FEEE2W)	4
4.2 Support two-year-old funding (FEEE2)	6
4.3 Universal Funding (FEEE 3&4).....	7
4.4 Three and Four-Year-Old FEEE - Extended Funding Entitlement (EFE).....	7
4.5 Early Year Pupil Premium (EYPP)	8
4.6 Disability Access Fund (DAF)	8
4.7 Table of Fees and charges.....	8
4.8 Tax-Free Childcare	8
4.9 Special Educational Needs (SEND) Funding	9
4.10 Deprivation Funding.....	9
5 Other Terms and Conditions	9
6 Termination of the Agreement	10
7 How to reduce the Nursery Fees	10
8 Parent Declaration Form	10
9 Required documentation	11
10 Children absences	11
11 Booking pattern	11
12 Local authority role	11

1 Introduction of the Funding options

Early Years Funding is a national scheme, administered by local authorities, which offers funded childcare hours with an Ofsted registered provider. A variety of funded hours are available depending on the child's age and the family's situation. At the Nursery, we offer a range of options that parents can select for accessing their funded hours. The options are elaborated further in this policy.

2 How the Nursery offers Early Years Funding

The Nursery wants to make sure that families use their funding to its full potential. Families are able to maximise their funded childcare by using up to 10 hours of funding a day before purchasing additional hours and without any artificial break in the day. As such the Nursery offers parents the option to either use the funded hours on the term time offer (38 weeks funded in a year) or as a all year around childcare when the funding is stretched across 51 weeks. More information can be founded at section 2.2 below or please contact the Nursery Manager who can provide more explanation on how this works in practice.

2.1 Term- Time / Funded only option

Under this option, parents can select to use their funded hours over 38 weeks (term-time only) in a number of ways. Fully funded places (where no additional hours are accessed) are available at our nursery from 9:00am to 3:00pm or from 9:00am to 12:00am. Fully funded places may be offered on a term time. If requested, the Nursery Manager will discuss the options available for a fully funded place directly with parents.

Information on all the Early Years Funding eligibility criteria can be found here: <http://www.childcarechoices.gov.uk>

2.2 Stretch Funded option

Under this option, parents can stretch the 15- or 30-hours funding across 51 weeks, these are elaborated below:

- 15 hours of funded childcare over 38 weeks (funded hours) equates to 570 funded childcare hours a year. Under the Nursery's stretched offer this equates to 11.18 hours of funded childcare a week over 51 weeks of the year (this is worked out as follows $15 \text{ hours} \times 38 \text{ weeks (funded hours)} = 570 \text{ funded hours} / 51 \text{ weeks} = 11.18$ of funded hours per month).
- 30 hours of funded childcare over 38 weeks (funded hours) equates to 1,140 funded childcare hours a year. Under the Nursery's stretched offer this equates to 22.35 hours of funded childcare a week over 51 weeks of the year (this is worked out as follows $30 \text{ hours} \times 38 \text{ weeks (funded hours)} = 1140 \text{ funded hours} / 51 \text{ weeks} = 22.35$ of funded hours per month).

3 Nursery Fees for children not accessing funded hours

The table below shows the charges for children not accessing funded hours:

Sessions	Baby Room	2-3 room	Pre-school	Other rates
Full Day (7:30am to 6:00pm)	£64.00	£62.00	£60.00	
AM session (7:30am to 12:00pm)	£45.00	£42.00	£40.00	
School Day (9:00am to 3:00pm)	£54.00	£52.00	£50.00	
Additional Hour¹				£15.00
Registration Fee²				£60.00
Deposit³				£150.00
Ad hoc session charges (not in the booking pattern)⁴				An extra £7 for a full day and £4 for half a day
Late Collection Fees⁵				£15.00
Optional Melody Bear Dancing⁶				£6.50
Weekly Package	£290.00	£280.00	£270.00	

4 Nursery Fees for children accessing funded hours

The Government has offered parents support to ease the pressure on paying for Nursery Fees. This session offers guidance on how to claim for funded hours and tax-free childcare.

The funding options that are available are:

4.1 Working Families Funding (FEEE1W and, FEEE2W)

4.1.1 FEEE1W

Introduction

From September 2024, Nine-month-old children of eligible working parents can get funded entitlement hours the term after they turn 9 months old. Children will get up to 570 funded entitlement hours over the year. This is for 15 hours per week for 38 weeks if parents meet the eligibility criteria.

