

Fledglings Nursery
Fees and Early Years Entitlement Funding Policy



Fledglings Nursery operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. We are open 8:45am – 3:15pm, 32.5 hours per week, 5 days a week term time only.

Fees

- With effect from 1st April 2026, our fees are:
- £18.00 per 3 hour session (£6.00 per hour) for 3-4 year olds
cost to families per session where using the tax free childcare (government give up to 20%) =£13.50
- £21.75 per 3 hour session (£7.25 per hour) for 2-3 year olds
cost to families per session where using the tax free childcare (government give up to 20%) =£17.20
- Our Fledglings session times are:
 - 8:45am – 11:45am
 - 11:45am – 2:45pm
 - 8:45am – 2:45pm
 - 2:45pm – 3:15pm

If your child attends Fledglings full time (i.e. 6.5 hours a day for 5 days a week) you will receive a discount, whereby the additional half an hour at the end of the day (2:45pm – 3:15pm) will be cheaper than the usual rate.

- 2 year old end of day half hour charge - £3.38
- 3 year old end of day half hour charge - £2.75
- All sessions must be paid for.
- Invoices are sent out to parents at the beginning of the preceding month for fees that are over the Early Years Entitlement. Fees must be paid **in advance** of sessions. The payment date is stated on the invoice and on the annual calendar.
- Fees must be made via BACS transfer, childcare vouchers or tax-free childcare. Please ask for our account details if you wish to set up payment using childcare vouchers. Any payments must be handed to the Manager or a member of staff. You

will be asked to sign to confirm that you have given the payment to a member of staff who will also sign to acknowledge receipt of payment.

- Every term you will receive a statement clearly explaining how your Early Years Entitlement and fees are calculated for that term. We do not charge for INSET days or school holidays.
- Failure to keep up-to-date with your fees according to the payment date on the invoice will result in a penalty charge being made of an additional **£10 per invoiced week**.
- Where possible we will try and meet any request to swap sessions in the week. However, we can only accommodate 1 change per calendar month. You are required to complete an alteration of hours at Fledglings form to see if it is possible for the Nursery to accommodate your request.
- If your child requires a cooked lunch, supplied by Aspens, this can be ordered via MCAS at a cost of £2.70 per meal. In line with Aspens Charging Policy, if your child is absent from Fledglings for any reason, including illness and they have a lunch ordered, you will still be charged for the meal.
- On your child's third birthday, the rate changes to the 3 year old rate. However, if we feel that your child would be better accommodated, developmentally and socially, in the Swifts area (2 year old area) they can remain here. This will be in full consultation with the parents to ensure we are meeting each child's individual needs and a plan discussed regarding a suitable smooth transition into the Swallows area (3-year-old area).
- If your child is in Swifts and turns three before or after April, they will remain in the Swifts area. This is due to Swallows being busy with children who are preparing for the transition into school. They will then move through in the Autumn term with others from this area, to ensure a smoother transition into the Swallows area.
- If your child arrives without a lunch or they refuse to eat the lunch you have provided they will be supplied with a school lunch from Aspens, subject to availability, or we will make them a lunch in Fledglings, for which you will be charged £2.70 via MCAS. Unfortunately, we do not have the time to ring parents during the lunch period.
- Gymnastic sessions are run by "Premier Sport". These 45-minute sessions can be booked in advance each term at a cost of £5.75 per session. Your child needs to attend Fledglings on the day these sessions take place.
- Forest School sessions are run by Fledglings practitioners. These are one hour sessions and need to be booked in advance each term at a cost of £7.00 per session. Your child needs to attend Fledglings on the day these sessions take place.

