



Teddy Bears Fees Policy
A Member of the West Somerset Academies Trust

1. Introduction

Teddy Bear's Nursery is situated on the site of Old Cleeve First School to allow the two settings to work cohesively and harmoniously. Both Teddy Bear's Nursery and Old Cleeve First School are members of the West Somerset Academies Trust.

We welcome children of three and four years of age into a high quality, safe and stimulating learning environment, which is good value for money.

2. Session Times and Hourly Rates

Teddy Bear's Nursery is open Monday – Friday during term time only (38 weeks in the year). The Nursery closes for Bank Holidays and INSET days during the year, dates of these will be sent out and can be found on the School Website (part of Old Cleeve First School website).

The Nursery opens at 8:45am with children welcome to arrive between 8:45am and 9:00am. All children need to be in by 9:00am.

Between 12:00pm and 1:00pm children will have lunch. Children can bring their own lunch or purchase a hot meal at £2:10

Hours used in addition to a child's funded hours are charged at £4.24

Morning Session	Lunch Time	Afternoon Session
9:00 to 12:00 <i>8:45-9:00 flexible start</i>	12:00-1:00	1:00-3:00 <i>3:00-3:15 flexible finish</i>

Parents/guardians can use their Early Years Entitlement (EYE) of 15 or 30 hours a week for their child at our setting if they are entitled to funding; additional hours can also be purchased. Please refer to the fees schedule in **Appendix 1** for details

3. Registration and Admissions

3.1 Application for a place in Teddy Bear's Nursery needs to be made by completing an application form which is available from Minehead First School or it can be downloaded from the school website. Parents/guardians will also need to **produce their child's original birth certificate, which will be photocopied to support the early years funding claim.**

3.2 No administration fee or deposit is payable to register for a place at Teddy Bear's Nursery.

4. Eligibility

4.1 Teddy Bear's Nursery admits children into their preschool when they have turned 3 years of age.

4.2 To be eligible for Early Years Entitlement (15 hours per week) the child must have become 3 years old the term before they start Nursery. For example, if a child is 3 in February, he/she can claim funding from the 1st of April (note that Easter doesn't always divide the claiming periods)

4.3 If a child is in receipt of Two-Year Funding this needs to be in place before the child starts or sessions will be charged up front until funding is secured.

4.4 Two-Year funding is granted but Somerset County Council – If a child is in receipt of Two-Year funding from a different local authority they will need to reapply for Somerset.

4.5 Parents are advised to take responsibility for ensuring funding is in place and up to date.

4.6 Teddy Bear's Nursery are not currently able to accept Two-Year funding under the current Ofsted grading implications.

4.7 Further information on Entitlement Funding (including Extended Funding) is detailed in **Appendix 2**.

4.8 If you would like more information about Early Years Entitlement, please follow the link to: [Somerset Early Years Entitlement information](#). You can contact the Entitlement Team:

4.8.1 01823 357039; or email:

4.8.2 Eyfunding@somerset.gov.uk

4.9 Teddy Bear's Nursery is open to all children, irrespective of where they live.

4.6 This fees policy forms part of the contract with the parent/carer and Teddy Bear's Nursery.

5. Opening times and dates

5.1 We are open 38 weeks a year. Teddy Bear's Nursery follows the school calendar.

5.2 The opening times and hours for the setting are 8:45am – 3:15pm Monday to Friday.

5.3 Teddy Bear's Nursery closes for school INSET days. Charges will not be incurred for these periods.

5.4 Teddy Bear's Nursery children can attend breakfast and after school club run by Old Cleeve First School. Sessions are chargeable and should be booked through Parentmail.

5.4.1 Breakfast Club 8:00-8:50am

5.4.2 After School Club 3:30-5:30pm

6. Lunches/snacks

6.1 We ask parents/carers to either provide their child with a packed lunch or order a cooked lunch, if their child attends over the lunch period. Hot lunches can be booked through the main office at a cost of £2:10. Snacks will be provided by the Nursery.

6.2 – Parent/carers are responsible for informing the Nursery if their child has any allergies.

