



SCHEDULE OF NURSERY FEES

2020-2021

At Cumnor Nursery, we provide flexible childcare for 2-5 year olds, from 7am through until 7pm, 5 days a week, for 50 weeks of the year. This is offered as either a **Term-Time** only or a **Full-Time** childcare provision. All Nursery Fees and Extras are **billed monthly in arrears**, payable within 14 days.

NURSERY FEES

The Daily Rates cover all charges, such as personal accident insurance, play equipment, stationery, nappies, wipes, sun cream, meals and snacks. They also include any specialist lessons that are scheduled to take place throughout the week such as Swimming, Dance & Movement, Sport, Music, Woodpeckers Forest School and Drama activities.

		DAILY RATES				
		2 year olds		3 & 4 year olds		
Available Session	Session Hours	Standard Rate	15hrs Funded Rate	Standard Rate	15hrs Funded Rate	30hrs Funded Rate
-	-	<i>2yr olds</i>	<i>Eligible 2yr olds</i>	<i>3 & 4yr olds</i>	<i>Universal FE</i>	<i>Extended FE</i>
Jim-Jam Hr (inc. breakfast)	07:00 - 08:00	£11.40	n/a	£11.40	n/a	n/a
Morning (no lunch)*	08:00 - 11:30	£31.85	n/a	n/a	n/a	n/a
Morning (inc. lunch)	08:00 - 13:00	£41.40	£35.70	£40.70	£35.00	£35.00
School Day	08:00 - 15:00	£52.80	£35.70	£52.10	£35.00	£35.00
Full day	08:00 - 17:00	£64.20	£51.10	£63.50	£50.40	£35.00
Extended Day (inc. supper)	08:00 - 18:00	£71.90	£60.80	£71.20	£60.10	£37.00
Jim-Jam Hr	18:00 - 19:00	£9.40	n/a	£9.40	n/a	n/a

**Shorter session available for 2 year olds only*

To enable planning, sessions must be pre-booked in advance before the beginning of term. It is also possible to book additional one-off sessions if there is space available. It is not however possible to swap sessions in cases of non-attendance. The full session fee is due for any sessions missed through absence, sickness or holidays.

EXTRA SESSIONS

Additional sessions are charged at the Standard Rate. For extensions to pre-booked sessions, an hourly rate of £7.70 is charged between 08:00-18:00 and then a Jim-Jam hourly rate of £9.40 between 07:00-08:00 and 18:00-19:00. Breakfast and Supper are charged at £2.00 per meal. Any extra sessions are subject to availability and will be added to your bill at the end of each month. Should you require additional sessions, please contact the Nursery directly - nursery@cumnor.co.uk.

CATERING

Nursery pupils can have up to 3 hot meals a day - Breakfast, Lunch and Supper which are all cooked onsite. A light tea of sandwiches and fruit will be also available for children between 16:00-17:00. Supper, which is served at 17:30, is charged at an extra £2.00 per meal. This is now included in the Extended Day Rates. If booking on an ad hoc basis, an extra £2.00 will be charged. Should your child have any food allergies or dietary requirements our kitchen staff will be informed of the day/s they attend and any necessary changes will be put in place.

CLOSURES & BANK HOLIDAYS

The Nursery will be closed on Bank Holidays and a number of planned INSET Days over the year. Closure dates will be made available in advance to all parents. For any funded children who are scheduled to be in on those days, an alternative day that term can be made available to them if they choose, subject to availability.

For all **Full-Time** children, one holiday break of up to 2 weeks can be taken each academic year. Any holiday breaks taken must be agreed in advance with at least one full month's notice. All other absences will be charged for in full.

ADMISSIONS POLICY

Nursery places are confirmed when we have received the signed registration form, the non-refundable £100 registration fee, the signed parent contract and full payment of deposit.

£500 deposit joining the **Nursery only**

£1,000 deposit joining the **Nursery and the School** (i.e. going on to Reception at Cumnor House Sussex)

A confirmation of place is then sent to confirm the start date and regular sessions booked. Before they start, children are invited to come for a free taster session, between 8am-1pm on a pre-arranged date.

There are a limited number of nursery places and these will be allocated in priority order:

1. Those who attend for 3-5 full days, have siblings in the School and shall be joining the School
2. Those who attend for 3-5 full days and shall be joining the School
3. Those who have siblings in the School and shall be joining the School
4. Those who shall be joining the School
5. Those who attend for 5 full days a week, 50 weeks a year
6. Those who attend full days, 50 weeks a year
7. Those who attend 5 full days a week, term time only
8. Those who attend full days, term time only
9. Those who book mornings including lunch
10. Those who book mornings without lunch

A child can sign up to attend Cumnor Nursery on a **Term-Time** only basis (34-week or 38-week) or **Full-Time** basis, attending regular sessions over the full 50 weeks of the year that we are open.

NOTICE PERIODS

For any changes to booked sessions (increasing or decreasing), one full month's notice in writing by email to the Nursery (nursery@cumnor.co.uk) is required. This must be given by the last day of the month, for example, for changes to take place in December notice must be given by 31st October, if notice is given on 1st November, changes won't take place until January. All requests are subject to session availability.

To withdraw a child from the Nursery, three full months' notice in writing is required for both Full-Time and Term-Time only children. For all notices to leave, please e-mail the Headmaster directly head@cumnor.co.uk.

BILLING

All Nursery Fees will be billed monthly in arrears at the end of each month. The monthly bills will include any extra sessions and additional expenses that have been incurred that month. Bills will be e-mailed directly to parents during the first week of the following month and are payable within 14 days. All Childcare Voucher Schemes are

accepted and we are also registered to accept payments from Tax-Free Childcare accounts. Please note that the school reserves the right to change its fees and policy annually and in accordance with any changes in government policy or funding. **For all billing queries please contact Nicola Gleghorn - nleghorn@cumnor.co.uk.**

EARLY YEARS FREE ENTITLEMENT (FE)

- **15 Hours Free Childcare**

Universal Free Entitlement for all 3-4 year olds

All 3 and 4 year old children in England are eligible for up to 570 hours of free childcare per year. This is a maximum of 15 hours a week for up to 38 weeks of the year. You can claim it from the term **after** your child's 3rd birthday until the term after their 5th birthday. In order to claim this free childcare, a WSCC Parent Declaration Form must be completed and returned to the Accounts Department before the start of term.

Free Entitlement for eligible 2 year olds

To check whether you meet the eligibility criteria for 2 Year Old Free Entitlement, please visit the WSCC website <https://www.westsussex.gov.uk/freechildcare>. If eligible, a copy of your WSCC Confirmation Letter along with your unique reference number is required in order for us to access this funding on your behalf.

- **30 Hours Free Childcare**

Extended Free Entitlement for eligible 3-4 year olds

Some children may be able to get up to 30 hours free childcare each week over the 38 week period. To check if you meet the eligibility criteria please visit <https://www.westsussex.gov.uk/freechildcare>. For eligible children, parents must sign up online with HMRC and provide us with their eligibility code. The extra hours can be claimed once the next term starts. **It is the parent's responsibility to re-confirm their eligibility before the start of every term.**

PATTERN OF DELIVERY

At Cumnor House Sussex we accept **2 year old FE** (15hrs), **3 and 4 year old Universal FE** (15hrs) and **3 and 4 year old Extended FE** (30hrs).

Type of FE	FE Session	max FE hrs per day	max FE hrs per wk	max FE hrs per yr
2 year old FE	12:00-15:00	3	15	570
3 & 4 year old Universal FE	12:00-15:00	3	15	570
3 & 4 year old Extended FE	12:00-18:00	6	30	1,140

For those eligible for **2 year old** and **Universal FE**, a maximum of 15 free hours are available Mon-Fri 3 hours per day from 12:00-15:00 for up to 38 weeks (570hrs per year). For those eligible for **Extended FE**, a maximum of 30 free hours are available Mon-Fri 6 hours per day from 12:00-18:00 (1,140hrs per year).

TERM-TIME ONLY ATTENDANCE

The Cumnor school terms only add up to 34 weeks but the full WSCC Early Years FE is available for 38 weeks of the year. As the Nursery is open for 50 weeks, we give parents the opportunity to make use of these extra 4 weeks of available funding if they choose. All FE hours are claimed in advance on your behalf in termly blocks as outlined below.

	WSCC	Term Time (34-wk)	Term Time (38-wk)
Term	Term Dates	Funded Weeks	Funded Weeks
Autumn	01 Sep-31 Dec	13	14
Spring	01 Jan-31 Mar	11	12
Summer	01 Apr-31 Aug	10	12
Total Weeks		34	38

- **34-Week Term-Time**

You can sign up to the 34-Week Term-Time only option if you would prefer your child to attend the Nursery in-line with the main school term dates. Any extra sessions booked will be at the Standard Rate.

- **38-Week Term-Time**

If you sign up to the 38-Week Term-Time only option, you are committing to attend the Cumnor Nursery for 14 weeks in the Autumn Term, 12 weeks in the Spring Term and 12 weeks in the Summer Term. These extra weeks are based on your normal weekly sessions. You can choose to take these extra weeks in the half-term or at the start of the school holidays, but you must let the Nursery know as soon as possible to secure your preferred week. As funding is claimed in advance each term, those extra weeks will be charged for in full each term at the Funded Rate, as we are not allowed to claim for free hours that you do not plan to attend.

FULL-TIME ATTENDANCE

For **Full-Time** children who attend the Nursery for 50 weeks of the year, the full termly funding can be claimed over 38 weeks of the year and then we “self-stretch” the hours to cover the booked sessions where possible. Each academic year starts on 1st September and ends on 31st August.

Term	WSSC	Full Time (50-wk)		
	Term Dates	Total Weeks	max Universal FE hrs	max Extended FE hrs
Autumn	01 Sep-31 Dec	16	210	420
Spring	01 Jan-31 Mar	13	180	360
Summer	01 Apr-31 Aug	21	180	360
Annual Total		50	570	1,140

Those children eligible for 2 year old and Universal FE can claim up to 3hrs a day each week but cannot exceed a total of 570hrs in the year. Those children eligible for Extended FE can claim up to 6hrs a day each week but cannot exceed the annual maximum of 1,140hrs. Any claimed hours that have not been used in a term can be carried forward to the next term in that academic year.

Please note that for Full-Time children who attend the Nursery for 4 or 5 days a week over 50 weeks of the year, there is an annual shortfall in funded hours available. The full Universal FE or Extended FE will be claimed over the standard 38-week period and then the sessions over and above the funded hours will be charged at the Standard Rate each term.

FREE ENTITLEMENT ONLY PLACE

After the Admissions Policy criteria has been applied, if there are any vacancies in the Nursery we can accept a maximum of one ‘FE only’ afternoon session per day. This is reviewed on a term by term basis.

Please contact Nicola Gleghorn in the Accounts Department (ngleghorn@cumnor.co.uk) for all queries relating to Early Years Free Entitlement.