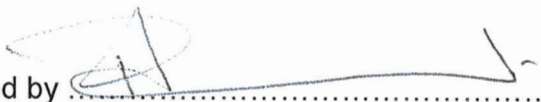


Huish Nurseries

Nerrols Primary School
Lyngford Park Primary School
North Town Primary School

Fee arrangements 2023-24

Approved by 

Name Paul LONSDALE

Position CHIEF FINANCE OFFICER

For and on behalf of Richard Huish Trust

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1. Document name

Huish Nurseries – Fee arrangements 2023-24

2. Overview

The content of this document form part of the contract with parents/carers and Huish Nurseries. Please note that there are separate fee arrangements for the pre-school settings at North Curry CofE Primary School and West Buckland Primary School.

3. Procedures

Huish Nurseries aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money, fair and competitively priced. Huish Nurseries is open Monday to Friday from 08:00 to 18:00, 49 weeks a year. Session times are outlined below.

3.1 Fee Structure for 2023-2024:

	Morning session	Afternoon session	Full day	Breakfast	Lunch	Tea
	08:00 – 13:00	13:00 – 18:00	08:00 – 18:00			
Age 2 (£6.40 per hour)	£32	£32	£64	£1.60	£2.20	£2.00
Age 3-4 (£5.90 per hour)	£29.50	£29.50	£59			

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements.

Fees quoted are per child. Fees are payable in advance and invoices will be issued one month before the relevant period of childcare to ensure a 30-day payment period expires before the childcare begins.

Please note: nappies, wipes, creams, sun protection creams/sprays are excluded and must be supplied by the parent / carer.

3.2 Early Years Entitlement (EYE) Funding:

3.2.1 Universal Entitlement:

The Universal Early Years Entitlement (EYE) is available to all children aged 3 and 4. Although this is often known as 15 hours of funding a week, this refers to 15 hours a week during school term time, which equates to 570 hours per year. Where a nursery is open all year round, as Huish Nurseries are, the 570 hours are 'stretched' or distributed across the year.

This equates to 11 hours 30 minutes a week for 49 weeks.

Children become eligible for the Universal Early Years Entitlement in the funding period **after** their third birthday and remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday (visit www.somerset.gov.uk/eye for more information).

If your child is born between:	Funding can be claimed from:
1 st September – 31 st December	January following their third birthday
1 st January – 31 st March	April following their third birthday
1 st April – 31 st August	September following their third birthday

3.2.2 The Extended Entitlement

In addition to the Universal Entitlement, working parents of children aged 3 and 4 can apply for an additional 570 hours per year if they meet the criteria. This is called The Extended Entitlement.

Where eligible, when combined with the Universal Entitlement, this equates to a total of 23 hours per week for 49 weeks.

Information on the eligibility criteria and how to apply can be found at www.somerset.gov.uk/eye30

3.2.3 Two-Year-Old Funding

Funding is also available for eligible children aged 2 who can access 570 hours per year from the funding period after their second birthday, if they meet the criteria. For children who qualify for funding for 2-year-olds, the funding will be available from the date stated on the acceptance letter (this will not be earlier than the first day of the funding period after their second birthday). Parents/carers are asked to provide the nursery with a copy of their acceptance letter.

3.2.4 How the 'stretched' entitlement works

Although the Early Years Entitlement is often known as 15 (or 30) hours of funding a week, this refers to 15 (or 30) hours a week during school term time, which equates to 570 (or 1140) hours a year. Where a nursery is open all year round, as Huish Nurseries are, the 570 (or 1140) hours are 'stretched' or distributed across the year. This equates to 11 hours 30 minutes (or 23 hours) a week for 49 weeks.

Any additional hours that parents/carers choose to access will be charged at the usual rate. The reductions made for the funded entitlement will be clearly shown on your invoice. If you use 23 hours a week for the 49 weeks of the year it is likely you could incur a surcharge in the summer term. This is because the summer term is much longer than the others and the allocated funded hours for that term are often exceeded. We endeavour to notify you of these charges with sufficient notice.

Examples:

Below are some examples of how the Universal Entitlement may be claimed at Huish Nurseries if you are accessing the Universal Entitlement only.

1. 2 mornings a week (10 hours)
2. 2 afternoons a week (10 hours)
3. 1 morning and 1 afternoon a week (10 hours)
4. 2 days a week (20 hours). 11 hours 30 minutes of which is funded by EYE and the remaining 8 hours 30 minutes are charged at the usual rate.

