



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 grant 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 for 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 info on tax free childcare please visit [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | 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.

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 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 (570 hours per year). This can be 'stretched' across the year using 11.25 hours per week for 51 weeks of the year. You do not need a code to apply for universal entitlement but will need to sign a termly funding form.

Working families entitlement

From April 1st, 2024, you may be eligible for 15 hours funding for your 2-, 3- or 4-year-old. For 3- and 4-year-old children this is in addition to the universal entitlement. This is for only 38 weeks of the year (570 hours per year) and can be 'stretched' to 11.25 hours to cover 51 weeks of the year. You will need to get an eligibility code to apply for working families entitlement and complete a termly funding form. From September 2024, 15 hours of government funded childcare will be extended to all children from the age of 9 months.

Am I eligible for working families 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 family funding or 30 hours childcare if you, or your partner, each **individually** expect to earn £100,000 adjusted net income or more.
- Eligible working families 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 families 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 families entitlement by visiting the Childcare Choices website at [Homepage | HMRC Childcare Choices](#)
- 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 families 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.**
- 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.
- A funding form needs to be completed each year and resigned each term. The forms are complicated (not our form!), we are happy to help you through them. The forms then stay with Little Monkeys, and we duplicate the info on an online portal. All types of funding need to complete a funding form.

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 families 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 will provide nappies, wipes and suncream for all our children both funded and non-funded children.
- Children who are funded will be charged additionally for food whilst using their funded hours/additional funding hours, any additional hours they spend with us outside of their funding, late fees and any trips or additional activities like Little Wild things will also be charged.
- Children who attend for funded sessions only, will not be charged a registration fee.
- Children will be expected to ideally purchase a book bag, if this causes economic issues a book bag can be borrowed.
- Children who receive two-year funding/children who receive Early years pupil premium will pay no additional fees for food whilst attending for 'free' hours.

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 their normal term dates/38 weeks of the year. 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' your funding which allows you to use less hours a week over a longer time, this allows you to cover the 51 weeks we are open 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 (not to be confused with working families entitlement)

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

Notes regarding all funding.

Funded hours must fit in with a recognised nursery session.

All children will receive an invoice, children attending additional time outside of funding will have the nursery grant hours removed first from their invoice before we request payment.

Parents will be asked to complete a funding form termly for all types of funding.

Our term time only dates are in line with Charlbury Primary School.

Parents whose child is using working families entitlement must apply for a 'code' and you will have to reconfirm your eligibility with HMRC every 3 months.

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, parents will be expected to pay the full nursery session amount.

Further information

[Thousands of parents of two-year-olds benefit from 15 hours free childcare – here's how – The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2019/02/15/thousands-of-parents-of-two-year-olds-benefit-from-15-hours-free-childcare-here-s-how/)