



## **A Guide to your Child's Nursery Fees**

This short guide aims to explain how your child's nursery place at the Brook Infant Nursery can be funded. If you have any further questions please contact Jo Sutton on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) or on 01293 886521.

### **Is my child entitled to free Government funding for their nursery place?**

#### **Children Aged Two**

Some children aged two may be eligible for up to 15 hours free entitlement funding and to access this parents would need to make their application on line by visiting <https://www.childcarechoices.gov.uk/>. If successful, parents will be given a unique code 5 or 6 digit reference number, which must be entered onto their completed Free Entitlement Parent Declaration Form and returned to Nursery. Two year old funding can be claimed at any point in the term.

Private hours for children aged two are charged at £8.50 per hour.

#### **Children Aged Three and Four – 15 Hours Free Entitlement**

All children attending nursery aged three and four can claim 15 hours of free entitlement funding and this can be claimed in the term after their third birthday. Parents will need to complete their Free Entitlement Parent Declaration Form and return to nursery before funding can be claimed. Funding can also only be claimed if children are attending nursery in the week of Headcount day, which is usually two weeks from the start of the each term. If children are not attending in the week of Headcount day, no funding can be claimed for that term and any hours attended would be chargeable.

Private hours for children aged three and four are charged at £6 per hour.

#### **Children Aged Three and Four – Extended 15 Hours Free Entitlement (30 hours in total)**

Some parents of children aged three and four may be also eligible to claim an additional extended 15 hours (30 hours in total) free entitlement hours. The criteria for the extended 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and earn less than £100,000 per year.

Please note this includes employed and self-employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who cannot work because they are disabled or have caring responsibilities could also be eligible.

To find out if you are entitled to claim the extended 15 hours, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Once you have been granted the additional 15 hours, you will be given an eligibility code which you must write on your Free Entitlement Parent Declaration form and return to the nursery – failure to complete the declaration form will result in free entitlement hours not being claimed and hours being chargeable.

**Children must be attending the nursery during the week of headcount day, which is usually the second week of term to receive this funding for the term.**

Parents who think they may be eligible for 30 hours free childcare should visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). An application must be made in the term **BEFORE** their child starts Nursery to receive funding as shown below:

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

Please note that parents who claim the extended 15 hours (30 hours in total) will need to re-confirm their free entitlement code every term to ensure that their funding continues. Each application made provides funding for the next term only. It is parent's responsibility to log into their childcare account termly to ensure their funding continues – please note that if details are not re-confirmed termly then the government withdraws funding and hours will become chargeable.

**What if my child attends two nurseries?**

The funding relates to the child not the number of nurseries you attend. When you complete the parent declaration form you can state how many nurseries your child attends and how many of your hours you wish to claim from each nursery. We will then claim the number of hours you have allocated. Any hours attended over the government funded hours for that nursery will be chargeable.

**How will I be charged for any private hours? (above the government funded hours)**

Any hours attended by your child not covered by your government funded hours will be charged at £6 per hour for children aged three and four and £8.50 for children aged two. Parents will receive an invoice for this at the start of each term. Please note you will only be invoiced for chargeable hours and can pay in full or by instalments. Payments can be made by child care vouchers, direct bank transfer or tax-free childcare scheme.

**What times can my child start and finish nursery?**

Our nursery day is split into two 3 hour sessions. This is 8.30am to 11.30am and 12 noon to 3pm. If your child attends all day then you can have two options:

1. Start at 9am and finish at 3pm (this is a 6 hour session)
2. Start at 8.30am and finish at 3pm (this is a 6 hour 30 minute session)

**Please can you give me an example of the cost for any additional hours above the government funded hours?**

	<b>Children Aged Three and Four</b>	<b>Children Aged Two</b>
An additional 3 hours per week	£18.00 per week	£25.50 per week
An additional 6 hours per week	£36.00 per week	£51.00 per week
An additional 15 hours per week	£90.00 per week	£127.50 per week

**Please email Jo Sutton, Business Manager on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) if you have any questions.**

**Thank you.**