



## Admissions and Fees policy 2025

As an Ofsted registered early years provider Little Learners Nursery Ltd are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education.

### **Operating Hours:**

8.30am - 9am Breakfast Club

9am - 12pm Morning session

12pm – 3pm Afternoon session

3pm - 4pm Extended day session

### **Funded hours**

Children can access their 15 or 30 hour Funded Entitlement (through any funding stream) using any combination of morning and afternoon sessions. These need to be agreed in advance and are dependent on space being available in each session. Funding cannot be used for breakfast club or extended day sessions.

### **Admission rules:**

Little Learners Nursery Ltd use the following criteria to determine admissions / waiting lists.

- Existing Nursery children
- Siblings of existing Nursery children
- Date when registration forms are submitted and place is formally accepted.

\* Parents are able to contact Little Learners Nursery Ltd via email outside of these hours. We endeavor to reply to all correspondence within 48 hours.

For more information on this please refer to the “Charging” section on Page 10 of Buckinghamshire Council Guidance on: Local Management of the Funded Entitlement for 2,3 & 4 year olds which can be found on our website: <https://earlyyears.buckscc.gov.uk/early-years-2-3-4-year-old-funding/>



### **Charges:**

If paying for sessions privately, these are charged at £30 / session for 3-4 Year Olds and £36 / session for 2 Year olds. Full day sessions are charged at £50/day for 3-4 year olds and £55/day for 2 year olds.

**Breakfast Club** runs from 8.30am - 9am and includes a breakfast of cereal, toast or fruit. These are charged at £5 / day.

The **extended day** session runs from 3pm-4pm each day and is charged at £10 / session.

**Consumables:** For funded places, there is a charge of £5 per session, or £7.50 per full day (9am-3pm) to cover consumables. This includes is broken down into:

- Food consumables (snack) £1 / morning (£1.50/full day)
- Non food consumables (for example: wipes, intimate care resources, resources linked to special events, Tapestry) £2/morning, £3/full day
- Activities (for example, cooking, gardening, trips, parties, nativity/graduation, visitors) £2/morning, £3 /full day

Government funding does not cover good quality childcare and therefore we ask parents to support us to remain sustainable through a voluntary contribution charge of £5 per day.

If you are unable to pay these charges, please contact the Nursery directly to discuss your options.

### **Payment of Fees:**

When you register with the Nursery a £50 deposit may be needed to secure your place. This will be used towards your first invoice (always within 6 weeks of starting).

Invoices are issued half termly. Invoices will be sent in advance of each half term (or immediately if you enroll after this date). Fee's are to be paid before the half term starts, or within 1 month (whichever is longer).

If fees have not been paid before this date, your child may not be able to attend the Nursery until these have been cleared.

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## **Late fees**

Please adhere to the session times detailed above. If you are more than 5 minutes late a £2.50 charge (with an additional £2.50 for each additional 5 minutes that passes) may be added to the following half terms invoice.

## **Eligibility codes**

It is parental choice where to use Universal and Eligible hours and these can be used across different settings.

All children are eligible for the Universal Funding Offer of 15 hours / week from the term after the child's 3<sup>rd</sup> birthday. These places do not require an eligibility code.

If a parent is in receipt of certain benefits they may be eligible for 15 funded hours from the term after the child turns 2. Eligibility is applied for with BFIS (Bucks Family Info Service) and the code verified by Early Years. This code does not need to be checked again and remains valid until the term after the child turns three where they will qualify for three-year-old funding.

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

It is eligible parents' responsibility to apply for the Eligibility code before the fixed deadlines 31st March, 31st August and 31st 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 2nd January may show the child as eligible, but it has missed the cut-off date of 31st 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.

Please note: A new child on a claim form will not be funded if their code is in the grace period BEFORE when the term starts. This is still applicable even if the child was attending the setting prior to eligibility.

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