



BROOK INFANT SCHOOL  
AND NURSERY

## A Guide to your Child's Nursery Fees

This guide aims to explain how your child's nursery place at the Brook Infant Nursery can be funded. If you have any further questions, please contact Hazel Wellcome on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) or on 01293 886521.

### **Is my child entitled to free Government funding for their nursery place?**

<https://childcare.beststartinlife.gov.uk/>

### **Children Aged 9 months to 4 years – WORKING FAMILIES – 30 Hours Free Entitlement.**

- Apply via <https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/eligibility/>
- Up to 30 hours funded hours for working parents over 38-week totalling 1140 hours a year.
- Both parents are working (or the sole parent is working in a lone parent family) earning at least the equivalent of 16 hours a week at national minimum wage and under £100k
- You may also be eligible if you are starting a new job, on sick/annual leave or parental/maternity/paternity or adoption leave.
- Parents will be given a unique code 11-digit reference number, which must be entered onto their completed Free Entitlement Parent Declaration Form and returned to Nursery.
- Funding can only be claimed if children are attending nursery in the week of Headcount Day.
- Brook Nursery cannot take children until their 2<sup>nd</sup> birthday. If they are 2 after headcount day, funded hours cannot be claimed until the term after unless they are eligible under the LA funded hours.
- Codes must be reconfirmed every 3 months

### **Children Aged Two – LOCAL AUTHORITY FUNDED HOURS - 15 Hours Free Entitlement**

<https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/eligibility/>

- Apply via <https://familyinfoservice.westsussex.gov.uk/SynergyWeb/Enquiries/Citizen/EarlyYears.aspx>
- Up to 15 hours funded hours for parents on income-based benefits, over 38 week totalling 570 hours a year.
- For those who do not qualify for the working families' hours and are on income-based benefits.
- Children who have an EHCP, DLA or some care arrangements may also qualify.

- Parents will be given a letter from the family information service with reference number, which must be entered onto their completed Free Entitlement Parent Declaration Form and returned to Nursery with a copy of the letter.
- This can be claimed at any point in the term.

### **Children Aged Three and Four – UNIVERSAL - 15 Hours Free Entitlement**

- All children attending nursery aged three and four can claim 15 hours of free entitlement funding, over 38 weeks totalling 570 hours a year.
- Claimed in the term after their third birthday.
- Parents will need to complete their Free Entitlement Parent Declaration Form and return to nursery before funding can be claimed.
- Funding can only be claimed if children are attending nursery in the week of Headcount Day.

### **Working families**

Please note this includes employed and self-employed parents. Parents who are on maternity, paternity or adoption leave or those who cannot work because they are disabled or have caring responsibilities could also be eligible. To find out if you are entitled to claim working families 30 hours, please visit

<https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/eligibility/>

### **Other way to get help**

Universal credit childcare – claim back up to 85% of cost <https://beststartinlife.gov.uk/childcare-early-years-education/universal-credit-childcare/eligibility-for-universal-credit-childcare/>

Tax-Free childcare – get up to £2k per child <https://beststartinlife.gov.uk/childcare-early-years-education/tax-free-childcare/>

Childcare Grant for higher education students <https://www.gov.uk/childcare-grant>

### **Headcount day**

Funding can only be claimed if children are attending nursery in the week of Headcount Day, which is usually two weeks from the start of each term. If children are not attending in the week of Headcount Day, no funding can be claimed for that term and any hours attended would be chargeable. The exception to this is funding via the local authority for 2-year-olds.

### **Free Entitlement declaration forms**

Parents must submit a form:-

- before the start of their first term.
- If any changes to hours or funding are made.
- Every April once the new form issued

Failure to submit a form will result in all hours being charged. This is a legal document that must be signed by the parent/s and provider before Headcount Day.

## When to apply?

When your child turns the relevant age	When they can get their hours from	Recommended time to apply	Deadline
1 September to 31 December	1 January	15 October to 30 November	31 December
1 January to 31 March	1 April	15 January to 28 February	31 March
1 April to 31 August	1 September	15 June to 31 Jul	31 August

Parents who claim the working families 30 hours will need to re-confirm their free entitlement code every term to ensure that their funding continues. Each application made provides funding for the next term only. It is parent's responsibility to log into their childcare account termly to ensure their funding continues – if details are not re-confirmed termly then the government withdraws funding and hours will become chargeable.

## When is my child eligible for 3-year universal funding?

You can claim for hours for the term after your child has turned 3.