¹ Additional Hour charge is for where parents select to have additional childcare over and above the normal child-care plan

² Registration Fees is to cover the administration cost to set up the child’s records

³ Deposit is credited to your Family Account which is offset against the nursery fees

⁴ Ad-hoc sessions are where parents select to have an additional session which is over and above the normal child-care plan

⁵ Late collection fees are chargeable if the child is not picked up from the Nursery on the due time.

⁶ Optional Melody Bear Dancing – this is an optional charge if parents wish their children to opt for dancing activities. They are provided by a third party.

When do I apply for the funding?

From September 2024 you may be able to get FEEE1W for your child the term after they are nine months old if you meet the eligibility criteria.

If 9 months old between	They get FEEE1W
1 April – 31 August	1 September after they are 9 months old
1 September - 31 December	1 January after they are 9 months old
1 January – 31 March	1 April after they are 9 months old

How do I apply for this funding?

To access this funding you will need to check your eligibility online at <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> and complete an application form. If eligible you need to make sure you apply for FEEE1W before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the funding.

When you have finished your application and set up an account you will get an eligibility code which you should share with the Nursery Manager to check the code on the early year’s portal. If the code clears all the checks, you can then book your funded hours. You will also need to show your child’s birth certificate.

You will be required to renew your eligibility code with Childcare Choices every 3 months. Your renewal date will be given to you when your application is approved. Please keep note of this date and ensure you renew to continue claiming the funded hours.

4.1.2 FEEE2W

Introduction

From April 2024, two-year-old children of eligible working parents can get funded entitlement hours the term after they turn two. Children will get up to 570 funded entitlement hours over the year. This is for 15 hours per week for 38 weeks if the parents meet the eligibility criteria.

When do I apply for the funding?

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

If their birthday is between	They get FEEE2W
1 April – 31 August	1 September after their 2 nd Birthday
1 September - 31 December	1 January after their 2 nd Birthday
1 January – 31 March	1 April after their 2 nd Birthday

How do I apply for this funding?

To access this funding you will need to check your eligibility online at <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> and complete an application form. If eligible you need to make sure you apply for FEEE2W before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the funding.

When you have finished your application and set up an account you will get an eligibility code which you should share with the Nursery Manager to check the code on the early years portal. If the code clears all the checks, you can then book your funded hours. You will also need to show your child’s birth certificate.

You will be required to renew your eligibility code with Childcare Choices every 3 months. Your renewal date will be given to you when your application is approved. Please keep note of this date and ensure you renew to continue claiming the funded hours.

4.2 Support two-year-old funding (FEEE2)

Introduction

Some parents will be able to apply for 15 hours funding for 2-year-olds if you are in receipt of certain benefits such as Income Support or Universal Credit, or your child has Disability Living Allowance or an education, health and care (EHC) plan, you may be able to get 15 funded hours for your child.

When do I apply for the funding?

From April 2024 you may be able to get FEEE2 for your child the term after they are two years old if you meet the eligibility criteria.

If their birthday is between	They get FEEE2
1 April – 31 August	1 September after their 2 nd Birthday
1 September - 31 December	1 January after their 2 nd Birthday
1 January – 31 March	1 April after their 2 nd Birthday

How do I apply for this funding?

To apply for this funding, you will need your National Insurance number or National Asylum Seekers Service number and register on <https://educationportal.essex.gov.uk/CitizenPortal/en>. If you don’t have internet access or need support completing the online form, you can get support from the following:

- email Early.Years@essex.gov.uk; or
- speak to the Nursery Manager, Health Visitor or Social Worker.

When you have filled in the online form, and the eligibility checks have been passed you will receive a reference number which you can share with the Nursery Manager to get your

funded 15 hours. You will need to show the child’s birth certificate, your National Insurance number and other evidence if eligible due to the additional criteria.

If you are eligible and you want to talk this through with someone, you can contact the Essex Child and Family Well-being service Family Hub for your district. Details of your local Family Hub can be found here <https://essexfamilywellbeing.co.uk/hubs/>

4.3 Universal Funding (FEEE 3&4)

Introduction

All parents of 3- and 4-year olds are entitled to the 15-hour funding. From the term after your child’s 3rd birthday and until they start school, you can get 570 hours of government-funded childcare a year. This is for 15 hours per week for 38 weeks of the year (term-time).

