

Fees Policy

SESSIONS AND FEES

Whatcombe Farm Nursery session fees are as below. Sessions are invoiced in full.

Fees for 2 Year Olds (Until a term after a child's 3rd birthday)			
Term Time AM 09:15 - 12:45 Term time only Includes snack & lunch Session charge £21.18 Food charge: £4.45 Additional Services charge: £12.60 Total: £38.23	Term Time PM 13:00 - 15:30 Term time only Includes snack Session charge: £15.13 Food charge: £0.80 Additional Services charge: £9 Total: £24.93	Full Time AM 08:00 - 12:45 (49 weeks p/a) Includes snack & lunch Session charge: £28.75 Food charge: £4.45 Additional Services charge: £17.10 Total: £50.30	Full Time PM 13:00 – 17:30 (49 weeks p/a) Includes snack & tea Session charge: £27.23 Food charge: £3.55 Additional Services charge: £16.20 Total: £46.98
Term Time 9:15-15:30 Includes snacks x 2 and lunch Session charge: £37.82 Food charge: £5.25 Additional Services charge: £22.50 Total: £65.57		Full Time 08:00-17:30 Includes snacks x 2, lunch and tea Session charge: £57.48 Food charge: £8.00 Additional Services charge: £34.20 Total: £99.68	

Fees for 3-5 Year Olds (Commencing a term after a child's 3rd birthday)			
Term Time AM 09:15 - 12:45 Term time only Includes snack & lunch Session charge £21.18 Food charge: £4.45 Additional Services charge: £12.25 Total: £37.88	Term Time PM 13:00 - 15:30 Term time only Includes snack Session charge: £15.13 Food charge: £0.80 Additional Services charge: £8.75 Total: £24.68	Full Time AM 08:00 - 12:45 (49 weeks p/a) Includes snack & lunch Session charge: £28.75 Food charge: £4.45 Additional Services charge: £16.63 Total: £49.83	Full Time PM 13:00 – 17:30 (49 weeks p/a) Includes snack & tea Session charge: £27.23 Food charge: £3.55 Additional Services charge: £15.75 Total: £46.53
Term Time 9:15-15:30 Includes snacks x 2 and lunch Session charge: £37.82 Food charge: £5.25 Additional Services charge: £21.88 Total: £64.95		Full Time 08:00-17:30 Includes snacks x 2, lunch and tea Session charge: £57.48 Food charge: £8.00 Additional Services charge: £33.25 Total: £98.73	

Cost for intersession care 12:45-13:00 where applicable: £2.42 for 2 year olds, £2.40 for 3 year olds from a term after 3rd birthday

Food costs: snack 80p, lunch £3.65, tea £2.75

Fee breakdown:

Item	Unit	Price
Free entitlement hours Term Time = 14.6 hours per week stretched over 39 weeks	Weekly	£0
Free entitlement hours All Year Round = 23.25 hours stretched over 49 weeks	Weekly	£0
Additional hours purchased (Charges are per session)	Per Hour	£6.05
Meals and Snacks	Per session (Snacks 80p, lunch £3.65, tea £2.75)	£5.25 term time day £8 full time day £4.45 morning
Additional voluntary services <ul style="list-style-type: none"> • Sing-a-Ling sessions • Forest School sessions • Wildlife walks in Whatcombe Fields • Trips on the farm (fruit collecting, outdoor yoga, gardening in the veg patch) 	Per hour	£3.60 until the term after a child's 3 rd birthday £3.50 from the term after a child's 3 rd birthday

Minimum and Maximum Sessions

We ask that your child attends a minimum of three sessions (half days) each week. For the sake of the children's wellbeing, we limit the hours they are in nursery each week to 41 hours (whether all year round or term time). This is equivalent to three long days and two term time days, and also covers four long days. We recognise that in exceptional circumstances a child may need to attend longer than 41 hours, but this will only be possible once in a six-week period.

Nursery opening hours

We are open 08:00 – 17:30 49 weeks of the year.

We close for Bank Holidays, the period between Christmas and New Year and for one week over the summer for maintenance. These closures incur no charge.

We do not open on Christmas Eve when it falls on a weekday.

Fees are for your child's place and not their attendance. You are able to access the hours of your booked session freely.

The session costs do not include nappies or lotions.

Changes to a child's attendance pattern

Parents are asked to make any requests for changes in a child's attendance pattern to Lucy via email (Lucy@whatcombefarm.com.) These will be responded to within two working days. Where sessions are reduced, these changes will take effect from one calendar month from when the request was made, or from an agreed date subsequent to this. Parents will be required to sign a new attendance form when changes are made to attendance patterns.

