



## YEOVIL COLLEGE NURSERY POLICY: ADMISSIONS, FEES & FUNDING

Yeovil College Nursery provides childcare provision that is competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. The Nursery is open between the hours of 8:00 am to 6:00 pm, Monday to Friday.

	Baby Room	Toddler Room	Pre-school 2 – 3 years	3 – 4 year olds Funded	Additional hourly rates for funded children
8:00am – 6:00pm	£52.00	£51.00	£51.00	£51.00	£4.50
8:00am – 1:00pm	N/A	£29.50	£29.50	£28.50	£5.01
1:00pm – 6:00pm	N/A	£29.50	£29.50	£28.50	£5.01
Extra Hours beyond Sessions times	N/A	£6.00	£6.00	£6.00	£6.00
Lunch	Included in price 10 months +	Included in price	Included in price	£3.45	
Tea	Included in price 10 months +	Included in price	Included in price	£3.45	
Snacks	Included in price 10 months +	Included in price	Included in price	see additional services	
Meal Package full day				£6.00	
<b>Non Refundable Administration Fee £50</b>					
<b>Refundable Retainer Fee £60</b>					
This will be deducted from your final invoice providing we receive 8 weeks' notice.					
<b>Baby Room</b>					
Parents are to provide babies meals and formula milk for the day. Children over 10 months old can have nursery lunches, snacks and teas at no extra cost. We only offer full days in our baby room due to high demand for places.					
Additional services charge for children accessing EYE funding & Extended funded hours 55p for each funded hour claimed. Meals will be shown as an additional charge on the invoice as these are not included in the funded hours.					
We ask that children are collected promptly by 6 pm after that we will charge £6.00 for every fifteen minutes that childcare is provided.					

Parents/carers will be expected to provide nappies, wet wipes, nappy creams, sun-screens and any other items their child requires during their day at nursery.

Fees are payable one month in advance and should be paid by the due date. Invoices are sent via email from the college finance department. If fees are not paid within 7 days of the due date a £10.00 administration fee could be charged to your account.

Please read and complete the contract agreement and child registration form. Your contract shall last until it is terminated by either you or us by giving notice to the other in writing; a minimum of 8 weeks' notice is required. You are liable for the fees during this notice period. The Early years Entitlement will be claimed by the nursery for 4 weeks' of the notice period. A notice period of 8 weeks is also required for any reduction in sessions. Extra sessions can be booked in advance or if available at short notice. Extra sessions booked will be charged in arrears on next month's fees.

A reservation fee of £50.00 will be charged to secure your place and this is non-refundable. A retainer fee of £60 is payable (this will be deducted from your final invoice as long as the 8 weeks' notice is adhered to). Children solely using Early Years Entitlement will be exempt from this charge. An increase of fees will take place each year in September. Parents are advised of this in writing via email.

### **Payment methods**

Preferred payment is by BACS transfer quoting your Nursery account number and invoice number; these can both be found on your invoice. Payments can also be paid in cash, childcare vouchers or credit/debit card at the Payments Office. The Payment Office Opening hours are as follows: Monday to Thursday 8.30am – 4:30pm & Friday 8.30am – 4pm. If you would like to pay your invoice by Debit/Credit card, please telephone the Finance Office on Tel: 01935 845335.

### **Holidays and days absent**

Two weeks at half fees in any one year pro rata, from the 1<sup>st</sup> September to 31<sup>st</sup> August. Notice of annual holidays in writing to the office must be given one month in advance to qualify for half fees. The nursery is closed on bank holidays and over the Christmas period (we are closed on Christmas Eve and reopen on the 1<sup>st</sup> working day after New Year); there is no charge for these dates. Occasional days absent from Nursery due to illness are paid for. Prolonged absence of more than three months due to illness or hospitalisation will be given special consideration.

### **Unavoidable closure**

In the event of the nursery having to close for reasons beyond our control, for example severe weather conditions, outbreaks of flu, swine flu or other illnesses etc. full fees will be charged.

### **Additional services charge**

When your child becomes funded their funding will be accessed in sessions, either as 5 hours sessions (morning or afternoon) or 10 hours sessions (8am to 6pm). When you are accessing funded hours there will be an additional charge of 55p per hour. This charge reflects:

- Childcare staff hold a minimum Level 3 childcare qualification, 4 of which hold an Early years Foundation Degree and 2 of which hold a BA honours in Early years Childcare and Education
- **All childcare staff** receive full and relevant Paediatric First Aid, Food Hygiene and Child Protection training.
- No charge for Bank Holidays and Christmas closure.
- Two weeks at half fees for holiday entitlement.
- All meals are freshly prepared on site by our fully qualified chef on a 4 week rota to ensure variety and special diets are catered for.

- Milk and snacks
- Regular involvement with our vegetable patch, exploring the mud kitchen and building dens.
- Forest School Programme starting from September for our pre-school children led by our 2 fully-qualified, level 3 instructors.
- Access to interactive white board to enhance children's knowledge of the developing digital world.
- Funding flexibility with no restrictions other than a maximum of 10 hours to be taken per day.
- Extra-curricular activities including Sports Hall, Nativity, special events including visits from theatre.
- Christmas party and school leavers party, Santa visits.
- New Library borrowing service set up in the college learning centre.
- The ability to book extra sessions in advance, if there are spaces.

