

sunrise day nursery

fee and funding policy

1. This policy was reviewed and approved by Nature Nurture Nurseries Limited.
2. This policy is effective from 1st April 2020.
3. All fees are payable monthly in advance by Standing Order/Direct Debit/BACS/Childcare Voucher/Tax Free Childcare/Debit Card/Credit Card/Cash/Cheque.
4. Fees are due no later than the 1st of each month.
5. Dependant on your child's start date you may be required to pay your first month's fees by cheque, BACS or debit/credit card to ensure payment is received on or before your child starting Nursery.
6. **Failure to pay your invoice by the 1st of each month will incur a late payment charge - this will be applied at £5.00 per day of late payment. Continued failure to pay by the 1st of each month will result in termination of the child's place.**
7. If Tax Free Childcare or Childcare Vouchers are used to part or fully pay the invoice, these must be received no later than the 1st of the month. Please be mindful when setting the date for payment, that these payments will take 3-5 days from the date of payment, to clear in our account.
8. Nature Nurture Nurseries Limited uses a calculation of cost of session x number of sessions x 52 weeks divided by 12 months to ensure a regular monthly fee is payable. Fees will be charged per session attended for the month when the child starts Nursery (if this date is not the 1st of the month), leaves Nursery (if this date is not the end of the month) or has a booking pattern change within the month.
9. You are not permitted to 'swap' sessions if your child is unable to attend for any reason. Subject to availability, you may be able to book a chargeable additional session, but your current booking pattern will remain fully chargeable.
10. Monthly invoices will be issued approximately five working days prior to the 1st of each month.
11. If fees are funded by your employer, a University or College grant or any other third party, Nature Nurture Nurseries Limited will hold the parent responsible for all outstanding fees.
12. From time to time Nature Nurture Nurseries Limited may offer discounts or incentives to parents - these are non-contractual and do not form part of the terms and conditions and can be withdrawn at any time without notice, as will be the case should invoices not be paid according to our terms and conditions. This includes sibling discount.
13. Whilst all best efforts are made to ensure the accuracy of invoicing including the correct allocation of funded hours, if an error is identified, this will be immediately rectified and any additional fees that are subsequently due will be payable within 14 days.
14. Nursery fees are inclusive of the below until a child reaches eligibility for either the Universal Funding Entitlement (15 Hours) or Extended Funding Entitlement (30 Hours), in the term after they turn 3. Children of parents meeting certain criteria may also be eligible for 15 Hours Funding Entitlement from the term after their child turns 2. For details of fees and charges once your child becomes eligible for Early Years Funding, please refer to points 16 and 29 of this policy.
 - All Meals and Refreshments
 - Local Visits, Trips and Walks
 - Nappies and Wipes
 - Sun Cream
15. This fee policy should be read in conjunction with the Nursery terms and conditions and will be reviewed annually with reference also to the Local Authority's guidelines.
16. The start and end times and charges for each session can be found on our current Fee Sheet and Monthly 3 & 4 Year Old Funded Charges Sheet. Please ask the Nursery Manager for a copy of these documents if you have not already received them. We reserve the right to review our standard fees on an annual basis and to review our offer of the 15 and 30 hour funding each term, in line with any Local Authority changes.

17. Additional charges include:

Registration Fee - Non-refundable (not applicable for children accessing only the funded hours)	£50.00
Deposit - refundable when the child leaves* (subject to full settlement of the account). Deposits for children accessing only the funded hours will be refunded within 6 weeks. *Please refer to our Terms and Conditions for full details	£150.00 for 6 sessions or less £300.00 for 7 sessions or more
Nursery Outings (incurring additional travel or other expenses)	As and when they take place
Unfunded Childcare Fees for children accessing funded entitlement hours	See our Monthly 3 & 4 Year Old Funded Charges Sheet

EARLY YEARS FUNDING FOR 2, 3 & 4 YEAR OLDS

All 3 and 4 year olds in England are entitled to the Universal Funding Entitlement of 15 hours per week (during term time only), from the term following their third birthday. Some children, whose parents meet certain criteria, may be eligible for 15 funded hours (during term time only), from the term after their child's 2nd birthday. Some 3 and 4 year old children are also eligible for an additional 15 hours per week (during term time only), from the term after their 3rd birthday. These additional hours are known as the 'Extended Entitlement', or '30-Hours Funded Childcare'. Details of The Early Years Funding Process and how we deliver this funding are described below.

HOW THE EARLY YEARS FUNDING PROCESS WORKS:

The Nursery Manager will ask you to complete a claim form and will then submit this information to the Local Authority prior to the headcount date to ensure that all funding is received. The Local Authority may require specific information from the parent and failure to provide this may result in the Nursery being unable to claim the funding. In this instance, the parent would be wholly responsible for any fees incurred at the standard rates.

Payment is received from the Local Authority on a termly basis - Autumn, Spring and Summer. Dates and weeks vary throughout the year; however, this information is readily available from your Nursery Manager or your Local Authority.