One full calendar month's written notice will be required to cancel/reduce a session or place, during which fees will be charged at the normal rate. (I.e. if notice is given on 15th March, the notice period will end on 15th April). EYE funding where applicable will be claimed throughout this notice period. Parents wishing to terminate their contract should email Lucy (lucy@whatcombefarm.com). The notice period begins from the date this email is sent.

Where sessions or session length is reduced with less than 6 months' notice before a child starts nursery, the first invoice will reflect the initial sessions the child was registered for.

Payment of fees

Payments are in advance and must be made by online banking, or Childcare Vouchers within 7 days of issue. No payment shall be deemed to have been made until it is cleared into our bank account. We reserve the right to refuse to admit children where fees are late until payment is received.

Deposit

Whatcombe Farm Nursery requires a £150 deposit with a completed registration pack in order for a child to be enrolled. £75 will be returned in the child's second invoice, unless it is for an early years entitlement place (where a child attends only for funded hours), in which case it will be fully refunded in the child's second invoice.

Unpaid fees and late fees

Invoices need to be paid within one week of issue. Unpaid fees (those that have not been paid within 6 weeks) will always be pursued via the county court. Whatcombe Farm Nursery reserves the right to terminate a child's place if fees are more than a week late three consecutive months. **Where fees are not paid within three weeks of an invoice being issued and no agreement for the payment of fees has been made with the nursery owner, a child's place will be terminated.**

Other reasons for terminating a contract

Contracts will be terminated with immediate effect if parents are physically or verbally aggressive towards staff or children at nursery. Whatcombe Farm Nursery reserves the right to terminate a child's place with immediate effect if any nursery policy is violated by a parent or carer where this impacts the safety of our children or staff, or the reputation of the nursery.

Children are at nursery to develop social skills and make friendships. However, in rare cases where nursery interventions are not preventing a child from harming other children or staff, or from causing other children distress, we reserve the right to terminate their contract. This termination will have immediate effect and any fees already paid for future unattended sessions will be returned to the parent.

Reviewing Fees

Fees are reviewed each year. Changes to fees can be made due to changes in nursery expenditure, for example on staffing, or changes to nursery income, for example a reduction in funding rate, or forced nursery closure. In the event of a change of fees occurring, parents will be given a minimum of 6 weeks' notice. If a parent wishes to discuss the changes made to the fees, they should contact Lucy: lucy@whatcombefarm.com.

Getting help from your employer with childcare costs

If you are working and pay for your childcare your employer may be able to help you with some of your childcare costs, this scheme has recently been updated. For more information please look on the following internet link: <https://www.gov.uk/help-with-childcare-costs>

Voucher payments

Should your employer be offering a Childcare Voucher scheme, Whatcombe Farm Nursery will be happy to register with the relevant scheme. Please email Lucy regarding this.

Tax Free Childcare

Tax-Free Childcare is an online account whereby the government pay £2 for every £8 parents spend on registered childcare up to £3000 per year. Parents/carers must meet certain eligibility criteria in order to register. Tax Free Childcare and extended entitlement are two separate government schemes. You can apply for both through one online application – the childcare service <https://www.gov.uk/tax-free-childcare> Whatcombe Farm Nursery is registered for both these schemes.

Additional Services

Additional service charges cover:

- Use of the Forest School
- Trips on the farm (fruit collecting, outdoor yoga, gardening in the veg patch)
- Wildlife Walks in Whatcombe Fields
- Sing-a-Ling sessions with Willow

Funded Childcare for Working Families

From 1st September 2025 working parents of **two-year-olds** meeting the criteria will be able to access 30 hours of funded childcare per week for 38 weeks of the year (a maximum of 1140 hours per year). This can be “stretched” across the year: for all year-round families this

equates to 23.25 funded hours per week. For our term time children, this equates to 14.6 funded hours per week as our term time is 39 weeks – unlike schools we do not close for inset days to ensure continuity of care for our families.

To be eligible, parents will need to apply for an eligibility code during the funding period before they want to use it. Somerset funding periods are:

1st September - 31st December

1st January – 31st March

1st April – 31st August

You can find more information and apply here www.beststartinlife.gov.uk

In order for Nursery to claim your funding, we need be provided with

1. **Your child's birth certificate or passport** (this will be photocopied and sent to Somerset EY funding team before your first claim. Originals will be returned to you)
2. **A completed and signed Child Registration form** (this will be sent to Somerset EY funding team before your first claim)
3. **Your eligibility code** (This will be checked on Somerset's system before your first claim)
4. **A completed and signed consent declaration** (to enable us to complete the check on Somerset's system)

If any of these is not provided during the funding period **before** your claim, your funding is not accessible for the term and fees need to be paid in full.

