



SCHEDULE OF NURSERY FEES

2024-2025

At Cumnor Nursery, we provide flexible childcare for 2 to 5-year olds, from 7am until 7pm, 5 days a week, 50 weeks of the year. This is offered as either a **34 week Term-Time** or a **50 week All Year-Round** childcare provision. All Nursery Fees and Extras are **billed monthly in arrears**, payable within 14 days. From 1st September 2024, 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		
		Standard Rate	15hrs Funded Rate	Standard Rate	15hrs Funded Rate	30hrs Funded Rate
Available Session	Session Hours	<i>2yr olds</i>	<i>2yr old FE Working Parents</i>	<i>3 & 4yr olds</i>	<i>Universal FE All Parents</i>	<i>Extended FE Working Parents</i>
Jim-Jam Hour	07:00 - 08:00	£11.60	n/a	£11.60	n/a	n/a
Morning (no lunch) *	08:00 - 11:30	£40.20	n/a	n/a	n/a	n/a
Morning (inc. lunch)	08:00 - 13:00	£52.00	£44.80	£50.50	£43.30	£43.30
School Day	08:00 - 15:00	£66.40	£44.80	£64.90	£43.30	£43.30
Full day	08:00 - 17:00	£80.80	£63.20	£79.30	£61.70	£43.30
Extended Day (inc. supper)	08:00 - 18:00	£90.60	£75.00	£89.10	£73.50	£45.90
Jim-Jam Hour	18:00 - 19:00	£11.60	n/a	£11.60	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 £9.20 is charged between 08:00-18:00 and then a Jim-Jam hourly rate of £11.60 between 07:00-08:00 and 18:00-19:00. Breakfast and supper are charged at £2.60 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 three hot meals a day (breakfast, lunch and supper), which are all cooked on site. 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 included in the Extended Day Rates or if booking on an ad hoc basis, an extra £2.60 will be charged. Should your child have any food allergies or dietary requirements our kitchen staff will be informed of the days 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 published 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 Year-Round** 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 a signed Registration Form, a non-refundable £100 Registration Fee, a signed Parent Contract and full payment of a deposit.

£500 deposit	Joining the Nursery only . This is returned in full on completion of the final year of Nursery; in the event of leaving prior to this time, 50% of the deposit (£250) will be returned.
£1,000 deposit	Joining the Nursery and the Prep School (i.e. going on to Reception at Cumnor House Sussex and then staying until the end of Year 8). This is only returned in full on completion of Year 8 in the Prep School. In the event of leaving prior to this time, 50% of the deposit (£500) will be returned. Please note, if a child does not take up their reserved school place, the deposit is non-refundable.

A confirmation of place will then be sent to confirm the start date and regular sessions booked. Before starting, children are invited for a free taster session, between 08:00-13:00 on a pre-arranged date.

Our Nursery is in high demand and as such places will be allocated in priority order as outlined below:

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

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 All Year-Round children 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. 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 FUNDED ENTITLEMENT (EYFE)

ALL PARENTS EYFE

- **Universal Funded Entitlement (UFE)**

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 provided West Sussex County Council (WSCC) Parent Declaration Form must be completed and returned to the Finance Department before the start of term.

WORKING FAMILIES EYFE

If both parents are working and each parent earns less than £100,000 per year, you may be eligible for further free childcare. To check if you meet the eligibility criteria please visit <https://www.childcarechoices.gov.uk>

- **2-year old Funded Entitlement (2FE)**

Eligible working parents of 2-year-olds are now able to access up to 15 hours childcare support each week over the standard 38-week term-time period. In order to claim this new free childcare, the parent must have a valid eligibility code and complete a provided WSCC Parent Declaration Form before the start of term.

- **Extended Funded Entitlement (EFE)**

For eligible working parents of 3 and 4-year olds, children can use an additional 570 hours each year, up to a maximum of 30 hours per week over 38 weeks (1,140 hours each year). In order to claim this extra free childcare, the parent must have a valid eligibility code and complete the provided WSCC Parent Declaration Form before the start of term.

Parents can apply online through the HMRC's website <https://www.childcarechoices.gov.uk>. If eligible, each child will receive a unique free childcare code. The extra hours can be claimed once the next term starts. **It is the parent's responsibility to re-confirm their eligibility every three months otherwise codes can become invalid and the extra free childcare becomes unavailable.**

PATTERN OF DELIVERY

At Cumnor House Sussex we accept **2FE** (15hrs), **UFE** (15hrs) and **EFE** (30hrs) in the afternoon sessions from 12pm only.

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 and 4-year old Universal FE	12:00-15:00	3	15	570
3 and 4-year old Extended FE	12:00-18:00	6	30	1,140

For those eligible for **2FE** and **UFE** a maximum of 15 free hours are available each week. This can be used Mon-Fri for up to 3 hours per day from 12:00-15:00. For those eligible for **EFE** a maximum of 30 free hours are available each week which can be used Mon-Fri for up to 6 hours per day from 12:00-18:00.

ALL YEAR-ROUND ATTENDANCE

For **All Year-Round** children who attend the Nursery for 50 weeks of the year, the full WSCC termly funding can be claimed and we then apply the hours 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.

2FE and UFE – eligible children can claim up to 3 hours a day from 12:00-15:00, but cannot exceed a total of 570 hours in the year. Stretched over 50 weeks, this maximum equates to **11 free hours used each week***.

EFE – eligible children can claim up to 6 hours a day from 12:00-18:00, but cannot exceed the annual maximum of 1,140 hours in the year. Stretched over 50 weeks, this maximum equates to **22.5 free hours used each week***.

	Weeks per year	2-year old FE and Universal FE		Extended FE	
		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 All Year-Round*	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.

TERM-TIME ONLY ATTENDANCE

As the Cumnor terms only add up to 34 weeks across the year, we are only able to claim FE for the weeks that childcare is available. All FE hours are claimed in advance on your behalf in termly blocks at the start of each term.

2FE and UFE – 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.

	Weeks per year	2-year old FE and Universal FE		Extended FE	
		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 Cumnor's term dates. Any extra sessions booked in the holidays will be charged at the Standard Rate (non-funded).

WSCC "FUNDED 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. For any WSCC FE only places, no registration or deposit payment is required. WSCC only require a 4-week notice period to transfer funding.