

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
Jill Stubbs	Nursery Manager	Peter Thomas, YC Corporation Chair 	16.07.26	Annually	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	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	
Jill Stubbs	Increase daily from £70 to £80 to reflect increase in NMW and NI and ensure sustainability Included information on increase of early years funding for babies from 9month + to 30 hrs per week instead of 15 hrs per week Change to consumables charge, these now need to be voluntary and broken down to state what we are charging for.	15/05/25		v4	

	Clause about Covid removed. Update Student & Customer Services contact number and name to iZone Added link to Care Learn				
Jill Stubbs	Increase Daily rate from £80 to £85 and half day rate from £42 to £45 to reflect NMW and rising costs and ensure sustainability Childcare choices has now changed to Best start in life, link updated	08/04/26		V5	

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 Increase in funded hours from Sept 25 for babies over 9 months					
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					
Completed by:		Jill Stubbs		Position:	Head of Yeovil College Nursery
				Date:	15/05/2025
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 2025. 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 – 18 months	– 18 months- 4 years	Hourly Charge for Non funded hours
8:00am – 6:00pm	£85	£85	£8.50
8:00am – 1:00pm	N/A	£45	£9.00
1:00pm – 6:00pm	N/A	£45	£9.00

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 1140 hours of funded childcare per year, equating to 22 hours per week. This funding is only available to working parents. You can check your eligibility on [Free Childcare for Working Parents: Apply for free childcare - GOV.UK](#)

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 PARENTS IN RECEIPT OF BENEFITS.

- 5.1 The Nursery is in receipt of 2-year-old funding; Somerset County Council will allocate 570 hours of funding per year to eligible children this equates to 11 hours of funding per week when stretched over the full year.
- 5.2 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.
- 5.3 Telephone: Somerset Council 0300 123 2224

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.

¹ [Free Childcare for Working Parents: Apply for free childcare - GOV.UK](https://www.gov.uk/free-childcare-working-parents)

² www.somerset.gov.uk/eye

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 and retainer 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.
- 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

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 via your Tax Free Childcare account.

- 10.1 For any queries about your invoice please call the nursery on 01935 845471 or email us at nursery@yeovil.ac.uk.
- 10.2 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 must be made at least 1 month in advance via email to nursery@yeovil.ac.uk. 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. 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. Here at Yeovil College Nursery we continually strive to ensure our children get the best possible early years experiences. In order to offer this we offer an enhanced provision which is above and beyond the Early Years Foundation Stage (EYFS) requirements. For your child to access these additional services there is a voluntary charge as detailed below

	9-18 months	18 mths-5 yrs	18 mths-5yrs
Meals, snacks and drinks This includes freshly prepared breakfast, 2-course lunch and tea all prepared by our qualified Chef. (special diets and allergy requirements are catered for)	£8 per full day	£8 per full day	£4 per half day
Enhanced provision • High-quality educational resources, toys, and books • Additional staff training to offer a broader range of experiences • Higher staff ratios for safety and tailored learning • Access to our iConnect digital learning journal with daily updates about your child • Support for children with specific learning or developmental needs • Events throughout the year such as Christmas parties, Santa visits, stories with Santa and school leavers and celebratory parties. • Communication friendly status Special educational activities and outings such as: • Forest school sessions • Soundwaves music sessions • Cooking and baking • Children's Library borrowing service with visits to our library. • Regular visits to the college early years classroom and sports hall	£5 per full day	£10 per full day	£5 per half day
Consumables This includes baby wipes and suncream	£1 per full day	£1 per full day	50p per half day

These charges are not applicable if you are in receipt of Early Years Pupil Premium (EYPP) or choose to solely use our 1-5.30 session (a charge will apply if you wish your child to have tea) We can help you apply for EYPP at the nursery.

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.

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 and to us at nursery@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/BURSARY

- 18.1 Students attending certain courses may be eligible for funding from the Learner Support Bursary. Information can be obtained from the iZone at Yeovil College on Telephone 01935 423921.

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.

³ www.hmrc.gov.uk/taxcredits

⁴ <https://www.gov.uk/care-to-learn>