You will receive reminders to **reconfirm your details** with HMRC each funding period. If your details are not reconfirmed, HMRC will render you "ineligible" for that term. Completing the reconfirmation late will mean that you are ineligible until the following funding period.

Where nursery has not been able to claim your funding, you will be invoiced for the unfunded hours. Failure to pay will result in your child's place being terminated as per our fees policy.

Please email lucy@whatcombefarm.com if you have any questions

Early Years Entitlement: Universal Entitlement

We provide places for Early Years Entitlement. EYE is available to all 3 year and 4 year olds and applies the term after the child's 3rd birthday.

Funding can be shared across up to three settings, provided all are registered with Ofsted. The total EYE claim must not exceed 15 hours per term time week or 570 hours stretched across the year. (Our term time is 39 weeks as we do not have inset days for the sake of

continuity of care for our families. Funding therefore covers 14.6 hours per week on a term time contract at our nursery.)

In order to claim EYE funding, parents must provide a child's birth certificate, their registration form, and evidence of eligibility to claim 2 year old funding where applicable.

Parents will be required to sign parent declaration forms each term to confirm their funding claim for that term.

The maximum weekly hours that can be claimed is 14.6 over our 39 week term and up to 570 hours across the funded year.

Extended Entitlement

Families who qualify for Working Families Funding will receive an additional 15 funded hours per term time week (also known as 30 hours funding.) This is comprised of the universal 15 hours per week term time only AND an additional 15 hours per week term time only. This equates to 1140 hours stretched across the year.

There are eligibility requirements for extended entitlement for 3-4 year olds. Please see <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

Children who are eligible for extended entitlement will be given an eligibility code.

This must be forwarded to Lucy by email the term before you plan to access your funding, and must be reconfirmed termly on the government funding website
<https://www.gov.uk/free-childcare-if-working/confirm-details-up-to-date>

Families who are eligible to receive working families' funding are required to sign an extended funding agreement with the nursery, and provide their National Insurance numbers, which will be used to check eligibility for the funding on a termly basis. Without this, the extended entitlement cannot be claimed.

Parents are responsible for confirming their eligibility to receive working families' funding on the government website each term. Where eligibility for the extended funding is removed, parents will pay the nursery for any hours attended beyond the universal entitlement. Failure to do so will jeopardise a child's nursery place.

If a parent no longer meets the eligibility criteria, the child's 30-hour place will continue to be funded for a 'grace period'. You should discuss this with Lucy if and when you lose eligibility. The table below outlines how long the grace period will last, depending on when you become ineligible for the offer.

When the grace period ends, hours will be charged for in full, as stated in the fees table at the start of this policy.

The maximum extended funding claims each term are as follows:

Autumn Term: 225 hours
 Spring Term: 165 hours
 Summer Term: 237.5 hours

Early Years Entitlement for 2 year olds.

Up to 570 hours per year (14.6 hours per week maximum, term time only- 39 weeks per year) is available to parents of two year olds who receive the following:

- Universal Credit (for children with a second birthday up to and including 31 December 2017)
- Universal Credit with an annual net income of less than £15,400 (for children with a second birthday after 31 December 2017)
- Income Support (IS)

Date parent's 30 hours eligibility code becomes invalid:	LA audit date:	Grace Period end date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

- Employment Support Allowance (Income Related) - not Contribution related
- Income-based Job Seekers Allowance (IBJSA) - not Contribution based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HM Revenue and Customs) of less than £16,190
- Working Tax Credit with an annual taxable income (as assessed by HM Revenue and Customs) of less than £16,190

Children are entitled if any of the following apply to them:

- Children who are 2 and receive Disability Living Allowance
- Children who are 2 and have been adopted, or who have left care through special guardianship or child arrangement orders
- Children who are 2 and have a Statement of Special Educational Needs or Education Health and Care Plan

- Children who are 2 and are looked after by the local authority

In order to use 2 year funding, a parent must provide a copy of their letter confirming eligibility for 2 year funding and the child's birth certificate. Failure to provide either of these before a child's first session may affect a family's ability to claim 2 year funding.

How we invoice when Funding is applicable

Fees are charged at £6.05 per hour. Sessions must be paid for in full (please see table at opening of policy), irrespective of the child's attendance within those hours.

The number of sessions your child is registered to attend in any given month is calculated and charged according to the fees table above.

An additional charge for food is applicable to all contract types, whether or not you are claiming nursery education funding. It is possible to opt out of receiving food. (For charges please see table at opening of this policy).

An additional services charge is applicable to all contract types. The additional services are detailed on the fees table. This is charged at a standard rate per session, as per the table at the opening of this policy. Parents are at liberty to opt out of receiving additional services; a term's notice must be given in writing.

