



Sessions and Fees

The nursery is open from 8:30am to 5:30pm, Monday to Friday 50 weeks per year, we are closed for 2 weeks at Christmas and all bank holidays, occasionally we close for staff meetings / training there is no charge for these periods.

Session times	Cost
Morning session 8.30am - 1.00pm	£18.75 + £2.75 dinner & snack
Afternoon session 1.00pm - 5.30pm	£18.75 + £0.75 Snack
Full day session	£37.50 + £3.50 dinner & snack
Additional session for funded children	£7.50 4.00pm – 5.30pm

Invoices will be generated and distributed via the Finance Department. Parents will be invoiced at the end of each month for the childcare used. This allows for amendments such as sickness and holidays to be accurately reflected. Accounts must be kept up to date and invoices settled on a timely basis. Failure to make timely payments will jeopardise your nursery placement.

Any discrepancies are to be reported to Finance upon receipt of invoice. Should you encounter any financial difficulty please contact a member of Sales Ledger team for assistance.

Parents are asked to pay per day for your child's dinner and snack, this money is to be paid into nursery office.

If your child is absent from nursery for any reason, sessions will be charged at the full day care rate, and nursery should be notified by 8.30am of any absences.

A two-week holiday per academic year will be allowed for all children, in line with their normal weekly allocation. This holiday can be taken at parent's discretion. Any further holidays will be charged at normal rates.

Term time provision is available for staff on a term time only contract. Parents will need to pay a retainer of half fees during holiday periods. If parents wish to use the nursery during holiday periods, full day rates will be charged.

3 & 4 Year old Funding

All three and four year old children are entitled to **15 hours** of **FREE** Early Years (EY) Entitlement per week, across 38 weeks of the year.

Children will receive the free provision from the term after their third birthday as follows:

A child born on or between	can access a free place from
1 April and 31 August	the beginning of the Autumn term
1 September and 31 December	the beginning of the Spring term
1 January and 31 March	the beginning of the Summer term

30 Hours free childcare

From September 2017, 30 hours will be available for 3 and 4-year-old children of working parents.

Parents of 3 and 4 year olds will need to meet the following criteria to be eligible for the 30 hours free childcare.

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (orc.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours' contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

- They will receive a “grace period” – this means they will be able to keep their childcare for a short period.
- Once the “grace period” has lapsed, the parent may be entitled to the universal 15-hour entitlement

How do I apply for 30 hours?

Parents will need to apply on line at www.gov.uk/childcare-calculator, once this has been completed you will be informed if you are eligible for the free 30 hours. If you are eligible you will be provided with an eligibility code that you must give to the nursery, to secure your 30 hours funding

How can the Free EY Entitlement be taken?

Free entitlement will be allocated within the Nursery sessions, up to a maximum of 7.5 hours per day (Morning session 8.30am – 1.00pm, Afternoon session 1.00pm – 4.00pm) parents can pay for remaining hours at a cost of £7.50 per day (4.00pm – 5.30pm)

Funded spaces with additional hours are only available for 38 weeks of the year and are available during term-time. Little Professors Nursery is open 50 weeks of the year and the remaining 12 weeks of the year are charged at full fees, or half of full weekly fees if parents are on a term time only contract.

For children who are only accessing free hours within the nursery these will be allocated on a term time only basis for 38 weeks of the year.

Funded hours/days and times will be set at the beginning of your first term and are non-transferable, unless the nursery is closed on those days.