

## Fees When Operating in Social Bubbles

### SESSIONS AND FEES

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

<b>Fees for 2 Year Olds (Until a term after a child's 3<sup>rd</sup> birthday)</b>			
<b>Term Time AM</b> 09:15 - 12:45 Term time only Includes snack & lunch  Session charge £19.25  Food charge: £3.75 Additional Services charge: £5.60  Total: £28.60	<b>Term Time PM</b> 13:00 - 15:30 Term time only Includes snack  Session charge: £13.75  Food charge: £0.75 Additional Services charge: £4  Total: £18.50	<b>Full Time AM</b> 08:00 - 12:45 (49 weeks p/a) Includes snack & lunch  Session charge: £26.13  Food charge: £3.75 Additional Services charge: £7.60  Total: £37.48	<b>Full Time PM</b> 13:00 – 17:30 (49 weeks p/a) Includes snack & tea  Session charge: £24.75  Food charge: £2.25 Additional Services charge: £7.20  Total: £34.20
<b>Term Time 9:15-15:30</b> Includes snacks x 2 and lunch  Session charge: £34.38  Food charge: £4.50 Additional Services charge: £10  Total: £48.88		<b>Full Time 08:00-17:30</b> Includes snacks x 2, lunch and tea  Session charge: £52.25  Food charge: £6 Additional Services charge: £15.20  Total: £73.45	

<b>Fees for 3-5 Year Olds (Commencing a term after a child's 3<sup>rd</sup> birthday)</b>			
<b>Term Time AM</b> 09:15 - 12:45 Term time only Includes snack & lunch  Session charge £19.25  Food charge: £3.75 Additional Services charge: £7  Total: £30	<b>Term Time PM</b> 13:00 - 15:30 Term time only Includes snack  Session charge: £13.75  Food charge: £0.75 Additional Services charge: £5  Total: £19.50	<b>Full Time AM</b> 08:00 - 12:45 (49 weeks p/a) Includes snack & lunch  Session charge: £26.13  Food charge: £3.75 Additional Services charge: £9.50  Total: £39.38	<b>Full Time PM</b> 13:00 – 17:30 (49 weeks p/a) Includes snack & tea  Session charge: £24.75  Food charge: £2.25 Additional Services charge: £9  Total: £36
<b>Term Time 9:15-15:30</b> Includes snacks x 2 and lunch  Session charge: £34.38  Food charge: £4.50 Additional Services charge: £12.50  Total: £51.38		<b>Full Time 08:00-17:30</b> Includes snacks x 2, lunch and tea  Session charge: £52.25  Food charge: £6 Additional Services charge: £19  Total: £77.25	

## **Social Bubbles**

We require that you sign up to sessions on either Monday/Tuesday **or** Wednesday/Thursday/Friday. A child's sessions remain the same each week in order to maintain the same social bubbles. In doing so, children are able to play with all of their friends attending in the same bubble and no physical boundaries are needed within nursery.

### **Minimum Sessions - 2 Year Olds (until the term after your child's third birthday):**

We ask that your child attends a minimum of two sessions (half days), either on Monday/Tuesday or Wednesday/Thursday/Friday.

### **Minimum Sessions – 3/4/5 Year Olds (from the term after your child's third birthday):**

Children aged 3+ will be allocated all of the sessions within their bubble (Monday/Tuesday or Wednesday-Friday). You will be able to select whether these are term time or all-year-round. Please bear in mind that there are 6 available term time sessions and 6 full time sessions each day. If either one is oversubscribed you will be offered the alternative session. We ask that your child regularly attends a minimum of three sessions (half days), either on Monday/Tuesday or Wednesday/Thursday/Friday. Please inform Lucy if you do not intend your child to attend all of their allocated sessions on a regular basis by emailing [Lucy@whatcombefarm.com](mailto:Lucy@whatcombefarm.com). Provided attendance patterns are agreed 4 weeks in advance, unattended sessions will not incur additional services or food charges.

## **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 open on Christmas Eve when it falls on a weekday and close at 12:45pm.

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](mailto: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](mailto:lucy@whatcombefarm.com)). The notice period begins from the date this email is sent.

### **Payment of fees**

Payments are in advance and must be made by online banking, Standing Order or Childcare Vouchers within 7 days of issue. We may agree to payment by cash or cheque in exceptional circumstances, but it is your responsibility to obtain a receipt from the Finance Director or Nursery Managing Director as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £25). We reserve the right to refuse to admit children where fees are late until payment is received.

### **Deposit**

Whatcombe Farm Nursery requires a £50 deposit with a completed registration pack in order for a child to be enrolled. This deposit is non-refundable and covers admin costs, unless it is for an early years entitlement place (where a child attends only for funded hours), in which case it will be 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.

## Reviewing Fees

Fees are reviewed in May 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, existing parents and those who have enrolled but not yet started at nursery will be notified by May 31<sup>st</sup> of changes that will take effect from 1<sup>st</sup> September that year. If a parent wishes to discuss the changes made to the fees, they should contact Lucy: [lucy@whatcombefarm.com](mailto:lucy@whatcombefarm.com).

## Emergency or Unplanned Closures

In the event that the nursery is required to close temporarily, 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.

## 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:

[www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)

## 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. 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. [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)  
Whatcombe Farm Nursery is registered for both these schemes.

## Additional Services

Additional service charges cover:

- Use of the Forest School

- Visits and activities in Whatcombe Farm gardens
- Trips to the chickens
- Half termly pottery lessons with Jo (our nursery cook)

(When safe, we will welcome our singing teacher Willow from Sing-a-Ling back to lead weekly sessions, which are covered by additional service charges)

### **Early Years Entitlement**

We provide places for Early Years Entitlement. EYE is available to all 3 year and 4 year olds and activates the term after the child's 3rd birthday. Some two year olds are also eligible for early years extended funding.

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.

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 extended hours funding where applicable.

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

Maximum universal entitlement/ 2 year funding claims per term:

Spring: 165 hours

Summer: 237.5 hours

Autumn: 225 hours

### **Universal Entitlement**

Universal Entitlement (often called 15 hour funding) is every child's entitlement the term after their third birthday.

The funding covers 15 hours per week, 38 weeks of the year (the number of term time weeks). This can be stretched across the year, equating to 570 funded hours per year.

### **Extended Entitlement**

Some families qualify for extended entitlement (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 30 hours childcare for parents of 3- and 4-year-olds in England, please see the government website for more information regarding this: [www.gov.uk/government/publications/30-hours-free-childcare-eligibility](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility)

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 30 hours childcare website <https://childcare-support.tax.service.gov.uk>.**

Families who are eligible to receive 30 hour funding are required to sign a 30 hour funding agreement with the nursery, and provide their National Insurance numbers, which will be used to check eligibility to 30 hours funding on a termly basis. Without this, extended entitlement cannot be claimed.

Parents are responsible for confirming their eligibility to receive 30 hour funding on the government website each term. Where eligibility for 30 hour 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.

<b>Date parent's 30 hours eligibility code becomes invalid:</b>	<b>LA audit date:</b>	<b>Grace Period end date:</b>
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

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 (15 hours per week maximum, term time only) 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)
- 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 £5.50 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.

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 (£5.50) 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 being claimed both of universal and extended entitlement. Each invoice will also display how the funding is being divided across all months within the funding period.

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 **4 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 £5.50 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.

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 **4 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, or where possible, funded hours will be claimed.

### 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 sometimes parents are late collecting at the end of their session due to unforeseen circumstances. 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 £5.50 late collection fee will be charged. This will be added to a family's next invoice.

### 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. Funding can be used for additional sessions where a child has unused hours in that term.

**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	September 2020
Date of review	May 2021