



Terms and conditions - September 2025

Nursery sessions, including funded sessions will be allocated on a first come first served basis. There is a minimum requirement of two sessions per week used over a minimum of two days.

If sessions are full, children can be added to a waiting list and you will be contacted as soon as sessions become available.

A refundable £50 joining fee, will be due when you hand in the registration form. This will be to secure the nursery place. (If we are unable to offer you a place within our nursery, the £50 will be reimbursed).

The first month's fees will be due at your child's settling in session.

Payments

Invoices are sent out via email on or around 1st of every month. Invoices are due for payment within 14 days. If a payment has not been received within 14 days a reminder will be sent and a late fee will be applied to the account. Invoices must be paid in full before the next invoice is due, failure to do so will result in your child not being able to attend any non-funded sessions until the full payment has been received.

All fees are payable regardless of absence due to illness, family holidays or any other reason whatsoever and the nursery has no obligation to make up any missed sessions. If the nursery has to close for any unforeseen circumstances, for example, a natural disaster, snow, water leaks etc, fees will still be charged at the normal rate.

The nursery will be closed for all bank holidays and one week at Christmas, during which time, fees will not be charged.

For families requiring a term time only space a retainer of 50 % will be charged for all holidays over and above any funded sessions.

Sun cream will be supplied by nursery, this will be charged at £3.50 per year and will be added to your invoice in June.

We are happy to complete any letters or forms for companies, for example, letters for housing, tax credits, passports etc, however, we will apply a £5.00 administration charge.

Payments can be made by BACS, card, cash or childcare vouchers.

Funding

There are a variety of options that may be available to you. Please see below for details;

Working parents

If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

If you are not eligible for the working parent offer you will still receive the **15 hour entitlement for all 3 and 4 year olds** from the term after your child turns 3 until they start school, irrespective of your income level, benefit status, or family circumstances.

If you or your child receive some additional forms of support, you may be eligible for **15 hours early learning for 2 year olds** under a separate scheme. Please either ask for more information or visit <https://beststartinlife.gov.uk> If you are eligible, you should still apply for the working parent entitlement, but you will receive 15 hours from each scheme (up to a maximum of 30 hours in total).

Funded sessions for eligible children up to the age of three years are, 9am – 12pm, 9am – 1pm, 1.30pm – 4.30pm or a full day from 9am till 4.30pm. If a morning session is required, an additional voluntary charge of £2.00 per session will be incurred, (this is not charged for the full day or the afternoon session)

Claiming funding

For children aged 9 months to 4 years.

From September 2025, 15 hours for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months, until they start school.

If you currently receive 15 hours for working families, just reconfirm as usual and the code will work for the 30 hours offer in September, providing you remain eligible and your provider has confirmed your new attendance pattern for your increased hours.

You will need to apply for working parents funding and the two year old funding via the government website, (you will find all of the details at <https://beststartinlife.gov.uk>) Once your funding has been confirmed you will be provided with a code, please then supply us with this code, your national insurance number and a copy of either a birth certificate or passport for your child, to enable us to claim the funding on your behalf.

The maximum amount of weeks that funding can be claimed for is 48 weeks, the non-funded weeks will be the last three weeks of August and one week at Christmas when the nursery will be closed.

The funding team reserve the right to cancel any funded sessions that are not used to their full extent, therefore, if your child does not attend their funded sessions on a regular basis they may lose their funding.

After your child turns three years old

From the beginning of the term following your child's third birthday, the government will fund every child up to 15 hours per week, term time only or 12 hours per week for 48 weeks of the year. You will be charged for anything which exceeds these hours.

Some children aged three and four years will be eligible for an additional 15 hours funding per week (30-hour funding) for families who meet a specific criteria, please ask for more details or visit <https://beststartinlife.gov.uk>

As part of the 3 and 4 year old funding, there is a £4.80, voluntary contribution, per session which covers:

- Extracurricular activities run by external professionals – these enrich the skills that your child will need for school. The sessions will be, cricket, dance, music, balanceability, forest school and beach school.
- Forest school curriculum – a fully trained forest school leader will run sessions for your child in our forest school area. This will provide endless experiences to excite your child's outdoor skills in the natural world.
- Explorers curriculum – a fully trained beach school leader will run sessions for your child on the beach. (travel to and from the beach is also included)
- Outings to other areas of interest around the local area that link in with the activities that the children are participating in at nursery
- Book extra sessions where available
- Access to your child's full learning journey on our 'Family' app, alternatively a download can be sent on request
- Changes to sessions and times, where available, will not incur any administration fees
- Any requested letters or forms completed, such as forms for tax credits will not incur any additional fees.

Childcare Vouchers

Childcare vouchers are an employee benefit available to all eligible working parents. For employees they are non-taxable and exempt from National Insurance, they also bring N.I savings for employers too.

Childcare vouchers can be used to meet the cost of childcare, the nursery is registered with a large number of companies in this scheme. Speak to your employer to find out if your company is registered for the childcare voucher scheme.

We are currently registered with the following child care voucher companies, however, if your voucher company is not listed below, please do let us know so we can arrange to join their scheme:

Sodexo (Pluxee)

Edenred

Computershare

Kiddi Vouchers

Salary Exchange

Care-4

Reward Gateway

Tax-Free childcare

If you are a working parent, you can open an online account to pay for registered childcare. The government will top-up the money you pay in to the account, for every £8 you pay into your childcare account, the government will add an extra £2.

Tax-free childcare can be used alongside the 15 and 30 hour funding for all children.

For more information on funding and help with childcare costs please visit; <https://beststartinlife.gov.uk>

Additional information

Food

Nutritious snacks, milk and water are all included in our fee structure. However, breakfast and tea are not included and will be charged at £2.50 each, alternatively you may provide your own food.

A two-course cooked lunch is an additional £3.50 per day, alternatively you may provide your child with a healthy packed lunch.

We operate a 4 week notice period, 6 weeks for funded children. Notice must be provided in writing. Amendments to regular bookings must be made in writing. There is a £2.50 administration charge per change. Extra sessions may be requested and will be allocated on a first come first served basis. These are subject to availability. Please contact either Abi or Helen by email.

If you agree with the terms and conditions, please sign below and return this copy to nursery.

Signed Parent/Guardian:

Date: