


Reference Number: P53

**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	SMT Corporation 	24/4/24 11/7/24	Annually Apr	N

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	Children centre Fees 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	
Michelle Blundell	Children centre Fees policy- price increases just under 6%, Baby - £65.00 up to £70.00 Include new government early years funding for all working parents with children from 9 months + Consumables fee increased from £1.80 to £1.90 and now includes wipes and sunscreen, iconnect parentzone Increased retainer fee from £80 to £100	5/3/24		v3	

Initial Equality Impact Screening					
Has anyone else been consulted on this policy and/or procedure?					
No					
What evidence has been used for this impact screening (e.g. related policies, publications)?					
New government funding for babies & 2 years in place for September 24					
Declaration (please tick one statement and indicate any negative impacts)					
<input checked="" type="checkbox"/> 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.					
<input type="checkbox"/> 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:					
<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity					
Completed by:	Michelle Blundell	Position:	Head of Yeovil College Nursery	Date:	19/04/24
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:					
Amended by Author:		Position:		Date:	

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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 2024. 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. We ask that children are collected promptly by 6pm at the very latest, after which we will charge £10 for every fifteen minutes that childcare is provided.

	3 months – 2 years	2 - 3 years	3 & 4 Year funded (Eligible children) See additional info for 2 year funding
8:00am – 6:00pm	£70.00	£70.00	£68.00 if not covered by funding
Hourly rate for non funded hrs (full day)	£7.00	£7.00	£6.80
8:00am – 1:00pm	N/A	£37.00	£37.00 if not covered by funding
1:00pm – 6:00pm	N/A	£37.00	£37.00 if not covered by funding
Hourly rate for non funded hours (half day)	N/A	£7.40	£7.40

2. NEW EARLY YEARS EDUCATION ENTITLEMENT FOR WORKING PARENTS OF BABIES AND 2 YEAR OLDS

- 2.1 Eligible children will be entitled to early years funding the term after they turn 9 months. This will entitle them to up to 570 hours of funded childcare per year, equating to 11 hours per

week. This funding is only available to working parents. You can check your eligibility on [HM Government Childcare Choices](#)

3. UNIVERSAL EARLY YEARS EDUCATION ENTITLEMENT FOR ALL 3 AND 4 YEAR OLD CHILDREN

3.1 All 3 and 4 year olds are entitled to up to 570 hours of funded childcare per year. This will start in the funding period after your child's 3rd birthday and will last until your child starts school. It is important to realise that your child is only entitled to a percentage of the 570 hours the term after their 4th 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.

4. EXTENDED EARLY YEARS ENTITLEMENT FOR WORKING PARENTS OF 3 AND 4 YEAR OLDS

4.1 Eligible parents will be able to claim an additional 570 hours of funding per year, The extended EYE (30 hours) is only available to parents who meet the eligibility criteria. You can check eligibility by logging into¹.

5. EARLY YEARS EDUCATION ENTITLEMENT FOR 2 YEAR OLDS OF PARENT IN RECEIPT OF BENEFITS.

5.1 The Nursery is in receipt of 2-year-old funding; Somerset County Council will pay for a place for up to 570 hours per year, this equates to 11 hours of funding per week.

5.2 This funding is only available to families with 2-year-old children who are in receipt of certain benefits.

5.3 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 to².

5.4 Telephone: Somerset County Council 0300 123 2224

¹ www.childcarechoices.gov.uk

² www.somerset.gov.uk/eye

6. ALL YEAR STRETCHED FUNDING

- 6.1 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 up to 47.5 universal hours per month or 95 (universal + extended) funded hours per month if eligible.

7. WHAT YOU NEED TO PROVIDE

- 7.1 Parents/carers will be expected to provide any formula milks, nappies, nappy creams, and any other items their child requires during their day at nursery.

8. SECURING YOUR PLACE

- 8.1 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 4 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.
- 8.2 An administration fee of £60.00 will be charged to secure your place and this is non-refundable. A retainer fee of £100 is payable (this will be deducted from your final invoice as long as the 4 weeks’ notice is adhered to). Children solely using Early Years Entitlement will be exempt from the administration fee. 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.

9. LATE PAYMENT OF FEES

- 9.1 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.

- 9.2 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 5th of every month it is the parents/ carers responsibility to inform the nursery.

10. PAYMENT METHODS

- 10.1 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.
- 10.2 For any queries about your invoice please call the nursery on 01935 845471 or email us at nursery@yeovil.ac.uk.
- 10.3 If you prefer you can email the finance team at finance.admin@yeovil.ac.uk.

11. HOLIDAYS AND DAYS ABSENT

- 11.1 One week at half fees in any one year pro rata, from the 1st September to 31st 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 1st 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.

12. TERMINATION OF CONTRACT

- 12.1 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.

13. UNAVOIDABLE CLOSURE

- 13.1 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.

14. CONSUMABLES

- 14.1 The government funding pays for a limited number of hours but does not cover the cost of meals, other consumables (such as wet wipes and sunscreen), additional hours or additional activities, therefore a consumables charge of £1.90 per funded 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:

- a. Drinks, Meals, (snack with fruit and freshly prepared healthy meals by our inhouse qualified chef).
- b. Wet wipes and sunscreen
- c. Funding flexibility with no restrictions other than a maximum of 10 hours to be taken per day.
- d. Access to our new digital iconnect ParentZone, allowing two-way communication between you and the nursery via a downloadable app to your phone.
- e. Extra-curricular activities including soundwaves, sports hall, special events and regular access to our onsite Woodland Programme
- f. Children's Library borrowing service provided by our Yeovil College Learning Centre.
- g. Free events throughout the year, such as Christmas parties, Santa visits and leavers party.
- h. Daily access to our interactive, touch screen white board to enhance children's knowledge of the developing digital world.

15. WORKING/UNIVERSAL TAX CREDIT

- 15.1 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) website³.

³ www.hmrc.gov.uk/taxcredits

16. CHILDCARE VOUCHERS

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

17. TAX FREE CHILDCARE (TFC) PAYMENTS (GOVERNMENT SCHEME)

- 17.1 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 Without it, we will not know who the payment is from and will be unable to allocate the funds to your Nursery account.

18. LEARNER SUPPORT FUND

- 18.1 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.

19. CARE TO LEARN

- 19.1 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 visit⁴.

⁴ <https://www.gov.uk/care-to-learn>