7. Invoicing and Fees

7.1 Invoices will be sent half termly for sessions booked for the following half term. It is vital we hold the email address for the primary carer who elects to be responsible for the actioning of the invoice and other financial communications.

7.2 Statements will be sent out via email half termly if your account falls into arrears.

7.3 Fees must be paid within 5 working days. Please see separate note in cancellation section with reference to final fees.

7.4 All fees are due a month in advance

7.5 Payments can be made by BACS into the following account:

7.5.1 Account Name: - WSAT NURSERIES ACCOUNT

7.5.2 Sort code: - 30 62 63

7.5.3 Account number: - 20805360

7.5.4 Please quote your account reference number e.g. JBLO01 and setting abbreviation "TBN"

7.6 We also offer Parentmail as an alternative option please email nurseryfinance@wsat.org.uk for further details.

7.7 Cash payments are not accepted

7.8 Parents/carers who apply for funding to pay for their childcare fees. e.g. Learner Support funds, Care to Learn, etc. are expected to have this funding in place before their child starts at the nursery or provide the nursery manager with evidence of their entitlement.

7.9 Parents/carers who access their nursery education funding (Early Years Entitlement) will only be charged childcare fees if they use additional services, or if they fail to attend the contracted hours on a regular basis as outlined in the EYE contract.

7.10 Funded hours are shown on the invoices, which clearly show that hours, not monetary value, have been deducted in calculating the invoice total. If your booking is completely covered by funding, and you don't pay for any extras, you will receive an information only invoice once per term, not a monthly invoice.

7.11 Full fees are charged if your child is absent due to illness or other reasons; funded hours will be claimed by Teddy Bear's Nursery on your behalf and you will just need to sign a Parent Declaration form to confirm the number of hours claimed at the setting.

7.12 Should your child be absent for more than 1 month due to sickness the Nursery Manager should be made aware of this so that the situation can be discussed, and fees will be waived however we cannot guarantee that the child's place can be held open for them after that point. We will however endeavour to do our very best for the child and their family.

7.12 Fees will not be charged when the nursery has INSET days or emergency closure. EYE hours lost due to nursery closure may be credited to the child to take at another time.

8. Additional and change of hours

8.1 Additional hours can be requested through the following email address oldcleeve@wsat.org.uk the EYFS Leader will endeavour to respond within 48 hours regarding availability. Sessions will be charged at £4.24 per hour.

8.2 Parents may request a change in hours with the Early Years Foundation Stage Leader. Other staff will be happy to accept the written request form, but decisions will be made by the EYFS Leader, who will endeavour to respond to the request within 5 working days of receipt of the request. The setting reserves the right to apply a 4-week notice period for change requests however we will endeavour to work with the family in each case.

8.3 All requests need to be made using the form in appendix 3.

9. Cancellation of child's place

Four weeks written notice is required for the termination of the contract by a parent/carer. If the child starts at a new setting within the four weeks, the funded hours will be claimed until the end date and any hours not covered by the entitlement will be charged to the parent/carer from both settings.

10. Charges for late collection of children

If a child is collected late from a session, we reserve the right to charge £5 late fee. We ask parents to be punctual at drop off and pick up and ask that if something happened you call the main school to inform us.

11. Monitoring payments in arrears

11.1 If a payment is more than 4 weeks overdue Teddy Bear's Nursery will take the necessary steps to recover the outstanding monies.

11.2 If at any time a parent/carer goes into arrears with their nursery fees the setting reserves the right to withdraw the place and invoice for the full amount owing.

12. Non-payment of fees

12.1 In the first instance it is important to ensure open communication between all parties.

12.2 Teddy Bear's Nursery will actively support the family whilst they have outstanding debt. However, it needs to be made clear that the nursery can neither afford nor tolerate debts for long periods.

12.3 The following steps will be implemented although seeking legal redress will remain the ultimate course of action:

- A meeting will be set up between the parent/carer and a Nursery Finance Officer to set up a payment plan. The plan will state what will happen if a payment is missed. The plan will be signed by the Nursery Finance Officer and parent/carer; a copy will be kept on file
- If the parent/carer defaults on the payment the child's hours will reduce to EYE hours (if they are entitled) until the debt is cleared. If the debt is not

cleared, then the place will be withdrawn. The parent/carer will be notified in writing.