When do I apply for the funding?

From April 2024 you may be able to get FEEE2W for your child the term after they are two years old if you meet the eligibility criteria.

if their birthday is between	They get FEEE 3 & 4
1 April – 31 August	1 September after their 3 rd Birthday
1 September - 31 December	1 January after their 3 rd Birthday
1 January – 31 March	1 April after their 3 rd Birthday

How do I apply for this funding?

To apply for this Parent’s will need to provide evidence of a child’s birth date (normally a passport or birth certificate) and copies will be taken and retained as evidence of compliance. Please contact the Nursery Manager for more guidance.

4.4 Three and Four-Year-Old FEEE - Extended Funding Entitlement (EFE)

Introduction

Three- and four-year-olds of eligible working parents can get the extended funded entitlement (EFE), which is another 15 hours in addition to the universal 15 funded hours, this is often called the “30-hour offer”. This is because children can have up to 30 hours a week for 38 weeks which is a total of 1140 hours of funded entitlement a year.

How do I apply for this funding?

To apply for this funding, you will need check your eligibility by using the on-line [Childcare calculator](#) and complete an online application form. If eligible you need to make sure you apply for EFE before the beginning of the term that you want the funding to start. If you apply for your code after the beginning of the term that you want funding to start, you will not be able to claim the EFE and will only be eligible to get the 15 hours of universal funding for that term.

4.5 Early Year Pupil Premium (EYPP)

All eligible children who are in receipt of FEEE could be eligible for EYPP. EYPP is not paid for the 3- & 4-year-old EFE (additional 15 hours for working parents). The EYPP gives the us with additional funding, which we can use to provide resources that will support your child. In order to claim this extra funding, we will ask to fill in the section on the Parent/Carer Agreement form. Please consult with the Nursery Manager for more details on how to access the EYPP)

4.6 Disability Access Fund (DAF)

If your child qualifies for Disability Living Allowance, we will be able to apply for DAF each financial year. You will need to provide evidence of the DLA. This additional funding can be spent on equipment, resources or making reasonable adjustments to the setting.

4.7 Table of Fees and charges

Sessions	Child accessing FEEE2	Child accessing FEEE2 hours and paying for additional hours	Child accessing FEEE3&4, FEEE2W and FEEE1W funding hours only	Child accessing FEEE3&4, FEEE2W and FEEE1W hours and paying for additional hours	Other Charges
Registration fees⁷	No charge	No charge	No charge	£60.00	
Deposit⁸	No charge	No charge	No charge	£150.00	
Additional Hour⁹	No charge	£6.50	No charge	Baby Room £7.00 2-3 Room £6.50 Preschool Room £6.50	
Optional Hot Lunch¹⁰	No charge	No charge	£5.00	No charge	
Meals and Consumables¹¹	No charge	£1.20 per funded hour	No charge	£1.20 per funded hour	
Optional Melody Bear Dancing¹²	Optional	Optional	Optional	Optional	£6.50
Late Collection Fees¹³					£15.00

4.8 Tax-Free Childcare

Tax-Free Childcare is a UK government initiative designed to help working parents with the cost of childcare. For every 80p you (or someone else) pays in, the government will top up an extra 20p. This is equivalent of the tax most people pay - 20% - which is how the scheme got its name. For more information please see link <https://www.gov.uk/tax-free-childcare>

4.9 Special Educational Needs (SEND) Funding

Every local authority has a SEND inclusion fund to support providers in meeting the needs of individual child with SEN. SEN funding is paid directly to the provider by the local authority.

When deciding on the value of SEN funding, the Local authority must consider the number of children with SEN in the local area, their level of need, and the overall capacity of the local childcare market to support these children.

The Nursery will use SEND funding to support the child with any learning and developmental delay or special educational needs or disability by accessing specialist resource and equipment.

