



## Fee Structure for Seedlings Nursery

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At Seedlings Nursery, we believe in open communication with all parents, carers and staff. We hope that this fee structure will assist everyone in understanding our charges.

### Opening Times:

We operate for 38 weeks per academic year, closing on bank holidays.

We are open for funded sessions from 09:00 until 15:00 during term time.

In addition to this, we are able to provide pre-nursery and post-nursery care between the hours of 08:30–09:00, 11:30–12:00 (for those attending afternoon sessions) and 15:00 until 15:15 at an additional cost.

### Free Spaces for 3 and 4 Year Olds:

All children are eligible for up to 15 hours of Universal Entitlement (free funded) nursery provision and details on when children can start can be found below.

Please be aware that we only accept new admissions in September of each academic year.

### Working Parent Entitlement

Some children may qualify for up to 15 hours Working Parent Entitlement for extended free childcare in addition to 15 hours Universal Entitlement. This is subject to meeting certain eligibility criteria.

[Click here to check your eligibility for Working Parent Entitlement](#)

If you are eligible, the nursery will require your Working Parent Entitlement 11-digit eligibility code one month in advance of the new term starting. You are required to reconfirm your eligibility every three months. If the nursery does not receive your eligibility code in advance of the new term, any additional sessions above the 15 hours Universal Entitlement will be chargeable. Please speak to the nursery team should you have any further questions.

### Pricing:

Nursery fees are **payable termly and in advance**. Fees are reviewed annually. Any changes to current fees will be communicated in writing at least one term in advance. Fees do not include any trips, opportunities and/or entertainment that is arranged in addition to usual nursery session activities.

<b>Full Day</b> 09:00–15:00	£42.00*
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<b>Morning Session</b> 09:00–12:00	£21.00*
<b>Afternoon Session</b> 12:00–15:00	£21.00*

\* Morning or afternoon sessions included in 15/30 hours funded entitlement are free.

At the start of the autumn, spring and summer terms, you will have the opportunity to choose to take up the offer of chargeable wraparound provision in the form of Pre-Nursery and/or Post-Nursery care. Unfortunately, we are unable to change these arrangements once they have been agreed for the term ahead.

Times	Session	Charges
08:30–09:00	Pre-Nursery Care	A chargeable extra session for your child, should you need it, before the funded morning session. <b><i>This will be charged at £3.50 per day.</i></b>
11:30–12:00*	Pre-Nursery Care	A chargeable extra session for your child, should you need it, before the funded afternoon session. <b><i>This will be charged at £3.50 per day.</i></b>
15:00–15:15	Post-Nursery Care	A chargeable extra session for your child, should you need it, following the funded afternoon session. <b><i>This will be charged at £1.75 per day.</i></b>

\*This is only available for children who are attending afternoon sessions.

### **Snacks and Meals:**

During each morning and afternoon session, all children are provided with a healthy snack and will work with the staff team and each other to help prepare and consume it. Your child is also entitled to free milk, should they wish to drink it.

Your child is welcome to bring a packed lunch into the nursery, however this must not contain any nut products as we are a nut-free establishment. Should you wish for your child to have a school meal then please let a member of nursery staff know upon arrival. School meals should be paid for through My Child at School, with the Dinner Money payment portal accessible on the dashboard within the app. Menus, which are on a three week rolling schedule, can also be viewed within My Child at School.

Please note that the cost of healthy snacks are added to your nursery fees and are charged at 50p per booked session, or £1 per full day. Snacks will be charged for regardless of whether or not your child attends, or eats the snack provided.

Healthy Snack	50p per session
School Meal	£2.55

### **Illness/Absence:**

You will be charged for all booked sessions, regardless of whether or not your child attends. If your child is going to be absent, for any reason, you must inform nursery staff via email or telephone call ([seedlings@langleypark.latrust.org.uk](mailto:seedlings@langleypark.latrust.org.uk) / 01622 250887).

### **Setting Closure:**

Should Seedlings Nursery be closed due to severe weather or any other unforeseen circumstances, parents/carers will be refunded for any chargeable session on the day(s) in question. Should closure need to take place part way through a session, a refund will not be given in this instance.

### **Late Collection:**

Children must be collected promptly at the end of every session/day. Should you fail to do so, a late collection fee £1.00 per minute will be added to your account.

### **Late Payments:**

Nursery fees are **payable termly and in advance**. If you are experiencing financial hardship, please speak to Mrs Lerpiniere in confidence so that we can work with you to determine the most appropriate support. If, without agreement, fees are not settled in full and on time, your child's chargeable sessions will be withdrawn and only funded hours can be attended (this includes pre- and/or post-nursery care) until such a time that payment is received in full and it is agreed with nursery staff that your child may attend chargeable sessions again

### **Payment Methods:**

You are able to view your child's nursery fees at any time in My Child At School. Payments of fees should be made through My Child at School/Outstanding Payments.

Should you wish to use a Tax-Free Childcare scheme to pay your child's nursery fees, please inform us of this. Each time a transfer is made, this will be received by the finance team and the payment applied to your account once confirmation of cleared funds is received.

Should you wish to make payment through the [Childcare Grant Payment Service](#), our reference is 'Seedlings Nursery'.

Should you wish to have an invoice for your child's nursery fees, this is available from staff in the academy office upon request.

**Other Funding Available:**

Early Years Pupil Premium (EYPP)	<p>Eligible children can start claiming EYPP in the term in which they become eligible for the three or four year old entitlement and is paid based on the universal funded hours only – not on the extended entitlement. To be eligible you need to be claiming certain benefits/credits or are caring for or have adopted a child from care of the local authority. This additional funding will benefit your child by enabling us to provide additional resources and activities. You will need to complete parts 5 and 6 on the Parental Declaration form giving us permission to apply for EYPP for your child.</p> <p><a href="#">Please follow this link to more information on EYPP funding.</a></p>
Disability Access Fund (DAF)	<p>Your child could be eligible for this funding if they are in receipt of Disability Living Allowance (DLA). This one off annual payment will help us support your child with their disability or special education needs and allow us to make any reasonable adjustments or purchase/loan suitable resources that may be required.</p> <p><a href="#">Please follow this link for additional information about DAF funding for your child.</a></p>