(For examples 1-3 above, parents/carers have the option to accrue the additional 1 hour 30 minutes.)

If you are eligible to claim the Universal Entitlement *and* the Extended Entitlement, below are some examples of how this may be claimed at Huish Nurseries:

1. 4 mornings a week (20 hours)
2. 4 afternoons a week (20 hours)
3. 2 mornings and 2 afternoons a week (20 hours)
4. 2 full days a week (20 hours)

(With the option for parents/carers to accrue the additional 3 hours for examples 1-4)

3.2.5 How to access the Universal Entitlement

Huish Nurseries applies for Early Years Entitlement funding on behalf of the parent/carer.

Parents/carers are asked to verify the number of hours being claimed each term by signing a parent declaration form. Somerset County Council identifies when parents/carers are eligible to claim EYE.

To claim the EYE the following information is required:

- Your child's legal documentation – birth certificate or passport
- EYE parent declaration form

If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery's normal fees.

A new parent declaration form must be completed if the parent/carer changes the hours being claimed.

3.2.6 How to access the Extended Entitlement

To claim the Extended Entitlement parents need to meet the eligibility criteria (information regarding this can be found on the Government website <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>)

To claim the Extended Entitlement, the following information is required:

- Child's legal documentation – birth certificate or passport
- EYE parent declaration form
- Eligibility code from registered parent (from HMRC)
- Registering parent's National Insurance Number
- Consent form to share National Insurance number with the EYE funding team at Somerset County Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the extended funding for your child and they would only be able to access Universal Entitlement funding)

3.2.7 Reconfirmation of eligibility

It is the parent/carer's responsibility to re-confirm their eligibility for the extended entitlement every three months using their online childcare service account. In most cases, parents will keep the same eligibility code.

If parents/carers are no longer eligible, or fail to successfully re-confirm, the child will be able to receive the extended entitlement funding for a short grace period, as long as the provider has already claimed the extended entitlement.

3.2.8 Grace periods

If your circumstances change and you are no longer eligible for the Extended Entitlement, the Government has introduced a 'grace period' to enable parents to retain their childcare place for a short period should they become ineligible for the extended entitlement. This allows continuity for the child and gives the parent/carer some time to regain employment. A child will enter 'the grace period' when the child's parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset County Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date. The table below shows the grace period end dates:

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Parents/carers will be responsible for paying any hours that cannot be claimed if they fall out of the grace period and do not give sufficient notice about changing their child's hours.

3.2.9 How to access funding for children aged 2

Parents must apply for 2-year-old funding, which is means tested. A form can be obtained from the Nursery Manager.

To claim the funding for children aged 2, the following information is required:

- Your child's legal documentation – birth certificate or passport
- EYE parent declaration form
- The Nursery will need to see the letter held by the parent/carer, which states that their child is eligible for 2-year-old funding.

If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery's normal fees.

3.3 Meals, snacks and drinks

At Huish Nurseries, the children will have the opportunity to visit the snack café twice a day, once in the morning and once in the afternoon, where items such as a fresh fruit, vegetable sticks, crackers, breadsticks and milk or water are available. There is no charge to parents for the snack café. Fresh drinking water is always available and accessible. Parents may register with Coolmilk for their child to be supplied with a free carton of milk, please speak to the Nursery Manager for details.

For all other meals, parents can choose to provide their own meals for their children. We ask that lunchboxes are healthy and do not contain fizzy or energy drinks, chocolate or sweets. Chocolate covered biscuit bars are acceptable. Please ask a member of the team if you need ideas for a healthy lunchbox.

Alternatively, parents/carers can choose a breakfast, cooked lunch and picnic style tea provided by the nursery and available at an additional charge.

Breakfast is served from 8am – 9am and typically consists of a selection of cereals and toast or crumpets with a choice of spreads, and milk or water to drink. Parents/carers can order breakfasts through the nursery team. Orders must be made two weeks in advance. Charges will be added to the child's invoice.

Lunch is served around 11:45am. Menus have a selection of meals to choose from such as roast dinners, spaghetti bolognese, and jacket potatoes, and are followed by a pudding, such as muffins, yoghurts or fruit. Lunch meals are ordered via the ParentMail App. Payment is made through your monthly nursery invoice.