- Any other trip costs are calculated on the individual venue and transport charges. These trips are optional and will only take place if there are sufficient numbers. If the trip is not on your child's usual day we can adjust your child's sessions and funding to cover the cost of that day. They will then not attend their normal booked session. Alternatively, your child can attend and will be charged the normal daily rate of £36.00 for 3-4 year olds or £43.50 for 2-3 year olds, unless you are able to come and support your child during the visit.
- The Manager will try, where possible, to accommodate your requests with the sessions you require. If we can meet your request we will discuss a suitable date for this to start.
- One month's notice of school weeks, NOT calendar weeks, must be given to the Nursery to terminate a child's place or reduce their hours of attendance. If, when you give notice, it falls within the holiday period these weeks are not included in the notice period. The notice period includes term time only weeks.
- If notice is not received, fees will be charged for the equivalent of 4 weeks or the Early Years Entitlement Funding for the notice period will be claimed.
- Our fees are reviewed annually with any increase usually being implemented from 1st April. We will inform you of any decision prior to this date. If you wish to discuss this further, please speak to the Nursery Manager.
- If there are any problems concerning payment of fees, please speak to the Nursery Manager as soon as possible. We are sympathetic to financial difficulties and will actively seek a mutual agreement. All information discussed is kept confidential.
- If your child misses a session due to illness, family holiday etc. that session must still be paid for as the Nursery is keeping your child's place open.
- In the case of continuing illness, please inform the Nursery Manager as soon as possible and they will consult with the Headteacher to consider the circumstances.
- An additional charge of £7.50 will be made for each 10 minutes a child remains uncollected, after their booked session has ended. The setting must ensure that they adhere to legal requirements on staff ratios and have at least 2 members of staff on the premises at all times.
- The setting reserves the right to terminate the contract, without notice, in the event of unacceptable behaviour from a child/parents or non-payment of fees following the non-payment procedure. At all other times one month's notice in writing will be given.

Early Years Entitlement (EYE) Funding (Universal and Additional hours) and Funding for 2 and 3+ year olds

Early Years Entitlement starts in the funding period after your child's 2nd/3rd birthday. This can be via: universal funding; working family hours or supported family funding. At 3 years old, children receive 570 funded hours of Universal Funding which lasts for 3 funding periods (one year). The period after a child's 4th birthday, EYE funding is offered pro rata. Children who are 4 in the Autumn term will receive 385 funded hours for Spring & Summer term, children who are 4 in the Spring Term will receive 242 funded hours in the Summer Term.

You can claim at a maximum of two providers that your child attends at any one time. The total hours at the two providers cannot exceed 15 (universal) and 15 (WFH or supported). (570 hours equals 15 hours per week for 38 weeks, or 1140 hours equals 30 hours per week for 38 weeks)

We are in receipt of Early Years Entitlement Funding for two-, three- and four-year-olds; as a term time provision this will be available from the term **after** your child's birthday for the majority of children. You can only claim a maximum of 10 hours per day of Early Years Entitlement.

The terms below stipulate when your child can use their funding following their birthdays:

If your child is born between:	The EYE can be claimed from:
1 st September -31 st December	1 st January following their birthday
1 st January-31 st March	1 st April following their birthday
1 st April-31 st August	1 st September following their birthday

- When your child starts with us, we encourage two settling in sessions of 1 hour each. One session with you or a familiar adult and one session without you.
- We offer a maximum of 30 hours funded per week, which is equivalent to 5 days per week. Alternatively, you can use hours for breakfast club or after school club.
- If you choose to take your child out of Fledglings for a holiday, your booked and/or paid sessions will still be claimed and/or charged for during the time they are away. Please note that sessions cannot be swapped for holidays.
- Any hours attended over and above the Early Years Entitlement Funding maximum will be charged at our normal hourly rate.

- To apply for additional hours please go to www.childcarechoices.gov.uk to generate a code.

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Breakfast club</u> 8:00am to 8:45am	<u>Breakfast club</u> 8:00am to 8:45am	<u>Breakfast club</u> 8:00am to 8:45am	<u>Breakfast club</u> 8:00am to 8:45am	<u>Breakfast club</u> 8:00am to 8:45am
AM 8:45am – 11:45am	AM 8:45am – 11:45am	AM 8:45am – 11:45am	AM 8:45am – 11:45am	AM 8:45am – 11:45am
PM 11:45am – 2:45pm	PM 11:45am – 2:45pm	PM 11:45am – 2:45pm	PM 11:45am – 2:45pm	PM 11:45am – 2:45pm
2:45pm – 3:15pm	2:45pm – 3:15pm	2:45pm – 3:15pm	2:45pm – 3:15pm	2:45pm – 3:15pm
<u>After school club</u> 3:15pm – 4:00pm	<u>After school club</u> 3:15pm – 4:00pm	<u>After school club</u> 3:15pm – 4:00pm	<u>After school club</u> 3:15pm – 4:00pm	<u>After school club</u> 3:15pm – 4:00pm

Here are a few suggestions to enable you get the best from Early Years Entitlement hours:

Early Years Entitlement universal funding:

5 x mornings or afternoons (3 hour sessions) per week = 15 hours per week

2 x full days (9:00am – 3:00pm 6 hour sessions) & 1 x ½ day (3 hour session)

either morning or afternoon = 15 hours per week

Early Years Entitlement extended funding 30 hours per week in Fledglings sessions:

5 x full days (9:00am – 3:00pm) 6 hour session = 30 hours per week

3 x full days (7:30am – 5:30pm) 10 hour session = 30 hours per week to include breakfast club & after school club.

