



SCHEDULE OF NURSERY FEES

2023-2024

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. From 1st September 2023, the charges are as follows.

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	£13.50	n/a	£13.50	n/a	n/a
Morning (no lunch) *	08:00 - 11:30	£38.30	n/a	n/a	n/a	n/a
Morning (inc. lunch)	08:00 - 13:00	£49.50	£42.70	£48.00	£41.20	£41.20
School Day	08:00 - 15:00	£63.10	£42.70	£61.60	£41.20	£41.20
Full day	08:00 - 17:00	£76.70	£60.30	£75.20	£58.80	£41.20
Extended Day (inc. supper)	08:00 - 18:00	£86.00	£71.60	£84.50	£70.10	£43.70
Jim-Jam Hr	18:00 - 19:00	£11.00	n/a	£11.00	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. A minimum of two booked sessions is required per week. It is also possible to book additional one-off sessions if there is space available. However, it is not 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 £8.80 is charged between 08:00-18:00 and then a Jim-Jam hourly rate of £11.00 between 07:00-08:00 and 18:00-19:00. Breakfast and Supper are charged at £2.50 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 £2.50 per meal and is included in the Extended Day Rates. If booking on an *ad hoc* basis, an extra £2.50 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 a deposit.

£500 deposit	joining the Nursery only . This is returned in full if a child completes the final year of Nursery; otherwise, if a child leaves before that, only half (£250) will be returned.
£1,000 deposit	joining the Nursery and the Main School (i.e. going on to Reception at Cumnor House Sussex and then staying until the end of Year 8). This is only returned if a child completes Y8 in the Prep School. Should a child leave earlier, only half (£500) will be returned.

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 in-line with the Cumnor Main School term dates, or on a **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. Please note that the Nursery deposit is only refundable if the child's nursery place is filled within the three months' notice period.

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. The UK Government offers parents a variety of schemes to help with childcare costs. To find out more details on what you might be eligible for, please visit <https://www.childcarechoices.gov.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 government funded free childcare per year. This is a maximum of 15 hours a week for up to 38 weeks of the year. It can be claimed 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 Finance 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 standard 38-week term-time 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 & 4-year-old Universal FE (15hrs)** and **3 & 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 each week - Mon-Fri 3 hours per day from 12:00-15:00. For those eligible for **Extended FE** a maximum of 30 free hours are available each week - Mon-Fri 6 hours per day from 12:00-18:00.

TERM-TIME ONLY ATTENDANCE

The Cumnor school terms only add up to 34 weeks across the year. All FE hours are claimed in advance on your behalf in termly blocks at the start of each term as outlined below.

Term	WSCC	Term Time (34-wk)		
	Term Dates	Total Weeks	max Universal FE hrs	max Extended FE hrs
Autumn	01 Sep-31 Dec	13	195	390
Spring	01 Jan-31 Mar	10	150	300
Summer	01 Apr-31 Aug	11	165	330
Annual Total		34	510	1,020

2-year-old and Universal FE – eligible children can claim up to 15 free hours each week – a maximum of 3hrs each day from 12:00-15:00 term time only.

Extended FE – eligible children can claim up to 30 free hours each week – a maximum of 6hrs a day from 12:00-18:00 term time only.

		2yr old FE & Universal FE		Extended FE	
	Weeks per year	Max. hrs used per week	Max. hrs per year	Max. hrs used per week	Max. hrs per year
WSCC max. funding	38	15	570	30	1,140
Cumnor Term-Time*	34	15	510	30	1,020

**potential loss in free hours as FE is claimed over 34 weeks not 38 weeks*

When you sign up to the Term-Time only option your child attends the Nursery in-line with the Cumnor Main School term dates. Any extra sessions booked in the holidays will be charged at the Standard Rate (non-funded).

FULL-TIME ATTENDANCE

For **Full-Time** children who attend the Nursery for 50 weeks of the year, the full 38-week WSCC termly funding can be claimed and then the hours are stretched to cover the regular booked sessions across the whole year where possible. Any claimed hours that have not been used in a term are carried forward to be used in the next term within that academic year. Each academic year starts on 1st September and ends on 31st August.

	WSCC	Full Time (50-wk)		
Term	Term Dates	Total Weeks	max Universal FE hrs	max Extended FE hrs
Autumn	01 Sep-31 Dec	16	176	360
Spring	01 Jan-31 Mar	13	143	293
Summer	01 Apr-31 Aug	21	231	472
Annual Total		50	550	1,125

2-year-old and Universal FE – eligible children can claim up to 3hrs a day each week but cannot exceed a total of 570hrs in the year. Stretched over 50 weeks, this maximum equates to **11 free hours used each week***.

Extended FE – eligible children can claim up to 6hrs a day each week but cannot exceed the annual maximum of 1,140hrs in the year. Stretched over 50 weeks, this maximum equates to **22.5 free hours used each week***.

		2yr old FE & Universal FE		Extended FE	
	Weeks per year	Max. hrs used per week	Max. hrs per year	Max. hrs used per week	Max. hrs per year
WSCC max. funding	38	15	570	30	1,140
Cumnor Full-Time*	50	11	550	22.5	1,125

**potential loss in free hours as FE can only be claimed in half hourly increments*

The total FE hours available each week will be allocated to the booked sessions where possible. Any shortfall in FE funding required to cover a regular session is charged at the standard non-funded hourly rate and added as an extra to the funded session rate.

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 Finance Department (nleghorn@cumnor.co.uk) for all queries relating to Early Years Free Entitlement.