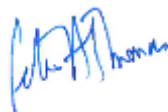


## YEOVIL COLLEGE NURSERY POLICY: ADMISSIONS, FEES & FUNDING



Policy Review					
Author/Owner	Position	Approved by:	Approval Date	Review Cycle Review Date	Published on Website Y/N
Michelle Blundell	Children's Centre Manager	Corporation Signed: 	6/7/23	Annually Apr	Y

Document Control – Revision History (Policies only)					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	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
Michelle Blundell	Updated to reflect fee increase and coronavirus outbreak	09.07.20			
Michelle Blundell	Updated to reflect changes to additional services charge and increase in fee in line with inflation. Daily charge increase of £4 Consumables charge of £1.40 per funded hour to now include meals and snacks( this was previously 70p per funded hr but did not include meals and snacks, they were charged at £6 per day Meals and snacks now included in consumables charge for funded children Holiday allowance reduced from 2 weeks to 1 week @ ½ fees	31/5/22		v1	
Michelle Blundell	<b>Children centre Fees</b> policy- price increases just under 10%, Baby - £59.50 up to £65.00 (range of competitors £59.95-£72.35), 2-4 yrs £58.00 to £64.00 (range £57 - £64.65), Clause about covid absence retained	26/5/23		v2	

**Initial Equality Impact Screening**

**Has anyone else been consulted on this policy and/or procedure?**

**What evidence has been used for this impact screening (e.g. related policies, publications)?**

**Declaration (please tick one statement and indicate any negative impacts)**



I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.



I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage & civil partnership
- Pregnancy & maternity

<b>Completed by:</b>	Michelle Blundell	<b>Position:</b>	Head of Yeovil College Nursery	<b>Date:</b>	26/05/23
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Reviewed by Equality & Diversity Group: YES

If Yes: Date: 07.11.17 & 27.06.18

I confirm that any recommended amendments have been made

**Summary of Comments including Recommendations from Equality & Diversity Group Review:**

<b>Amended by Author:</b>		<b>Position:</b>		<b>Date:</b>	
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## Contents

1. FEES .....	4
2. LATE PAYMENT OF FEES .....	5
3. PAYMENT METHODS.....	5
4. HOLIDAYS AND DAYS ABSENT .....	6
5. TERMINATION OF CONTRACT .....	6
6. UNAVOIDABLE CLOSURE .....	6
7. EARLY YEARS ENTITLEMENT (EYE).....	6
8. 30 HOURS EARLY YEARS ENTITLEMENT .....	7
9. ALL YEAR STRETCHED FUNDING.....	7
10. FUNDING FOR 2 YEAR OLDS.....	8
11. WORKING/UNIVERSAL TAX CREDIT .....	8
12. CHILDCARE VOUCHERS.....	8
13. TAX FREE CHILDCARE (TFC) PAYMENTS (GOVERNMENT SCHEME) .....	8
14. LEARNER SUPPORT FUND.....	9
15. CARE TO LEARN.....	9

## 1. FEES

1.1 Yeovil College Nursery provides childcare provision that is competitively priced. The prices shown in the table below will be effective from 1 September 2023. 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.

	3 months – 2 years	2 - 4 years	2, 3 & 4 Year funded (Eligible children) See additional info for 2 year funding	Additional hourly rates for funded children
8:00am – 6:00pm	£65.00	£64.00	£64.00 if not covered by funding	£6.40
8:00am – 1:00pm	N/A	£35.00	£35.00 if not covered by funding	£7.00
1:00pm – 6:00pm	N/A	£35.00	£35.00 if not covered by funding	£7.00
Extra Hours beyond Sessions times	N/A	£8.00	£8.00	
Lunch	Included in price 10 months +	Included in price	included	
Tea	Included in price 10 months +	Included in price	included	
Snacks	Included in price 10 months +	Included in price	included	
Non-Refundable Administration Fee £60				
Refundable Retainer Fee £80 This will be deducted from your final invoice providing we receive 6weeks' notice.				
<b>Baby Room</b> Parents are to provide babies weaning 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.				
For children accessing EYE funding & Extended funded hours we will apply a consumables charge of £1.80 per funded hour claimed. (this will also include the cost of meals and snacks)				
We ask that children are collected promptly by 6pm after that we will charge £10.00 for every fifteen minutes that childcare is provided.				