Nature Nurture Nurseries Limited applies the 38-weeks funding over a 51-week period to ensure:

- a regular monthly fee is payable
- the child receiving the funding can attend the Nursery for a full 51-week period (not term time only)

FUNDING FOR CHILDREN AGED 2 YEARS:

18. Early Years Funding for eligible 2 Year Olds is for 15 hours per week during term time only. This equates to 15 hours x 38 weeks = 570 hours per year. We stretch the funding to provide 11.18 hours per week for 51 weeks of the year, which gives you the maximum entitlement of funded childcare. This equates to 47.5 hours per month which will be displayed on your invoice at zero cost.
19. Fully-funded sessions are offered on a Monday and Friday afternoon from 12:30pm to 6:00pm. The entitlement for these sessions is stretched and is capped at 11 hours per week. If you are only accessing your funded hours, this will result in a shortfall of 9 hours over the funded year. These sessions are subject to availability.
20. Invoicing for unfunded attendance will be monthly over 52 weeks, and is chargeable under the same provision as unfunded attendance for 3 and 4 year olds in receipt of either the universal or extended entitlements. Please ask the Nursery Manager for details of specific costs for this unfunded attendance.
21. Nature Nurture Nurseries Limited reserves the right to change the allocated days of the fully funded sessions, by giving at least one term's notice. Details of these sessions are included later in this policy.

To check your eligibility for 2 year old funding, please follow the link below:

<https://fisd.westminster.gov.uk/kb5/westminster/fis/advice.page?id=JTXQ0pQgxpE>

The nationally prescribed dates for eligible 2 year olds to access 15 hours of 2 year old funding are as follows:

A child born on or between:	Will become eligible for a funded place from:
1 April and 31 August	In the term which begins after 1 September following their 2nd birthday
1 September and 31 December	In the term which begins after 1 January following their 2nd birthday
1 January and 31 March	In the term which begins after 1 April following their 2nd birthday

FUNDING FOR CHILDREN AGED 3-4 YEARS - UNIVERSAL AND EXTENDED ENTITLEMENT:

22. The Universal Early Years Funding for all 3 and 4 year olds is for 15 hours per week during term time only. This equates to 15 hours x 38 weeks = 570 hours per year. We stretch the funding to provide 11.18 hours per week for 51 weeks of the year, which gives you the maximum entitlement of funded childcare. This equates to 47.5 hours per month which will be displayed on your invoice at zero cost.
23. The Extended Early Years Funding for eligible 3 and 4 year olds is for 30 hours per week during term time only. This equates to 30 hours x 38 weeks = 1140 hours per year. We stretch the funding to provide 22.36 hours per week for 51 weeks of the year, which gives you the maximum entitlement of funded childcare. This equates to 95 hours per month which will be displayed on your invoice at zero cost.
24. For children requiring hours over and above the Funded Entitlement Hours, we offer the Universal (15 Hours) Entitlement to children attending a minimum of 5 sessions.
25. For children requiring hours over and above the Funded Entitlement Hours, we offer the Extended (30 Hours) Entitlement to children attending a minimum of 4 full days.
26. We offer 'Fully Funded' places for the Universal Entitlement (15 Hours) on a Monday and Friday afternoon from 12:30pm - 6:00pm. The entitlement for these sessions is stretched over 51 weeks and is capped at 11 hours per week. If you are only accessing your funded hours, this will result in a shortfall of 9 hours over the funded year. These sessions are subject to availability.
27. We offer 'Fully Funded' places for the Extended Entitlement (30 hours) from 1:30pm - 6:00pm x 5 afternoons. The entitlement for these sessions is stretched over 51 weeks and provides 22.5 hours funded attendance. These sessions are subject to availability.
28. Fully-funded children will attend 51 weeks as the entitlement will be stretched, but invoicing for unfunded attendance will be monthly over 52 weeks.
29. The Department for Education's Operational Guidance for the delivery of the 30 Hours Funding says: "Government funding is intended to deliver 15 to 30 hours a week of funded, high-quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities". In order for us to provide you with the highest quality childcare, and to ensure we are able to continue to offer the fully funded hours to families, once your child becomes eligible for either the Universal or Extended entitlement, charges for hours attended outside the funding entitlement are set at a level higher than our standard fees. Full details of the cost of unfunded attendance, can be found on our Funded Charges Fee Sheet. Please ask the Nursery Manager for a copy if you have not yet received this.
30. Your Funded Entitlement Hours will be displayed on your invoice as free at point of delivery (£0.00)
31. Charges for unfunded attendance will be detailed separately on your invoice.
32. Nature Nurture Nurseries Limited reserves the right to change the allocated days and/or times of the fully-funded sessions, by giving at least one term's notice.
33. Eligibility stops at the end of the term before your child is due to start Reception Class at their new school. The stretched funded offer ends each year in mid-August. The Nursery Manager will be able to advise you of the exact date, however, as we stretch the funding equally over the year, your full monthly entitlement of funding will be applied to your August invoice.
34. Funded entitlement sessions cannot be swapped.

