



## **Admissions & Fees Policy**

As an Ofsted registered early years provider, The Shepherd's Hut Outdoor Day Nursery are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education.

### **Opening hours**

8:00am – 4:30pm Monday to Friday during Bucks CC term time *plus* October, February and May half term weeks.

9:00am – 2:00pm Monday to Friday during Bucks CC school Easter and Summer holidays

### **Agreement**

A signed parent/provider agreement will be in place and this contract is for minimum of one term and a maximum of three years.

#### **Standard Rate Fees**

**The charge for half a day is £34.00**

**The charge for a full day is £68.00**

**The admin charge to join our waiting list is £25.00**

**The Enrolment Fee is £130** (includes T-shirt, Sweat-top and a set of good quality waterproofs)

### **'Stand Alone' Offer**

We offer the term time model (38 weeks) for FEF:

- 15 hours a week Universal FEF (570 hours over 38 weeks of the year)
- 30 hours a week Extended FEF (1140 hours over 38 weeks of the year)

Monday to Friday 8:00am – 4:30 pm

**The Shepherd's Hut charges for additional services** (primarily for the provision of Forest School and other activities) that are beyond the standard day-care nursery provision.

**The charge for this is £13.75 per funded session (half day) or £27.50 (full day)**

**The charge for non-funded sessions is £34.00 (half day) or £68.00 (full day)**

**The admin charge to join our waiting list is £25.00**

**The Enrolment Fee is £130** (includes T-shirt, Sweat-top and a set of good quality waterproofs)



## Eligibility for Funded hours

### Disadvantaged 2-year-olds (parents who receive some additional government support):

15 hours of funding is available for eligible 2 year olds the term following their second birthday. As a provider we will need to see your eligibility letter to claim the FEF.

### Universal entitlement for all 3- & 4-year-olds:

15 hours of Universal FEF is available to all 3 and 4-year-olds the term following their third birthday.

### Working parent entitlements for eligible 9months, 2, 3 and 4 year (including 30 hours):

15 hours of Extended FEF is available to an eligible child the term following their associating birthday. As a provider we will need to see your eligibility code and have this verified by the Bucks CC Funding Team to claim the FEF.

## Eligible Working Families

Eligible working parent funding can be applied for on [ChildcareChoices.gov.uk](https://www.childcarechoices.gov.uk)

It is eligible parents' responsibility to apply for the [Eligibility code](#) before the fixed deadlines 31<sup>st</sup> March, 31<sup>st</sup> August and 31<sup>st</sup> December and to reconfirm their codes every three months.

Families remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.

New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2<sup>nd</sup> January may show the child as eligible, but it has missed the cut-off date of 31<sup>st</sup> December and cannot be used until the summer term.

Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

See <https://www.gov.uk/free-early-education> or <https://www.childcarechoices.gov.uk> for details and to check eligibility.

## School half term holidays

During the October half term, February half term and May half term the nursery will be open as normal, but Universal Funding and Extended Funding are not available during these weeks. All sessions will be charged at £34 per session (£68 per day).



### **Holiday sessions**

During the Easter Holidays and the Summer Holidays we operate as a holiday club.

The hours are 9am – 2pm. The charge for these sessions is £40.00.

**See Appendix I below for Additional Information for Parents.**



## Appendix I Additional Information for Parents

- Parent/Carers will need to give notice to leave half-termly. If they wish to leave sooner they can but they will not be eligible to claim FEF funding with another provider for the remainder of that half term unless the child meets exceptional criteria
- It is the parents responsibility to check the eligibility code every 3 months, if they don't and childcare is not agreed then the free extended hours place could be lost or the parent will have to pay the private rate
- The minimum session length for FEF hours is 30 minutes and sessions will be no longer than 10 hours
- FEF hours will not be offered before 6am or after 8pm
- We will show the FEF hours as a zero charge on the parents invoice
- Parents/carers may use a maximum of 2 sites in a single day to access the Free Entitlement
- If parents/carers decide to split the Universal and Extended Free Entitlement between 2 providers then parents must inform the providers which setting they are claiming the Universal hours from and which one is claiming the Extended hours
- Full details of any additional providers must be completed on the parent/provider agreement by the parent, if they are splitting their Free Entitlement between more than one provider
- A new parent/provider agreement only needs to be completed before FE funding begins. If any information, including the number of Free Entitlement hours being accessed, changes then the amendment sheet at the end of the form that can be used
- FEF children are eligible for the settling in period as long as the relevant parent/provider agreement is mutually agreed and in place. Hours may be phased in over a maximum period of up to 3 weeks. By the end of the 3 weeks children must be attending as set out in the parent/provider agreement
- Before a child is registered with us we will ensure the following are in place: Prospective parents / carers invited to an initial meeting with their child to discuss any specific needs. A contract agreed and signed by the provider and the parent/carer. Acknowledgement from parents/carers that they have read and agree to the policies and procedures. A child record form, to include emergency contacts, and any specific requirements, permission forms. An agreed settling-in plan
- All children and families are welcome at our setting, regardless of their background, we promote equal opportunities and support children with SEND. We also actively promote British values in the setting (Policies in place). We advertise in places accessible to all sections of the community and are as flexible as possible to meet the needs of individual children and families, whilst considering the effect this may have on children who are already attending the setting.

### Other Useful Information

- Parents can check if they are eligible for free childcare at: <https://www.childcarechoices.gov.uk/>
- For full details of the Local Authority management of the free entitlement for 2, 3 and 4 year olds please see Buckinghamshire County Council's guidance on: Local Management of the Free Entitlement for 2, 3 and 4 year olds.