

# BRIGHT SOJOURNER NURSERY

## 272 SUMNER ROAD PECKHAM

### FUNDING AND FEES POLICY

We aim to provide a caring, nurturing and stimulating childcare that is compliant with every aspect of the Early Years Foundation Stage. We are flexible in what sessions we offer in order to fit in with parents' need. We ensure that our fees are both reasonable and competitive to make childcare as affordable as possible for the families we serve whilst maintaining the highest standards of care.

#### Funded Early Education Entitlement (FEEE)

Bright Sojourner Day Nursery is registered with Southwark Council to provide Funded Early Education Entitlement (FEEE) of 15 or 30 hours to eligible parents. Working parents can apply for their eligibility through the 'Governments Digital Childcare service' at [Get Free Childcare if You're Working](#). We encourage parents to apply for the Two Year Old Disadvantaged Entitlement through Southwark Council's designated application service [at 2-Year-Old Free Entitlement – Check if You're Eligible](#). All children aged 3 and 4 year olds are eligible for the universal free entitlement,

At Bright Sojourner Day Nursery, we want to make sure that families use their funding to its full potential. Families are able to maximise their funded childcare by using up to 10 hours of funding a day before purchasing additional hours and without any artificial break in the day. We offer term time and stretch sessions. As an all-year-round childcare provider we stretch the early years Funding across 51 weeks **only** if the parents requested for it. If requested, the Nursery Manager will discuss the options available for a fully funded place directly with parents.

Parent are allowed to split their child's funded entitlement between our setting and other setting if that is their preference, but they must inform us of their decision.

#### YOU MUST APPLY FOR YOUR CODE

During the term BEFORE your child is eligible

Claims must be made NO LATER THAN 31st December, 31st March or 31st August

Claims made after this date will NOT be honoured and you will have to wait a further term before claiming any funding entitlement

#### N.B.

Parents will be responsible for payment of full fees should you not provide us with the required information in a timely manner or fall out of eligibility without the required notice given.

#### Term time only

All 3 & 4 years olds (Universal Entitlement Working parents of children aged: 9 months or older)		
15 hours per week	X 38 weeks	= 570 hours per year
All 3 & 4 years olds (Universal Entitlement Working parents of children aged: 9 months or older)		
30 hours Per week	X 38 weeks	= 1140 hour per year

## Stretched Session

All 3 years olds (Universal Entitlement Working parents of children aged: 9 months or older)		
11.18 hours per week	X 51 weeks	= 570 hours per year
All 3 years olds (Universal Entitlement Working parents of children aged: 9 months or older)		
22.35 hours Per week	X 51 weeks	= 1140 hour per year

**Funded Daily Sessions are term time(38 weeks) and all year around (51 weeks)**

<b>FULL DAY</b>	8am – 6pm
<b>AM</b>	8am -1pm
<b>PM</b>	1pm – 6pm
<b>¾ DAY</b>	9am-3pm

**Registration fees and deposit for funded children are not required**

## FEES

2 years old	3 & 4 year olds
7am – 6 pm      £100	7am – 6 pm      £95
7am – 1pm      £60	7am – 1pm      £60
1pm – 6pm      £56	1pm – 6pm      £50
9am - 3.30pm   £70	9am - 3.30pm   £65
Full-time (7.00am-6pm) five days a week, weekly rate (incl. 10% discount) for 2 years above	
6:30 pick up	£10.
6:30 pick up	£10.
Additional hour	£10.00
Late payment fee	£13.00
Late pick up fee every 30 minutes	£10
Breakfast , snacks, lunch and tea	£8
Breakfast , snacks and lunch	£6
Notice period: 4 weeks for any changes including changes in nursery sessions or a child leaving the nursery.	
Fees are calculated by taking the weekly figure payable X 51 weeks a year, divided into 12 equal payments. If you attend on a termly basis, your weekly payable figure will be X 38 weeks a year, divided by 12 equal payments.	

## IMPORTANT INFORMATION!

We accept childcare vouchers and Tax-Free childcare

We accept payment via bank transfer or cash payment on site

Nursery open for 51 weeks of the year.

Closed from 1pm on the 24th of December- to the first working day of the new year.