The nationally prescribed dates for determining eligibility for both the universal (15 hours) and extended funded entitlement (additional 15 hours) are as follows:

A child born on or between:	Will become eligible for a funded place from:
1 April and 31 August	In the term which begins after 1 September following their 3rd birthday
1 September and 31 December	In the term which begins after 1 January following their 3rd birthday
1 January and 31 March	In the term which begins after 1 April following their 3rd birthday

The following terms and conditions will also govern the basis upon which we agree to provide the funded entitlement childcare services:

1. The provision of funded entitlement is subject to Government funding and will be reviewed every term in line with any Local Authority changes.

2. Parents who have a current positive determination of eligibility from HMRC and are eligible for the extended entitlement must ensure they notify the Nursery of their unique eligibility code at least 6 weeks before the start of the term in which parents wish to commence their funded hours. Failure to do this will result in the Nursery being unable to claim the extended entitlement on their behalf and the full sessional price will be charged to the parent. Parents are required to renew their code with HMRC every 3 months. If a parent stops being eligible for the extended entitlement, this will result in the termination of the child's extended entitlement and fees will be charged as per the Nursery's fee structure. Parents wishing the Nursery to make a claim for the universal funded hours on their behalf must also notify the Nursery Manager of their intention to use these funded hours at the Nursery, at least 6 weeks before the term in which the claim will commence.
3. Completion, by the parent, of the Local Authority parent declaration form.
4. Failure to pay non-funded fees will lead to the exclusion of the child.

30 HOURS FUNDING ELIGIBILITY & APPLICATION

You can check if you are eligible for the extended entitlement, or find further information about 15 or 30 hours funding, and other help available with childcare costs, by visiting the government's Childcare Choices website at www.childcarechoices.gov.uk

To secure your 30 hour funded place, you must obtain your eligibility code by the end of the month prior to the start of the new term i.e. for the Spring Term - 31st December; Summer Term - 31st March; Autumn Term - 31st August.

HMRC RULES DICTATE THAT IF YOU DO NOT OBTAIN YOUR ELIGIBILITY CODE BY THIS DATE, YOU WILL NOT BE ENTITLED TO THE 30 HOURS FUNDING UNTIL THE FOLLOWING TERM. WHILST WE WILL MAKE BEST EFFORTS TO REMIND PARENTS TO APPLY FOR THE 30 HOURS FUNDING, THIS REMAINS WHOLLY THE RESPONSIBILITY OF THE PARENT, AND NATURE NURTURE NURSERIES LIMITED DOES NOT ACCEPT ANY RESPONSIBILITY FOR PARENTS NOT ABLE TO ACCESS THE 30 HOURS FUNDING BECAUSE THEY HAVE NOT OBTAINED THEIR UNIQUE ELIGIBILITY CODE FROM HMRC ON TIME. IT IS ALSO THE PARENT'S RESPONSIBILITY TO RENEW THE 30 HOUR CODE QUARTERLY, AND NATURE NURTURE NURSERIES LIMITED DOES NOT ACCEPT ANY RESPONSIBILITY FOR FEES INCURRED AS A RESULT OF A PARENT FAILING TO RENEW THEIR 30 HOURS ELIGIBILITY CODE. YOU MUST NOTIFY US IMMEDIATELY IF YOU BECOME AWARE THAT YOU HAVE FALLEN OUT OF ELIGIBILITY.

PLEASE NOTE THAT WHILST HMRC RULES DICTATE THAT YOU MUST OBTAIN YOUR 30 HOUR ELIGIBILITY CODE BY THE END OF THE MONTH PRIOR TO THE NEW TERM (AS REFERENCED ABOVE), IN ORDER FOR US TO FACILITATE THE EFFECTIVE ADMINISTRATION OF THE FUNDED HOURS, WE MUST HAVE YOUR 30 HOUR ELIGIBILITY CODE AT LEAST 6 WEEKS BEFORE THE START OF THE TERM IN WHICH YOU WISH TO BEGIN ACCESSING THE FUNDED HOURS. IF YOU ARE ONLY WISHING TO ACCESS THE UNIVERSAL ENTITLEMENT OF 15 HOURS, YOU MUST ALSO NOTIFY THE NURSERY MANAGER AT LEAST 6 WEEKS BEFORE THE START OF THE TERM IN WHICH YOU WISH TO BEGIN ACCESSING THESE FUNDED HOURS, I.E. FOR THE SPRING TERM - 20TH NOVEMBER, SUMMER TERM - 19TH FEBRUARY, AUTUMN TERM - 21ST JULY.

For more information on the 2, 3 and 4 year old (universal and extended entitlements), please visit:

<https://fisd.westminster.gov.uk/kb5/westminster/fis/advice.page?id=JTXQ0pQgxpE>

We reserve the right to update this policy before the end date provided at point 2 of this policy, subject to Local Authority guidelines and changes in Nature Nurture Nurseries Limited operating procedures.

This document should be read in conjunction with our Nursery Terms and Conditions, current Fee Sheet and Monthly 3 & 4 Year Old Funded Charges Sheets.