Your child's date of birth	Which term would Free Entitlement funding (for three-year-olds) become available?
Between 1 <sup>st</sup> Sept and 31 <sup>st</sup> Dec	Spring term
Between 1 <sup>st</sup> Jan and 31 <sup>st</sup> March	Summer term
Between 1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term

## What if my child attends two nurseries?

The funding relates to the child not the number of nurseries you attend. When you complete the parent declaration form you can state how many nurseries your child attends and how many of your hours you wish to claim from each nursery. We will then claim the number of hours you have allocated. Any hours attended over the government funded hours for that nursery will be chargeable.

## How will I be charged for any private hours? (above the government funded hours)

Any hours attended by your child not covered by your government funded hours will be charged at

- £7.15 per hour for children aged three and four
- £9.70 for children aged two

Parents will receive an invoice at the start of each term. Please note you will only be invoiced for chargeable hours which can be paid in full or by instalments. If paying in instalments, this must be agreed with Hazel Wellcome. Payments can be made by childcare vouchers, direct bank transfer or tax-free childcare scheme.

## What times can my child start and finish nursery?

Our nursery day is split into two 3-hour sessions. This is 8.30am to 11.30am and 12 noon to 3pm. If your child attends all day, then you can have two options:

1. Start at 9am and finish at 3pm (this is a 6-hour session)
2. Start at 8.30am and finish at 3pm (this is a 6-hour 30 minute session)

## Can I use my funded hours for wrap round care?

- Yes, you can use any spare hours for our Breakfast or After school club.
- The hours need to be regular. Any ad hoc hours must be paid privately
- The charge for an evening meal [if staying until 18.00] cannot be included in free hours
- Agree this when booking your nursery hours and it will be included in the free entitlement calculation.
- Anything above funded hours will be paid privately.
  - £7.15 per hour for children aged three and four
  - £9.70 for children aged two
  - Dinner is charged at £3.00 [for a booking between 17.00 and 18.00]

## Can I use any unclaimed hours later in the term?

- No. The hours that your child is present at Nursery during the headcount week are the hours that can be claimed.
- Changes can be made during term time but if increasing, these hours must be paid for privately.
- Changes can be made once a term before the headcount week and the claim is submitted.
- If you need to make changes to hours 4 week's notice is required.
- If you do not need all your entitlement at headcount day you cannot use them at another time.
  - i.e. entitled to 15 hours but book 12 hours – claim is for 12 hours. Nursery only get the money for 12 hours.

## Are there any other charges?

To secure a space parents are required to pay a non-refundable joining fee of £21. This covers a Nursery sweatshirt worth £10 and a contribution to our Nursery Fund account. This account pays towards activities such as music lessons.

There will also be additional charges for swimming lessons which is an optional activity.

Hot meals which can be booked and paid for via parentpay [chartwells].

Nappies, snacks and packed lunches are to be provided by the parent.

## How to Pay.

- **Direct bank transfer** – Direct payments can be made into:  
\*Brook Infant Nursery account number 02135944 sort code 300002 [Lloyds]

Please ensure that your child's name is the reference for this payment. (Payments without this may not be accepted). Thank you.

**Government Tax Free Childcare** - If you are eligible for Tax Free Childcare, the government will pay £2 on top of every £8 paid onto the online account. Please go to <https://www.gov.uk/apply-for-tax-free-childcare> to see if you are eligible. Please let us know your reference.

- **Childcare vouchers** – Childcare vouchers are now only open to families who registered before 4th October 2018. If you have an existing account, we accept childcare vouchers. Please contact Hazel Wellcome if you have any questions.
- **Other routes** - If you are paying via another route such as Childcare Grant Payment Service or our claiming back payment so require monthly invoices, please contact Hazel Wellcome.

#### **Payment Conditions**

- Fees must be paid promptly (or have a payment plan in place) within 30 days of the invoice date. Any
- Accounts not cleared (or have a payment plan in place) within 30 days will be charged a £15 late payment fee for each 4-week period over the 30 days. For example, if the account is subject to a late payment charge, £15 will be added to the account on day 31 and an additional £15 on day 61 and then an additional £15 every 30 days until the account is clear.
- Please note that if there are arrears on your nursery account, then paid sessions will be withdrawn until the amount owed is cleared.

**Please email Hazel Wellcome, Business Manager on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) if you have any questions.**

Thank you.

# FUNDED HOURS

