



Payment of Fees and Nursery Education Funding

Payment of Fees

Payment of nursery fees for the child's attendance at the nursery shall be made by the parent/guardian monthly, in advance, on the first day or each month (on the due date). Fees are calculated for the number of days the child will attend for the coming month. Deductions will **not** be made for holidays or illness. Deductions for bank holidays, Christmas closure and nursery education grant/working parents' entitlement will be shown on the invoice. Invoices will be sent to parents through the family app before the payment date and your balance, invoices and payments can be viewed on the Family app.

The nursery reserves the right to charge a late fee of £10 per day for fees not paid by the 1st of the month. Invoices will be sent out before the 1st of the month and there is a grace period until the 5th of the month. A reminder will be sent for any fees outstanding on the 5th of the month and we will begin to charge late fees for fees not paid by the 6th of the month.

Little Monkeys will accept payment of fees by bank transfer; tax free childcare and salary sacrifice schemes.

For more information on tax free childcare please visit www.childcarechoices.gov.uk

All extra sessions booked by parents will be charged at the standard session rate.

There are no refunds for unforeseen circumstances.

Any additional costs, food for funded children, Little wild things, book bags, registration fees, trips etc. will be shown on your invoices. Please note that any extra charges for children accessing nursery education grant/working families entitlement are voluntary charge and not a condition of accessing a place.

The nursery reserves the right to increase the fees at any time by giving one calendar month's written notice of the proposed month's increase.

The nursery requires at least one month's calendar notice for change of sessions or leaving the nursery for all sessions outside of nursery education grant/working families funded sessions.

The nursery closes for approx. 8- 10 days at Christmas and all other Bank Holidays. Parents are not charged for these times.

We encourage anyone who is having difficulty in paying their nursery fees to talk to us.

Funding

Universal entitlement

All 3- and 4-year-olds are eligible for 15 hours funding a week for 38 weeks of the year. This can be 'stretched' across the whole year (please note the funding year runs from 1st September to 31st August). Once parents have decided the hours they will be using at the nursery, we will calculate the number of days (excluding days the nursery is closed for Christmas closure and bank holidays) your funding needs to cover and 'stretch' it over these days. If your funding does not cover the number of hours booked, you will be charged additional funding hours. These are not a condition of accessing a place. You do not need a code to apply for universal entitlement but will need to complete a funding form on funding loop.

Working parents' entitlement

You may be eligible for 30 hours funding for your child the term after they turn 9 months old. For 3- and 4-year-old children this is made up of 15 hours universal entitlement (See Above) and 15 hours working parents' entitlement and is for 38 weeks of the year. For children under 3 years this is made up of 30 hours working parent's entitlement. The 30 hours funding can be 'stretched' across the whole year (please note the funding year runs from 1st September to 31st August). Once parents have decided the hours they will be using at the nursery, we will calculate the number of days (excluding days the nursery is closed for Christmas closure and bank holidays) your funding needs to cover and 'stretch' it over these days. Parents must have an eligibility code and complete a funding questionnaire before a place at the nursery for funded spaces can be finalised, until this time places are only offered provisionally.

For example:

Charlotte claims 30 hours funding and attends nursery for three 8.5-hour sessions a week from 8am to 4.30pm on a Monday, Tuesday, Wednesday and Thursday. She uses her hours over 38 weeks.

Hours claimed per week	Weeks claimed for	Total hours available for the year	Number of Mondays in year	Amount of Tuesday in year	Number of Wednesdays in year	Number of Thursdays in year	Total days to stretch funding over.
30	38	1140	35	39	39	39	152

1140 (Total hours for year) divided by 152 (total days to include funding) = 7.5 (7 hours and 30 minutes) per day.

This means every Monday, Tuesday, Wednesday and Thursday Charlotte attends she has 7.5 hours covered by her funding and pays for 1 additional hour each day.

Freddie claims 30 hours funding and attends nursery on a Monday, Tuesday, Wednesday and Thursday from 8am to 6pm. He stretches his funding across the whole year.

Hours claimed per week	Weeks claimed for	Total hours available for the year	Number of Monday in year	Amount of Tuesday in year	Number of Wednesdays in year	Number of Thursdays in year	Total days to stretch funding over.
30	38	1140	47	52	51	50	200

1140 (total hours for year) divided by 200 (total days to include funding) = 5.7 (5 hours and 42 minutes) funding per day.

This means every Monday, Tuesday, Wednesday and Thursday Freddie attends he has 5.7 (5 hours and 42 minutes) hours covered by funding and pays for 4.3 (4 hours 18 minutes) a day.

Am I eligible for working parent's entitlement?

- You, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You **can't** get either working parents funding or 30 hours childcare if you, or your partner, each **individually** expect to earn £100,000 adjusted net income or more.

- Eligible working parents of 3 and 4 years olds can get up to 30 hours childcare per week maximum (this includes 15 hours universal entitlement and 15 hours working parent's entitlement.)

When will my child become eligible for funding?

Your child will become eligible for the funding at the start of the school term after their 2nd or 3rd birthday.

Date of birthday range	Earliest entitlement starts from
1 April - 31 August	September
1 September - 31 December	January
1 January - 31 March	April

How do I check my eligibility and get a code?