Closed on bank holidays, but these are still chargeable for fees paying parents.

We do not offer refunds for sickness, holidays or bank holidays.

We have 3 days for inset annually.

### **Essentials and Extras**

Early Years Funding is intended to cover the delivery of childcare only. It does not cover the cost of meals and snacks, non-food consumables, or additional hours. To cover costs not included in the Early Years Funding we request parents pay a non-mandatory Essentials and Extras fee for every funded hour booked.

Bright Sojourner Day Nursery allow families to bring their own food (such as packed lunches) into the nursery if that is their preference. Please see our Nutrition and mealtimes policy to ensure you bring in acceptable items to the setting. We ask that parents who are providing food for their children to bring in food that is as similar as possible to what we serve on the menu that week. This is to avoid disappointment amongst the children and encourage them to explore trying new things.

We promote mealtimes as a social, happy occasion and do not want children feeling singled out. We urge all parents to abide by our nutrition guideline and allergen policy. We will work with families to ensure they are not discriminated against due to financial, personal, cultural, dietary and religious reasons.

Parents to provide their child/ren with the necessities to see them through the day. This includes, Nappies, Wipes and creams they may need including suncream, medicine in case of emergencies, and puddle suits. This list is not exhaustive. Parents can choose not to pay the Essentials and Extras and or additional hours in accordance with the Funding Terms and Conditions.

### **Types of Early Years Funding**

#### **Two-year-old disadvantaged Funding**

A child will be entitled to 570 funded hours a year from the term after both the child has attained the age of two and the child or parent meets the eligibility criteria. Where a child is in receipt of Two-year-old disadvantaged funding they will continue to receive their funded place until the point when the child becomes eligible for the Universal Funding, even if the child or parent ceases to meet the eligibility criteria during this time.

#### **Universal Three- and- Four-year-old Funding**

All three- and four-year-olds are entitled to 570 funded childcare hours a year. Regulation requires us to validate a child's age. Parents will need to provide evidence of a child's birth date (normally a passport or birth certificate) and copies may be taken and retained as evidence of compliance.

#### **Working Families Funding**

Working Families Funding is for qualifying working parents with a child aged 9 months to 4 years old. A child will be entitled to 1140 funded hours a year from the term after they have attained the relevant age and the eligibility criteria, set by the government, has been met.

Parents must apply for a positive determination of eligibility from HMRC via Childcare Service Account i.e. a valid eligibility code. This eligibility code must be provided to us before the Early Years Funding can be claimed. The parent is responsible for re-validating the eligibility code every three months when reminded by HMRC. Failure to do so may result in the Working Families Funding being withdrawn.

### **Grace Period**

If a parent loses their job or income changes, their child will not lose the funding straight away. There is a grace period that lets your child keep funded hours for a while, giving you time to get back on your feet. And if your situation changes long-term, you will usually still be able to access the 15 universal hours once your child is 3 year old.

### **Child absences**

If a child is absent Southwark local authority has its own policy on child absences during Funded Childcare. Bright Sojourner Day Nursery must keep the local authority informed of child absences and the local authority has the right to recover funding payments made during periods of absences. For example, if a child's absence exceeds 20 working days due to illness related or exceed 15 working days for non-medical reasons, Southwark council will be informed immediately. Parents are responsible for paying Bright Sojourner Day Nursery for any funding payments reclaimed by the local authority due to a child's absence.

### **Parent Declaration Form**

Southwark Council requires us to enter into a funding agreement with parents, called the Parent Declaration Form. This form covering the Early Years Funding must be signed by parents. If the local authority Parent Declaration Form is not signed and returned to us, Early Years Funding cannot be claimed.

### **Required documentation**

Regulation requires childcare providers to obtain documentation to evidence eligibility for the Early Years Funding as per below:

- Supported Two-year old Funded Childcare: Child's birth certificate or passport, confirmation of eligibility (e.g. local authority confirmation letter/email or code);
- Universal Funded Childcare: Child's birth certificate or passport; and
- Working Families Funding: Child's birth certificate or passport, Parent's full name, date of birth, eligibility Code issued by HMRC, and national insurance number.

**Please speak to the management team if you have any questions or queries.**