- Teddy Bear's Nursery reserves the right to recover debt through the courts or debt recovery agency – should this be the case the parent/carer will be notified in writing.
- The setting will pass on information of debt arrears to any other Early Years provider who may make enquires about bad debts.

13. Termination of the contract by the setting

The setting reserves the right to terminate the contract for a child's place in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times [settings notice period –i.e. 4 weeks] notice in writing will be given.

14. Informing parent/carers of changes to fees or policy

14.1 Fees are reviewed annually in the Summer term and changes will be published in June for a September change.

14.2 Parents/Carers will be notified, in writing, two months before we are ready for implementation.

14.3 The new fee structure will be posted in the setting as well as through Parentmail. We will also notify parents/carers of who to speak to should they wish to discuss fees. The policy will require a response to enable the Trust to track that parents have been made aware of the changes.

15. Holiday Clubs

The West Somerset Academies Trust offers Holiday Clubs for School age children. Children starting school the following September can attend Nursery provision at St Peter's Nursery or King Edward Road Nursery – parents are able to stretch their funding to cover holiday periods through dual placement or pay additional hours at a cost of £4.24. A request for Nursery holiday provision needs to be arranged a month in advance to allow appropriate ratios. If you wish to discuss your options for funding please contact us. Holiday provision runs at February Half Term, Easter, Summer holidays and October half term.

Holiday Club Fees for school age children

Day Rate £26.72 = 8:30am – 4:30pm

Additional hours may be requested at a rate of £3.34

We are unable to refund any missed sessions.

16. Covid-19

17.1 If a parent withdraws a child from the nursery over a period lockdown, a 50% retainer will be charged for sessions that are not attended. This will allow the nursery to ensure that the nursery child's place is available after the lockdown period.

17.2 If parents decide to withdraw their child completely and relinquish their nursery place, then the charge for the notice period will still be required but acknowledging the

climate, this will be reduced to 50% of their normal weekly fee for 4 weeks.

17.3 If the Nursery or section of the Nursery has to close due to a positive case being identified, fees will not be required during the closure period. Funded sessions will still be claimed with permission through declaration forms.

17.4 Session times will be altered to allow social distance at drop off and pick up. Flexible starts and finishes will not affect hours claimed.

Morning Session	Lunch Time	Afternoon Session
9:00 to 12:00 <i>8:45-9:00 flexible start</i>	12:00-1:00	1:00-3:15 <i>3:00-3:15 flexible finish</i>

[Thank you for taking the time to read our Policy document.](#)

Please confirm you have read this policy and provide your signature overleaf...

Teddy Bear’s Nursery Fees Policy – updated February 2021

Please sign and date the following statements and return this page to our office.

Childs name.....

Parent/Carer Name.....

Child’s start date.....

- I have read and agree to Teddy Bear’s Nursery Policy
- I agree to pay any preschool fees by the payment due date shown on the invoice and in advance of sessions.
- I understand that if payment of the invoice is not made in full by the payment due date that my child will not be able to access extra sessions until the balance is cleared in full.
- I am aware that I am responsible to pay for any hours which cannot be claimed under the Early Years Entitlement.

Print Name.....

Signed..... Date.....

To Claim EYE funding for your child we need to send some details of your child and a copy of their birth certificate to Somerset County Council. Also, if you wish to access the **extended** funding hours we will need to share your National Insurance number.

- I give Teddy Bear’s Nursery preschool permission to share my child’s details, a copy of their birth certificate and my national insurance number with the Early Years Entitlements Team at Somerset County Council.

Print Name.....

Signed..... Date

Appendix 2

1. EARLY YEARS ENTITLEMENT

Somerset offers 570 Early Years Entitlement (EYE) hours a year for eligible 3 and 4 year olds.

