Pennies Free Early Education Fee's Policy – Newnham Court

At our nursery we believe in open communication with all parents/carers and staff and are therefore presenting this fee's policy in order to ensure that everyone fully understands our charging structure. Our fee structure is fully inclusive of all meals, drinks, snacks, activities, consumables and resources. We are open for 51 weeks a year, closing on Public Holidays and the period between Christmas and New Year.

Fees: Fees are payable monthly in advance by Government Tax Free Childcare, Direct Debit or Voucher, in accordance with the rates in force at the time. Fees are reviewed annually, in April of each year, or in the event of any changes to the DFE Statutory Guidance. Two months' notice, in writing, will be given of any changes to current rates (where possible).

	Under 2's	**2-3's**	**Over 3's**
Full time place (7.30am – 6.30pm) Inclusive of all meals and consumables	£2,104.28	£2,068.16	£2,050.09
Full Day (7.30am – 6.30pm) – no funded hours Inclusive of all meals and consumables	£116.50	£114.50	£113.50

Funded hours – (11.03am – 6.30pm) – see page 3	7.45 hrs	7.45 hrs	7.45 hrs
Morning private session (7.30am – 11.03am) – 3.55 hrs Inclusive of all meals and consumables	£42.54	£42.54	£42.54
Optional food charge (11.03am - 6.30pm) **Nb1*	£7.00	£7.00	£7.00
Optional consumable charge (11.03am – 6.30pm) **Nb2*	£6.00	£4.00	£3.00

Funded hours (12.55pm – 6.30pm) – see page 3	n/a	5.59 hrs	5.59 hrs
Morning & lunch private session (7.30am – 12.55pm) – 5.41 hrs Inclusive of all meals and consumables	n/a	£64.83	£64.83
Optional food charge (12.55pm - 6.30pm) **Nb1*	n/a	£4.00	£4.00
Optional consumable charge (12.55pm – 6.30pm) **Nb2*	n/a	£4.00	£3.00

**Nb1* – The optional food charge includes all meals, snacks and drinks whilst your child is accessing their funded hours. Please request a copy of our packed lunch policy from your manager should you choose to supply your own.

**Nb2* – The optional non-food consumables charge includes all nappies & nappy cream (for under 3's) and wipes & suncreams (for all age groups) whilst your child is accessing their funded hours. Please request a copy of our non-food consumables policy from your manager should you choose to supply your own.

Late payments: Fees are to be paid by the 1st of each month. If you are experiencing financial hardship please speak, in confidence to the Manager. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of the Free Early Education will not be able to access additional fee paying hours until any outstanding fees are settled.

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday, or any other reason.

Free Early Education & Additional Fees:
A child is eligible for the Free Early Education (FEE) in line with the Department for Education table below:

A child under two born between	**Will become eligible for FEE entitlement from**
1 July and 30 November	Start of term 1, in September, after turning 9 months old
1 December and 31 March	Start of term 3, in January, after turning 9 months old
1 April and 30 June	Start of term 5, in April, after turning 9 months old

A child turning 2, 3 or 4 between	**Will become eligible for 2 year old or 3&4 year old FEE entitlement from:**
1 April and 31 August	Start of term 1, in September, following their birthday
1 September and 31 December	Start of term 3, in January, following their birthday
1 January and 31 March	Start of term 5, in April, following their birthday

Maximum Funded Hours
A child can claim the maximum number of funded hours per entitlement as detailed below:

Age Range	**FEE Entitlement**	**Yearly Hours**	**Maximum Entitlement per Age Range**
9 months +	Working Parent Entitlement	1140	A maximum of 1140 for eligible 9 months +
2 Year Olds	*Free For Two Funding*	*570*	*A maximum of 570 for eligible 2 year olds *Nb3*
2 Year Olds	Working Parent Entitlement	1140	A maximum of 1140 for eligible 2 year olds *Nb3*
3&4 Year Olds	*Universal Entitlement*	*570*	A maximum of 1140 for eligible 3&4 year olds
3&4 Year Olds	Working Parent Entitlement	570	

**Nb3 - If eligible for both Free For Two Funding and the Working Parent Entitlement, the funding will be split between the entitlements to a maximum of 1140 hours*

The DfE Statutory Guidance states that each child can be funded up to 1140 hours each year over a 38 week period. Children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. If your child attends Pennies in addition to other settings, please speak with the Manager about the most effective way to access the full 30 hours between the settings. No session is to start before 6am or finish after 8pm. Government funding is intended to deliver up to 30 hours a week (**term time**) free childcare. It is not intended to cover any additional childcare hours, additional services or consumables offered by childcare settings or hours outside of term time. The government funded hours are only available for 38 weeks of the year.

We are open for 51 weeks of the year and therefore we 'stretch' the hours over 51 weeks, as follows:

Hours being claimed each week	Maximum hours per annum	Weekly entitlement when stretched over 51 weeks	Funded hours can be accessed
10 hours	380	7.45 hours	11.03am to 6.30pm x 1 day x 51 weeks
20 hours	760	14.90 hours	11.03am to 6.30pm x 2 days x 51 weeks
30 hours	1,140	22.35 hours	11.03am to 6.30pm x 3 days x 51 weeks
15 hours	*570*	*11.18** hours (5.59 hrs each day)*	*12.55pm to 6.30pm x 2 days x 51 weeks*

Free Early Education: We offer the FEE hours as shown in the formats below. Please see how your child can access their hours at this nursery and the associated additional voluntary charges. Your invoice will break down your free (funded) hours and how much the additional costs are outside of your funded hours.