Please note: we are unable to provide a hot cooked lunch during times at which the school is closed but the nursery is open (such as school holidays and some school inset days when the nursery is open). On these days a packed lunch must be provided from home (dates available on the website).

A picnic tea is available during the afternoon session and is served at around 4:30pm. The picnic tea typically consists of a range of assorted filled sandwiches, tortilla chips, vegetable sticks and a yoghurt with milk or water to drink. Orders must be made two weeks in advance. Charges will be added to the child's invoice.

Where parents/carers choose to order meals, this is chargeable for both fee paying and funded places.

3.4 Registration deposit

If your child is **only** accessing the Early Years Entitlement and no additional hours, no registration deposit will apply, but you must still complete all the registration forms.

If your child is accessing both additional hours above their Early Years Entitlement, to secure a place for your child a registration deposit of £100 is required at the time of registering. The deposit will be deducted from your first invoice. **Where a child does not subsequently join the nursery, the deposit is non-refundable.**

The registration deposit can be paid through our nursery management App 'Family'.

3.5 When do charges apply?

There is no charge for bank holidays or for planned nursery closures such as inset days.

3.5.1 Children's absence and sickness

Fees are payable in full for all periods of children's absences and sickness.

Following advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home to prevent the spread of illness. Please refer to our 'Sickness and Illness Policy' for details outlining incubation periods for which your child must not attend nursery to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from the nursery.

In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis. Huish Nurseries do not offer the option to 'swap' sessions in the event of your child's absence from nursery on their days of planned attendance.

3.5.2 Emergency closure

There are certain rare events that could result in Huish Nurseries having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of severe weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Nursery Manager and Academy Leadership Team will consider whether the nursery is safe for children and staff to attend. Staff will inform parents /carers at the earliest opportunity, via Family or phone call.

In the event of an emergency closure, no fees will apply. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day. Please refer to our Emergency Closure Policy for more information.

If the nursery is open but it is parental choice not to access the setting, fees still apply.

3.5.3 Holiday concession

At Huish Nurseries, we offer a 50% concession in fees for up to two weeks of holiday per year; per year refers to the academic year. This must be taken in week-long blocks and 4 weeks' notice in writing is required to access the 50% reduction. For holidays outside this 2-week allowance, full fees will be payable. The 50% fee reduction will be applicable to your fee-paying hours. If you pay for 1 day a week and are taking that week as holiday, that will count as a week-long block.

3.5.4 Additional charges

We reserve the right to charge for specific additional services if appropriate (photographs, some external visits etc.). All additional services are optional, and charges apply to EYE and fee-paying families. You can choose to withdraw your child from these activities if you so wish.

3.6 When is payment due?

Invoices will be sent out on the first working day of each month. Payment must be made by the last working day of each month. For example, for attendance in January, invoices will be sent out on 1st December and payment is due by 31st December.

Invoices are issued electronically and will show how EYE funded hours (where applicable) are calculated and deducted. Invoices are sent out on 'Family'.

3.7 How can I pay?

Payment is made via the 'Family' App, either by monthly 'automatic payments' or by paying manually every month.

Parents, should they wish, can turn-on 'automatic payment' in their Family settings – Family will automatically collect payment for invoices due on the last working day of each month.

We also accept most Childcare Vouchers (see below). Please make separate payments for each child and **quote your child's name on all online payments.**

3.8 Childcare Vouchers

Huish Nurseries accepts most Childcare Vouchers provided through parents/carers' employers. Please discuss this with the Nursery Manager.

3.9 Tax free childcare

If you are a working parent with children under 12, you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at <https://www.childcarechoices.gov.uk/>

3.10 Late collection charges

Huish Nurseries must ensure that we adhere to legal requirements on staff to child ratios and must have at least two members of staff on the premises. Late collection has a significant impact on ensuring the correct legal adults to child ratios are maintained and on staff costs. Late collection will be charged at a rate of £5 for every 5 minutes late or part thereof.

3.11 Late payment

If you are having trouble meeting your fees as they fall due, it is your responsibility to discuss the matter with the Nursery Manager as a matter of urgency and in all cases before the payment is expected.

If payment is not received in full as outlined above, and you have made no attempt to notify us of when the payment will be made, this will be deemed a late payment. A late payment charge of £50 will be applied for unpaid invoices that are 7 days beyond their due date. This applies to any Childcare Voucher payments also.