### **Early Years Entitlement (EYE)**

This will start in the funding period after your child's 3<sup>rd</sup> birthday and will last until your child starts school. This entitles your child to a maximum number of 570 hours of universal Early Years Entitlement per year until they start school. It is important to realise that your child is only entitled to a percentage of the 570 hours the term after their 4<sup>th</sup> birthday. This is because they will not attend for the full year. If your child attends another setting it is your responsibility to make us and the other setting aware of this arrangement.

The Nursery does not offer prime sessions (e.g mornings or full days) unless additional services and meals are paid for. The Nursery has a limited number of spaces available in the afternoon only (1pm-6pm) for parents wishing to solely access EYE. When these spaces are taken, if you still want your child to attend, you will be agreeing to pay charges for additional services and meals.

### **30 hours Early Years Entitlement**

The extended EYE (30 hours) is only available to parents who meet the eligibility criteria. You can check eligibility by logging into [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you are eligible you will need to apply for, and obtain, a 30 hours code via your Childcare Service account. Regulation requires us to validate your 30 hours code with the Local Authority using your child's date of birth, parents' National Insurance number and the 30 hours DERN code that is given to you when you apply. By completing this information on our form you are giving us consent to validate your 30 hours code. Applications for this funding need to be made the term before your child turns 3 and you need to verify the details that you supply every 3 months to ensure that you continue to get funding.

Please remember it is your responsibility to apply for the 30 hours and to re-validate your application online every 3 months.

### **All Year Stretched Funding**

Parents may choose to "stretch" their Early Years Entitlement so you can access your child's funding all year round. This means they will receive 47.5 universal hours per month or 95 universal and extended funded hours per month if eligible.

The following information will be required:

- A copy of your child's birth certificate
- A completed and signed parent declaration form
- A completed 30 hours Extended Entitlement Consent form

Parents will be required to pay for:

- Hours that exceed the Early Years Entitlement Funding allowance
- An additional services fee of 55p per hour, this covers additional activities and services that the setting provides as detailed above.

### **Funding for 2 year olds**

The Nursery is in receipt of 2 year old funding; Somerset County Council will pay for a place for up to 15 hours per week (570 hours per year).

This funding is only available to families with 2 year old children who meet the criteria.

For further information and details on how to apply for 2 year funding and the Early Years Entitlement for 3 and 4 year olds, please go to [www.somerset.gov.uk/eye](http://www.somerset.gov.uk/eye)  
Telephone: Somerset County Council 0300 123 2224

### **Working Tax Credit**

If you receive working tax credit you may be able to get help towards the cost of childcare. For further details visit HM Revenue and Customs (HMRC) website. [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

### **Childcare Vouchers**

The Nursery accepts childcare vouchers from a variety of different providers including Busy Bees, Sodexo & Accor.

### **Tax Free Childcare (TFC) Payments(Government Scheme)**

The Nursery also accepts Tax Free Childcare (TFC) payments. When you join this scheme you will be given a reference number; please send this via email to the Finance Department at [Finance.Admin@yeovil.ac.uk](mailto:Finance.Admin@yeovil.ac.uk) Without it, we will not know who the payment is from and will be unable to allocate the funds to your Nursery account.

### **Learner Support Fund**

Students attending certain courses may be eligible for funding from the Learner Support Fund. Information can be obtained from the Student & Customer Services Team at Yeovil College on Telephone 01935 845452.

### **Care to Learn**

Students aged between 16 years to 19 years requiring childcare to attend college may also be eligible for funding from Care to Learn. This may pay for all their childcare fees and transport. For more information please visit <https://www.gov.uk/care-to-learn>

Policy Review				
Author/Owner	Position	Approved by Corporation	Approval date	Review date
Michelle Blundell	Children's Centre Manager	Signed: <i>[Signature]</i>	09.05.19	Annual

### Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Hobson	Updated to reflect new fee entitlements	26.10.17	-	Yes
Michelle Blundell	Updated to reflect additional services fee for children accessing Early Years Entitlement and extended hours funding; fee increase and extended notice period; adjustments made to ensure sustainability	20.06.18	07.11.17	Yes
Michelle Blundell	Updated to reflect fee increase	22.04.19	27.06.18	Yes

Initial Equality Impact Screening			
Have you consulted on this policy? <input checked="" type="checkbox"/> Yes Details: Somerset County Council, Support Services for Education (SSE)			
What evidence has been used for this assessment? Offering the Early Years Entitlement in Somerset – Getting it Right. Guidance on writing a Fees Policy (SSE). Somerset provider agreement EYE Sept 2017, Section 5 – Charging.			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the policy proceed to a full Equality Impact Assessment? No If no, please give reasons: there is no negative impact. Details where parents/carers can access additional funding where applicable. Clear pricing and guidance regarding fees being charged.			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment is not required.  We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Michelle Hobson		Position: Children's Centre Manager	Date: 26.10.17
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 07.11.17 & 27.06.18
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			