Under 2's

1. One Full Day - (7.30am – 6.30pm)	7.45 hours funded hours, plus optional charges for one day's food of £7, one day's consumables of £6 and 3.55 private non-funded hours of £42.54
2. Two Full Days – (7.30am – 6.30pm)	14.90 hours funded hours, plus optional charges for two day's food of £14, two day's consumables of £12 and 7.10 private non-funded hours of £85.08
3. Three Full Days – (7.30am – 6.30pm)	22.35 hours funded hours, plus optional charges for three day's food of £21, three day's consumables of £18 and 10.65 private non-funded hours of £127.62

2-3's

1. One Full Day – (7.30am – 6.30pm)	7.45 hours funded hours, plus optional charges for one day's food of £7, one day's consumables of £4 and 3.55 private non-funded hours of £42.54
2. Two Full Days – (7.30am – 6.30pm)	14.90 hours funded hours, plus optional charges for two day's food of £14, two day's consumables of £8 and 7.10 private non-funded hours of £85.08
3. Three Full Days – (7.30am – 6.30pm)	22.35 hours funded hours, plus optional charges for three day's food of £21, three day's consumables of £12 and 10.65 private non-funded hours of £127.62
4. Two Full Days – (7.30am – 6.30pm)	*11.18** hours funded hours, plus optional charges for two day's food of £8, two day's consumables of £8 and 10.82 private non-funded hours of £129.66*

Over 3's

1. One Full Day – (7.30am – 6.30pm	7.45 hours funded hours, plus optional charges for one day's food of £7, one day's consumables of £3 and 3.55 private non-funded hours of £42.54
2. Two Full Days – (7.30am – 6.30pm)	14.90 hours funded hours, plus optional charges for two day's food of £14, two day's consumables of £6 and 7.10 private non-funded hours of £85.08
3. Three Full Days – (7.30am – 6.30pm)	22.35 hours funded hours, plus optional charges for three day's food of £21, three day's consumables of £9 and 10.65 private non-funded hours of £127.62
4. Two Full Days – (7.30am – 6.30pm)	*11.18** hours funded hours, plus optional charges for two day's food of £8, two day's consumables of £6 and 10.82 private non-funded hours of £129.66*

Children attending non-funded days/sessions in addition to their Free Entitlement will be charged at our current rates shown in the table on page 1 and below. You will be invoiced in the usual way each month and your invoice will show the amount of funded and non-funded hours in the month, with the amount payable for the non-funded private hours, chargeable meals and consumables. Below are a few examples of attendance and monthly fees without any funding applied and with FEE applied (using the tables on page 3&4):

We do offer term time only places for three & four year olds. These are available Monday to Friday from 9am to 12pm and 12pm to 3pm during term time only – **these places are prioritised to families requiring additional financial support – please contact the nursery manager for further information.**

Monthly fee for full day – fully inclusive of meals and consumables (no funding applied)	Under 2's	2-3's	Over 3's
One Full Day (7.30am – 6.30pm)	£495.13	£486.63	£482.38
Two Full Days (7.30am – 6.30pm)	£990.25	£973.25	£964.75
Three Full Days (7.30am – 6.30pm)	£1,485.38	£1,459.88	£1,447.13

Monthly fee for full day – funding applied, plus meals and consumables charge	Under 2's	2-3's	Over 3's
One Full Day (7.30am – 6.30pm) – 7.45 hours of funding **Nb4*	£236.05	£227.55	£223.30
Two Full Days (7.30am – 6.30pm) – 14.90 hours of funding **Nb4*	£472.09	£455.09	£446.59
Three Full Days (7.30am – 6.30pm) – 22.35 hours of funding **Nb4*	£708.14	£682.64	£669.89
*Two Full Days (7.30am – 6.30pm) – 11.18** hours of funding **Nb4*	*n/a*	*£619.06*	*£610.56*

**Nb4* – There may be an adjustment required to funded hours, in the last month of a rolling academic year, (or when you leave), if your child has exceeded or not reached their allocation of funded hours

Funded only sessions are available – please contact the nursery manager for further information regarding deposits, notice periods and how to apply for your place each term.

Other funding available:

Early Years Pupil Premium (EYPP)

Eligible Children can start claiming EYPP in the term in which they become eligible for the 3 and 4 year old entitlement and this is paid based on the universal funded hours only - not on the extended entitlement. To be eligible you need to be claiming certain benefits/credits or are caring for or have adopted a child from care of the local authority. This additional funding will benefit your child by enabling us to provide additional resources and activities. You will need to complete parts 5 and 6 of the Parental Declaration form giving us permission to apply for EYPP for your child.

Disability Access Fund (DAF)

Your child could be eligible for this funding if they are in receipt of Disability Living Allowance (DLA). This one-off annual payment will help us support your child with their disability or special educational need and allow us to make any reasonable adjustments or purchase/loan suitable resources that may be required. Please see our SEN Policy and speak to our SENCO for further details.

Government website – should you require further information on the government funded childcare schemes, please visit **childcarechoices.gov,uk**

I understand that I have fair access to a completely free place should I want one, however I am choosing to pay the optional charges for my child's food, consumables and private non-funded hours.

Should you decide to opt out of any of the below, the nursery manager will contact you to advise you what your options are. *Please circle as appropriate:*

*Optional Food charge: Agree / Opt out ***

*Optional Consumable charge: Agree / Opt out ***

Non-funded Private hours: Agree / Opt out *(Please contact the nursery manager for availability and notice period required)*

Childs Name : _____

*Parents Name:*_____

Parents Signature: _____

*Date:*_____

***After completing this form, if you change your mind and would like to opt back into food or consumables (or opt out), please contact your manager to discuss the options available to you.*