4.10 Deprivation Funding

Deprivation Funding is paid directly to the Nursery by the local authority. Payment is made based on a child's postcode considering: -

- Deprivation (mandatory)
- Rurality/Sparsity (discretionary)
- Flexibility (discretionary)
- Quality (discretionary)
- Language (discretionary)

Deprivation Funding is not child specific and can be used to support all children within the setting. The Nursery will use Deprivation Funding to close the gap in attainment of children in the nursery.

5 Other Terms and Conditions

Other terms and conditions are:

- One month's notice is required to alter the pattern of attendance and on closing a child's place.

⁷ Registration Fees is to cover the administration cost to set up the child's records

⁸ Deposit – this is credited to parent's Family account upon receipt and offset against the first invoice.

⁹ Additional Hour charge is for where parents select to have additional childcare over and above the normal child-care plan

¹⁰ Optional Hot Lunch – Parents can waive this charge if they supply packed lunch.

¹¹ Meals and Consumables – The meals include breakfast, three snacks during the day, lunch and tea. The consumables charge applies to each funded hour. The consumables charge covers services which are not covered by early years funding for example, arts & crafts materials, cookery, gardening, music & movement, Calpol, and some sundries (such as wipes, nappy cream). If you have any difficulty in paying the charges, please consult with the Nursery Manager for an alternative option.

¹² Optional Melody Bear Dancing – this is an optional charge if parents wish their children to opt for dancing activities. They are provided by a third party.

¹³ Late collection fees are chargeable if the child is not picked up from the Nursery on the due time

- Fees are payable monthly in advance on the 20th of each month. They are calculated according to the current schedule of fees.
- If the total then outstanding remains unpaid after a further 14 days, your child's place will be suspended until full payment is received.

6 Termination of the Agreement

We may immediately end the Agreement if:

- You have failed to pay your fees;
- You have breached any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
- You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards any member of staff.
- We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end the Agreement. General:
- If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Nursery Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you.
- Fees remain payable during any period of closure due to reasons of forces beyond our control such as extreme weather, loss of heating, lighting, fire or flood, illness outbreak and non-admittance of a child for any reason.
- The proprietors reserve the right to charge interest on fees that are outstanding on the due date and to suspend the services until payment is received.

7 How to reduce the Nursery Fees

Please see below some useful links to find out more on how Nursery Fees could be reduced:

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

<https://www.gov.uk/30-hours-free-childcare>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

<https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

8 Parent Declaration Form

Regulation requires childcare providers to enter into a separate funding agreement with parents, called the Parent Declaration Form.

Local authorities require parents to enter into a Parent Declaration Form covering the Early Years Funding. The local authority Parent Declaration form must be signed each term. If the local authority Parent Declaration Form is not signed and returned to us Early Years Funding

cannot be claimed and the full fees (without the Early Years Funding applied) will be charged to you.

9 Required documentation

Regulation requires childcare providers to obtain documentation to evidence eligibility for the Early Years Funding as per below:

- Supported Two-year old Funded Childcare: Child's birth certificate or passport, confirmation of eligibility (e.g. local authority confirmation letter/email or code);
- Universal Funded Childcare: Child's birth certificate or passport; and
- Working Families Funding: Child's birth certificate or passport, Parent's full name, date of birth, eligibility Code issued by HMRC, and national insurance number.

Additional documentation may be needed depending on local authority requirements.

10 Children absences

Each local authority has its own policy on child absences during Funded Childcare. the Nursery must keep the local authorities informed of child absences and the local authority has the right to recover funding payments made during periods of absences. Parents are responsible for paying the Nursery for any funding payments reclaimed by the local authority due to a prolonged child's absence. Parents need to inform the Nursery Manager of any prolonged absences in advance.

11 Booking pattern

The Nursery requires parents to confirm their booking pattern before the start of a new term. .Changes to the sessions can be made during the term period providing that we have availability and that parents notify the Nursery at least one month of their childcare requirements. the Nursery is unable to apply Funded Childcare to any ad-hoc sessions booked outside of the confirmed booking pattern at the beginning of the term.

The Nursery is able to make permanent changes to booking patterns in accordance with the terms of the Parent Agreement.

12 Local authority role

Each childcare provider enters into an agreement with the local authority to provide the Early Years Funding. The local authority pays the childcare provider directly for the Funded Childcare it provides to the eligible children. The parents of the eligible children do not have access to, or the right to access, the Early Years Funding paid by the local authority.