How the funding reduction is calculated:

1. The number of hours a child will attend in the funding period is calculated. E.g. 165 hours for Spring Funding Period.
2. These funded hours are multiplied by our hourly fees rate (£6.05) and deducted from the monthly invoices proportionally for the number of hours a child will attend each month during the funding period.

Your invoice will show the number of hours attended in a month, the number of fully funded hours, and the number of additional, unfunded hours, charged at £6.05 per hour.

Children who are not attending the nursery e.g. for a planned holiday, will not incur charges for food during this period, provided they have given **2 weeks' notice in writing** (email).

Where extra sessions have been taken up with short notice, they will be added to the following month's invoice, and where possible funded hours will be claimed.

How unfunded fees are calculated

Fees are charged at £6.05 per hour. Sessions must be paid for in full (please see table at opening of policy), irrespective of the child's attendance within those hours.

The number of sessions your child is registered to attend in any given month is calculated and charged according to the fees table above.

An additional charge for food and additional services is applicable to all contract types, whether or not you are claiming nursery education funding. It is possible to opt out of receiving food and additional services.

Late Collection Fee

It is important to the running of the nursery that children are collected on time. Late collection affects our staffing ratios and can ultimately prevent our staff from leaving nursery on time at the end of their working day. We ask that our families respect this and leave with their children at the end of their session time.

At Whatcombe Farm Nursery, we understand that in exceptional circumstances parents are late collecting at the end of their session. Being late on two occasions (i.e. arriving later than 5 minutes beyond the end of their session) in one long term will not incur charges. Parents will be asked to sign a late collection form if they arrive more than 5 minutes late to collect their child(ren).

On the third occurrence of late collection in a given term, and subsequent late collections in the same term, a £6.05 late collection fee will be charged. This will be added to a family's next invoice.

Any parent arriving later than beyond 10 minutes late will be charged £10 to cover costs of staff staying beyond the end of their working day.

Where a child is collected more than 30 minutes late, the parents will be charged up until the end of the subsequent session, or £20 if at the end of the nursery day. This payment is passed on to staff.

Extra Sessions

It may sometimes be possible for children to attend an extra session; please email your request to Lucy as early as possible. Extra sessions can begin at 8am or 9:15am and end at 3:30pm or 5:30pm to suit the needs of the family and where availability allows. Any additional sessions will be added to the family's next invoice and are charged in line with their hourly rate and additional service charge for their age (see table at start of this policy). Funding can be used for additional sessions where a child has unused hours in that term.

Choosing not to bring your child during the pandemic

During national or local lockdowns where nursery has been instructed to stay open, we understand some families would prefer not to attend. In this case, we ask for you to state in writing your intention to keep your child home (via email to lucy@whatcombefarm.com.) Fees will be charged as follows:

- - Where the government is honouring a child's funding claim and the parent has declared that this should be claimed by the nursery, upon receiving written confirmation of a family's intention to keep their child home, we will charge 4 weeks full fees, cancelling the food charge 2 weeks after notice is given. After this point, there will be no additional service or food charges. We hope to be able to maintain this for as long as your child is absent from nursery, but reserve the right to terminate the contract if the situation does not change within 8 weeks. This will only be done as a last resort and individual circumstances will be taken into account.
- - Where there is no government funding available, we will charge 4 weeks full fees, cancelling the food charge 2 weeks after notice is given. After this point, the child's normal session charge must continue to be paid, but no additional services or food will be charged from this point. We hope to be able to maintain this for as long as your child is absent from nursery, but reserve the right to terminate the contract if the situation does not change within 8 weeks. This will only be done as a last resort and individual circumstances will be taken into account.

Fees during unplanned nursery closures

Very occasionally it is necessary to close nursery during adverse weather, short-notice national bank holidays, or due to unforeseen challenges such as a power cut. In these situations, fees are to be paid in full, as nursery expenses remain the same. Wherever possible, nursery will follow local schools and and/or public health advice when making decisions regarding unplanned closures.

In the event that the nursery is required to close temporarily for a period of time, for example due to a localised lockdown, fees will be payable in full for the first 4 weeks, and at a rate of 50% thereafter. This is subject to change, depending on the level of support offered by the local authority. Fees will not be more than stated here. Fee charges will be scrapped where required by Ofsted or the DfE.

Where the nursery is forced to close due to insufficient staffing, for example due to an illness outbreak, unfunded fees, additional services and food charges will be returned to parents.

By registering your child to attend Whatcombe Farm Nursery, you are agreeing to the terms of this policy.

Nursery Managing Director's name	Lucy Whitehead
Nursery Managing Director's signature	
Date policy was updated	January 2026
Date of review	January 2027 Or earlier as required