- 1.1.1 Parents/carers will be expected to provide nappies, wet wipes, nappy creams, sunscreens and any other items their child requires during their day at nursery.
- 1.1.2 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.
- 1.2 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 6 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 4 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.
- 1.3 An administration fee of £60.00 will be charged to secure your place and this is non-refundable. A retainer fee of £80 is payable (this will be deducted from your final invoice as long as the 6 weeks' notice is adhered to). Children solely using Early Years Entitlement will be exempt from this charge. Parents are advised of an increase in fees one month in advance via email. Fees will increase annually; in some circumstances it may be necessary for this to happen twice annually where there has been a significant increase in costs to the business.

## **2. LATE PAYMENT OF FEES**

- 2.1 If fees are not paid within 7 days of the due date a £10.00 administration fee could be charged to your account. If you have not received an invoice by the 5<sup>th</sup> of every month it is the parents/carers responsibility to inform the nursery.

## **3. PAYMENT METHODS**

- 3.1 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 by, 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.
- 3.2 For any queries about your invoice please call the nursery on 01935 845471 or email us at [nursery@yeovil.ac.uk](mailto:nursery@yeovil.ac.uk)

3.3 If you prefer you can email the finance team at [finance.admin@yeovil.ac.uk](mailto:finance.admin@yeovil.ac.uk)

#### **4. HOLIDAYS AND DAYS ABSENT**

4.1 One week 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 re-open on the 1<sup>st</sup> working day after New Year); there is no charge for these dates. Days absent from Nursery due to illness must be paid for. Absence due to coronavirus symptoms or a positive test result of COVID-19 must be paid for. This also includes if you, your child or a member of your family are having to self-isolate, therefore meaning your child is unable to attend. Prolonged absence of more than three months due to illness or hospitalisation will be given special consideration.

#### **5. TERMINATION OF CONTRACT**

5.1 If we feel a child or their family is putting others at risk due to their behaviour, the nursery reserves the right to terminate their place having due regard to our safeguarding responsibilities. The nursery also reserves the right to terminate your contract for non-payment of fees of more than 2 months in arrears unless otherwise agreed with the manager.

#### **6. UNAVOIDABLE CLOSURE**

6.1 In the event of the nursery having to close for reasons beyond our control, for example severe weather conditions, emergency incidents, outbreaks of flu, coronavirus, swine flu or any other infectious diseases full fees will be charged.

#### **7. EARLY YEARS ENTITLEMENT (EYE)**

7.1 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.

7.2 When your child becomes funded their funding will be accessed in sessions, either as 5 hour sessions (morning or afternoon) or 10 hour sessions (8am to 6pm).

- 7.3 A consumables charge of £1.80 per hour is made for funded sessions except where the parent/carer is in receipt of Early Years Pupil Premium (EYPP) or chooses to solely use our 1 till 5:30pm session (a charge will apply if you wish your child to have tea). We can help you apply for EYPP via the nursery.

All prices include:

- Drinks, Meals, (snack with fruit and freshly prepared healthy meals by our inhouse qualified chef).
- Funding flexibility with no restrictions other than a maximum of 10 hours to be taken per day.
- Extra-curricular activities including Sports Hall, special events. Regular access to our onsite Woodland Programme
- Children's Library borrowing service provided by our Yeovil College Learning Centre.
- Free events throughout the year, such as Christmas parties, Santa visits and leavers party.
- Daily access to our interactive, touch screen white board to enhance children's knowledge of the developing digital world.

## **8. 30 HOURS EARLY YEARS ENTITLEMENT**

- 8.1 The extended EYE (30 hours) is only available to parents who meet the eligibility criteria. You can check eligibility by logging into<sup>1</sup>. 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. Failure to do so will result in your funding being stopped.

## **9. ALL YEAR STRETCHED FUNDING**

- 9.1 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.

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<sup>1</sup> [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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

## **10. FUNDING FOR 2 YEAR OLDS**

10.1 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).

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

10.3 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<sup>2</sup>

10.4 Telephone: Somerset County Council 0300 123 2224

## **11. WORKING/UNIVERSAL TAX CREDIT**

11.1 If you receive working/universal tax credit you may be able to get help towards the cost of childcare. For further details visit HM Revenue and Customs (HMRC) website<sup>3</sup>.

## **12. CHILDCARE VOUCHERS**

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

## **13. TAX FREE CHILDCARE (TFC) PAYMENTS (GOVERNMENT SCHEME)**

13.1 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.

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<sup>2</sup> [www.somerset.gov.uk/eye](http://www.somerset.gov.uk/eye)

<sup>3</sup> [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)



## **14. LEARNER SUPPORT FUND**

- 14.1 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.

## **15. CARE TO LEARN**

- 15.1 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<sup>4</sup>

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<sup>4</sup> <https://www.gov.uk/care-to-learn>