- Eligibility will be checked by HMRC via the government's Childcare Choices website and will be based on actual income earned.
- You can check your eligibility and/ or apply for the working parent's entitlement by visiting the Childcare Choices website at www.childcarechoices.gov.uk
- If you are eligible, you will be given an 11-digit code which you will need to bring to us along with your national insurance number and your child's birth certificate. We will then use the government's eligibility checking system to check that your code is valid and confirm you have a valid funding place with us. Please do this in a timely way.
- You will need to reconfirm your eligibility every 3 months and HMRC will send you a reminder to do so, this is very important as they will remove the funding if the code is not re confirmed. The nursery holds no responsibility for codes not reconfirmed by the parents or any other issues by HMRC and if this happens full nursery fees will be charged to parents.
- You must have your working parent's entitlement eligibility code before the start of the term your child becomes eligible, or you will not be able to access the funding until the following term. So, you need your code by August, December and March. **Parents are advised to apply in plenty of time e.g. by July, November and February at the latest.**
- Please note if you have a tax-free childcare account, you will not be able to get your funding code until you are asked to renew your tax-free account, you will usually be given a temporary code.
- A funding form needs to be completed each year and resigned when changes occur. All types of funding need to complete a funding form, or we cannot claim the necessary funding.

What happens if I become ineligible for the offer, for example, because I lose my job?

If you no longer meet the eligibility criteria, your child's working parent's entitlement place will continue to be funded for a 'grace period'. You should discuss this with us if needed.

Will I have to pay for anything?

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional service.

We charge parents for the following extras in connection with the services we provide; the purchase of such extras and the corresponding charges are voluntary for the parents and not a condition for accessing a free place.

- Meals and snacks consumed by the child.
- Extra optional activities such as events, celebrations, specialist tuition or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework for example Little Wild things.

If you do not wish to make voluntary contributions to cover the extra charges, please speak to the nursery manager to discuss this.

We do not charge for consumables used by the child, such as nappies, wipes or sun cream.

Additional, private paid hours do not need to be booked to access a free place.

Children who attend for funded sessions only, will not be charged a registration fee.

Children who attend will need a book bag; these can be bought or borrowed from the nursery.

Term time only or full year nursery place?

If your child attends Little Monkeys on a term time only placement, we will deduct your funding during the normal term dates. If you need any sessions outside of your normal term time only placement, you will be charged the normal session rate.

If you are on a full year placement, we will 'stretch' the funding which allows you to use less hours a week over a longer time and ensures your funding is spread across the year, avoiding larger invoices during non-funded weeks.

In addition, you may use two different providers each day to meet the needs of you and your child, but no more than 10 hours can be claimed in any one day.

Other funding

Two-year funding

Some two-year-olds are eligible for 15 hours entitlement, even if they are not entitled to working families entitlement. Your two-year-old can get funding if you get one of the following benefits:

- income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- tax credits and you have a household annual income of under £16,190 before tax.
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council.
- they have an education, health and care (EHC) plan.
- they get Disability Living Allowance
- they've left care under a special guardianship order; child arrangements order or adoption order.

A child can also get free early education funding if you're a non-UK citizen who cannot claim benefits.

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. Please ask for further support.

Early years Pupil Premium (EYPP)

The nursery may be entitled to up to £342 per year of funding to support your child's development, learning and care. The Early Years Pupil Premium (EYPP) provides extra funding for children whose parents are in receipt of certain benefits or children who have been in care or adopted from care.

Children in state-funded early education will attract EYPP funding if they meet at least 1 of the following criteria. If your family gets one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit (provided they have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods)
- Or the child has been in local-authority care for 1 day or more in England or Wales
- Or the child has been adopted from care in England or Wales
- Or the child has left care under a special guardianship order or residence order in England or Wales

Children who receive two-year funding and/or are in receipt of Early years pupil premium will pay no additional fees for food whilst attending the nursery

Funding Loop

The nursery uses an app to collect and collate funding information called funding loop. You will be sent an email from funding loop when you begin at the nursery to complete a funding form. This includes uploading id for your child (birth certificate or Passport). You will need to reconfirm your form annually or if your information changes. Without you completing the form we cannot claim for funding, and you will be charged the 'normal' session price.

Notes regarding all funding.

All children will receive an invoice; this invoice will show clearly your funded hours as free hours and will show as any voluntary charges for additional hours/ food etc.

Parents will be asked to complete a funding form for all types of funding. This will need updating as required. This will be sent using the funding loop program.

If children start a funded session part way through the year, the funded weeks available to them will be from their start date to the end of the funding year (August 31st).

If a child changes their sessions/funding during the year, we will recalculate their funding amounts.

All parents will be sent a breakdown before the funding year commences /on starting to outline their individual funding and charges.

Parents whose child is using working parent's entitlement must apply for a 'code' and you will have to reconfirm your eligibility with HMRC every 3 months. It is a parent's job to do this in a timely way. Please do not ignore reminders from us/HMRC as they will remove your funding if you don't reconfirm your status when asked and sadly, there is nothing we can do if this happens.

In line with our terms and conditions, if a parent fails to complete the required funding form or reconfirm their eligibility and the funding is removed by HMRC, children's sessions will stop immediately.