- To claim the Early Years Entitlement the following documents are required at registration:
- Child's legal documentation – birth certificate, passport (required by the Entitlements Team)
- Completed EYE child registration form
- Eligibility code from registered parent (HMRC)
- The registering parents National Insurance Number (consent to share NI with EYE team). If you do not provide your National Insurance number we will be unable to process your application for funding which may result in you paying any outstanding fees in the usual way.

Grace period

Please be aware that it is the responsibility of the parent(s) to pay for any hours which cannot be claimed after the grace period, if insufficient notice about changing your child's hours is received.

Validity end date	Local Authority date	Grace period ends
1 Jan - 10 Feb	11 Feb	31 March
11 Feb - 31 March	1 April	31 August
1 April-26 May	27 May	31 December
27 May-31 August	1 September	31 December
1 September-21 October	22 October	31 December
22 October-31 December	2 January	31 March

To claim **supported funding for 2 year olds**, please bring copies of the following:

- Child's legal documentation – birth certificate, passport (on registration, copy needs to be sent to the Entitlements Team)
- The letter held by the parent which states that their child is eligible for 2 year old funding.

Debt Management

Monitoring Payments in Arrear

1. The date is set for payment on each invoice
2. Nursery Manager and admin staff check payments against invoices on due date.
3. All parents/carers who have not paid will be reminded of the due payment date and expectation to pay on time.
4. If payment is not received by the agreed date, Fledglings will follow non-payment of fees procedure.

Non-payment of fees:

1. Arrears procedure followed (incl. documentation of how information will be recorded).
2. Meeting to set up debt recovery – needs to be within a week of outstanding invoice. A payment plan will be agreed. A payment plan will be signed by both parties, and a copy given to parent.
3. If a parent defaults on a payment plan then the child's place will be withdrawn
4. In the event that Fledglings is forced to seek recovery of an outstanding debt, Legal Services within the Local Authority will be informed to take legal action.

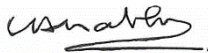
Signposting to Other Entitlements Which May Be Available

- **Tax Free Childcare and Extended Early EARY Years Entitlement – www.childcarechoices.gov.uk**
- **Childcare vouchers:**

Links to other policies and legislation

- Fledglings prospectus, admissions policy, parent's contract or parent partnership, uncollected child policy, sickness policy, emergency closure policy and committee roles and responsibilities.
- Statutory Framework for Early Years Foundation Stage - Safeguarding and Welfare Requirements

Name of signatory: Elizabeth Latham

Role of signatory  Early Years Governor

Date to be reviewed February 2027

Fledglings Invoice Schedule 2026-27

GENERATE ON:	FOR WHICH MONTH:	FOR WHAT WEEKS:	PAYMENT BY:
25 th June	September 26	4 weeks 7 th , 14 th , 21 st & 28 th September	Friday 17 th July
10 th September	October 26	3 weeks 5 th , 12 th & 19 th October	Wednesday 30 th September
1 st October	November 26	4 weeks 2 nd , 9 th , 16 th & 23 rd November	Friday 23 rd October
5 th November	December 26	3 weeks 30 th November, 7 th & 14 th December	Wednesday 25 th November
26 th November	January 27	4 weeks 4 th , 11 th , 18 th & 25 th January	Friday 18 th December
7 th January	February 27	3 weeks 1 st , 8 th & 22 nd February	Friday 29 th January
4 th February	March 27	4 weeks 1 st , 8 th , 15 th & 22 nd March	Friday 26 th February
4 th March	April 27	3 weeks 12 th , 19 th & 26 th April	Wednesday 24 th March
24 th March	May 27	4 weeks 3 rd , 10 th , 17 th & 24 th May	Friday 30 th April
6 th May	June 27	4 weeks 7 th , 14 th , 21 st & 28 th June	Thursday 27 th May
27 th May	July 27	3 weeks 5 th , 12 th & 19 th July	Wednesday 30 th June

1 st July	September 27	Possibly the first 4 weeks of Sept 27	Wednesday 21 st July
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