2. Entitlement

Your child will become eligible for the Early Years Entitlement in the funding period after your child's third birthday. To claim funding certain documentation is required – birth certificate. If this documentation is not provided then the funding cannot be claimed by the setting, and parents/carers will be charged for any hours that the child has accessed.

The funding periods are:

Autumn - 1 September to 31 December

Spring - 1 January to 31 March

Summer - 1 April to 31 August

Below is a guide if a child is about to access the funding for the first time, it is broken down into funding periods and birthdays:

- If the child is born between 1 April and 31 August, funding can be claimed from 1 September - autumn funding period
- If the child is born between 1 September and 31 December, funding can be claimed from 1 January - spring funding period
- If the child is born between 1 January and 31 March, funding can be claimed from 1 April – summer funding period
- Entitlement 570 hours across the year or 1140 with 30-hour funding
- Minimum hours in a day 2.5 hrs
- Maximum hours in a day **Up to 10 hours a day** (not before 7.00am or after 7.00pm)
- Maximum hours in a week 15 term-time or 11.4 hours in a week stretched offer.
- Maximum number of providers at any one time 3
- The full 15 hours EYE can be taken over 2 days per week but if the child only attends 1 day per week, the maximum hours that can be claimed is 10 hours.

3. The “Stretched” Offer

Teddy Bear’s Nursery is unable to offer the stretched offer; we can however offer it in conjunction with our sister nurseries St Peter’s Nursery or King Edward Road Nursery. It offers parents a stretched offer by using their 570/1140 hours across the whole year. The year will start from the funding period after the child’s 3rd birthday and 4th birthday. For children who are 4 years of age in the autumn or spring funding period, the hours will be limited. The “stretched” offer will mean that less than 15 hours a week can be claimed. The “stretched” offer reduces the number of hours per week and allows parents to spread their entitlement over more weeks so that they can use some of their hours in the holiday periods if they wish.

For Example

50 weeks at 11.4 hours per week = 570 or 50 weeks at 22.8 hours per week = 1140

4. **What happens if my child attends more than one provider?**

You can claim at a maximum of three providers that your child attends at any one time. The total hours claimed at the providers cannot exceed 15 per week or 11.4 hours for the stretched offer combined or the 570 over the year.

If the total hours claimed exceeds the maximum entitlement or the maximum per week, the Early Years Entitlement will be allocated among the providers in proportion to the number of hours claimed in that funding period.

5. **Claiming EYE funding**

To claim the EYE funding the following information is required:

- Child's legal documentation – birth certificate. (Given upon registration and a copy is to be sent to the Entitlements Team, Somerset County Council)
- EYE parent declaration form to be completed when the child is eligible. To be signed by Parent/Carer.

It is the parent/carers responsibility to pay full fee cost if the child's legal documentation is not given as the nursery will be unable to claim the EYE entitlement.

6. **Other Entitlements Which May Be Available**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits Teddy Bear's Nursery is registered with several childcare voucher companies. If you would like more details, please contact the nursery finance officer.

7. **Extended Funding**

All 3- and 4-year olds are entitled to up to 15 hours of funded early years education or childcare a week, for up to 38 weeks a year from the funding period after they become 3 years old. The maximum that can be claimed is 570 hours each year. This is known as the "universal entitlement".

The Government has extended this entitlement to 30 hours a week (for up to 38 weeks a year). The maximum that can be claimed is 1140 hours a year. This is known as the "extended entitlement".

(If using the 'stretched offer' then 11.4 Universal entitlement hours per week can be claimed over 50 weeks a year or 22.8 **Extended** entitlement hours over 50 week each year).

Eligibility for Extended Entitlement:

Working parents of 3- and 4-year olds will need to meet the following criteria to be eligible for up to 30 hours a week funded childcare:

- Each earns or expects to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. (This means you don't have to actually work 16 hours a week but earn at least the equivalent wage rates.