The following procedures will be followed:

1. We will make best endeavours to contact you if you have not paid your invoice by the due date to remind you about the payment date and confirm with you when the payment will be made.
2. If payment is not received by the date agreed above, the child's hours will be immediately reduced to EYE hours only – this will be communicated to you.
3. If the outstanding payment remains unpaid, we reserve the right to terminate your contract in full and withdraw your child's place, making the place available to other children.
4. We will recover any outstanding debt through our debt collection procedure below.

3.12 Debt collection procedure

We do recognise that there may be times where paying your invoice by the due date will be challenging. We will incur costs in providing the service to you and we do have to cover these costs, consequently all outstanding invoices will be subject to our debt recovery procedures.

We will recover all outstanding balances through available legal channels. Any legal costs incurred (including legal representation should that be necessary) will be added to your overdue balance together with an administration charge of £50. This £50 is in addition to the late payment charge outlined in 3.11.

If we invoke this procedure, interest will be charged on your outstanding balance at the prevailing Small Claims Court limit (currently 8%), from the date it originally fell due for payment.

3.13 Changing your child's sessions

You can book extra sessions by calling, emailing, visiting the nursery or by contacting the nursery manager or nursery administrator directly.

To reduce your child's agreed sessions, 4 weeks' notice in writing is required.

3.14 Parents/carers wishing to cancel their child's place

4 weeks' notice in writing is required to terminate your contract. Written notice must be given to the Nursery Manager. If 4 weeks written notice is not received, 4 weeks' fees will be charged, and EYE for the same four weeks will be claimed from the date you withdraw your child.

3.15 Nursery cancelling a child's place

Huish Nurseries reserves the right to terminate a child's place with immediate effect if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour towards a member of staff, other child or parent/carer accessing the nursery.

If your child's behaviour at nursery is inappropriate, we will discuss this with you. Should any inappropriate behaviour continue, particularly behaviour that threatens the safety of other children and staff, we reserve the right to terminate your child's place without notice. Any EYE funding claimed, and fees paid for the remainder of that month will not be refunded. Please refer to our behaviour and relationships policy for further information.

If you fail to pay fees when they fall due, in line with 3.11 above, we reserve the right to withdraw without notice, your child's fee paying and EYE funded place. In all other circumstances, 4 weeks' notice in writing will be given.

3.16 Review of the 'Fee arrangements'

Huish Nurseries will review the 'Fee Arrangements' annually and parents/carers will be given at least 1 months' notice of any changes by letter via both email/Family and hard copy.

3.17 Data protection

Huish Nurseries, through Richard Huish Trust, is registered with the ICO and complies fully with the Data Protection Act 1998.

4. Related Policies & Procedures

- Admission policy
- Behaviour and relationships policy
- Parent partnership
- Parent contract
- Uncollected child policy
- Sickness and illness policy
- Emergency closure policy
- Inclusion and equality policy
- Health and Safety Policy
- Prospectus

5. Further Reading

Statutory Framework for the Early years Foundation Stage September 2021
Somerset Code of Practice for the Provision of the Early years Entitlement (October 2016)
Somerset Local Provider Agreement (November 2021)
Early education and Childcare Operational Guidance.
SEND Code of Practice
Children Act 2004
Childcare Act 2006
Disability Discrimination Act 1995 and the 2005 amendments.

**Huish Nurseries
Parental Agreement 2023/2024**

Child's name _____ **Parent's Name** _____

1. I have read, understand and accept the Huish Nurseries 'Fee arrangements' for 2023/24
2. I have been given a copy of Huish Nurseries 'Fees arrangements' for 2023/24.
3. I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the Huish Nurseries 'Fees arrangements' 2023/24.
4. I consent to Huish Nurseries using the information supplied to the setting, for the purposes of verifying my eligibility for the extended entitlement. I understand that the information requested will be held securely and will only be shared with staff in the Local Authority who have right of access, and with Capita Children's Services; when no longer required, it will be disposed of in a matter appropriate to its sensitivity. I also understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform this childcare provider. I understand if I am no longer eligible, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.
5. I am aware that I am responsible to reconfirm my eligibility code every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed, and I agree to pay for these hours.
6. I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and do not give sufficient notice about changing my child's hours. I agree to pay for any hours which cannot be claimed.

Name _____

Signed _____ Date _____