Who will not qualify:

Families will not meet the criteria when:

- Either parent has an income of more than £100,000
- Those that are not in paid work
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

How to apply:

You must apply for extended hours through: www.childcarechoices.gov.uk

You will need:

- Your National Insurance (NI) Number, and your partner's NI number (if applicable). **PLEASE NOTE: IF YOU DO NOT PROVIDE YOUR NI NUMBER, THE SETTING CANNOT ACCEPT THE EXTENDED ENTITLEMENT FUNDING**
- Child's legal name and correct date of birth
- A Government Gateway Account

What to do if you are successful:

If you are successful, you will receive an 11 digit code to bring to a participating childcare provider (Teddy Bear's Nursery is such a provider). They will need your:

- 11 digit eligibility code
- Child's legal name and correct date of birth (please take along birth certificate)
- Parent name and their NI Number

They will then gain your written permission to verify the code with the Local Authority. Once the code is verified, a place can be confirmed for the **funding period after your child becomes** eligible.

Please present your code to all providers that you are accessing you universal and extended hours funding with. They will ask you to complete a parent's declaration form to indicate who you are claiming the universal hours with. Please keep your copy for your records.

When can I start using my extended entitlement hours?

If your child's 3 rd birthday falls between	You need to apply, get a code and contact your childcare provider before	Once you place is confirmed you can start using your extended hours from
1 September – 31 December	31 December	1 January (spring)
1 January – 31 March	31 March	1 April (summer)
1 April – 31 August	31 August	1 September (autumn)

To be able to use your entitlement you will need to have made a successful application and received a code by the deadlines given. If you miss the deadline you cannot use the extra funded hours, but you will still be able to use the universal hours. For example, if you do not apply and receive a code by 31st August deadline you cannot use your extra hours in September, you will need to wait until 1 January.

If you become eligible after the start of the funding period, you must wait until the following period to access your extended entitlement place.

Transferring to a new provider

If you move to a new provider, please present your code for revalidation to ensure there are no changes to your eligibility. Please also give them details of hours claimed at the previous provider. You will need to complete a new parent's declaration form as well with your new provider

Keeping your 30 hours childcare place

To keep your 30 hours place you need to check that your details are up to date every 3 months.

Visit:

www.somerset.gov.uk/childrens-services/early-years-for-families/reconfirming-your-30-hours-and-tax-free-eligibility/

Grace period: What happens if you reconfirm and are no longer eligible?

If you are no longer eligible for 30 hours, you will enter a grace period where you may be able to retain your 30 hours childcare place for a short period of time.

You will not be able to claim the extended entitlement if you start at a provider when you are already in your Grace Period.

Parent receives ineligible decision on reconfirmation	Grace period end date
Between 1 January and 10 February	31 March
Between 11 February and 31 March	31 August
Between 1 April and 26 May	31 August
Between 27 May and 31 August	31 December
Between 1 September and 21 October	31 December
Between 22 October and 31 December	31 March

If the grace period has expired and you have not met the eligibility criteria again, you would only be able to access the universal entitlement (570 hours per year). You can reapply for the extended hours if you meet the eligibility criteria again in the future.

Your entitlement to the extended hours will stop

- when your child reaches compulsory school age
- when your child attends a reception place in a maintained school or academy

If you are no longer eligible for Tax-Free Childcare, you can still use the money in your account (including the top-up you accrued while you were eligible) to pay your provider. You can also continue to use your account to pay your provider in future, but you won't get the government top-up.

Appendix 2
Change of Nursery Hours

Please complete this form if you wish to request a change in your regular nursery sessions/ hours (as per point 8 of the Fees Policy).

The following applies for a request to change nursery sessions/hours;

- All Nursery staff will be happy to discuss or receive this request for a change in hours, but the final decision is made by the Nursery Manager.
- The Nursery Manager will endeavour to respond within 5 working days
- We reserve the right to apply a four-week notice period for change requests

Please speak with the Nursery Manager or Finance Officer for further information on completing this form

Change of Nursery Hours Request

Childs Name.....

New Sessions/Hours Requested – Please complete the boxes below;

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch Req? Y / N	Lunch Req? Y / N	Lunch Req? Y / N	Lunch Req? Y / N	Lunch Req? Y / N

Date Request Made.....

Date new sessions to start (if possible)

For Nursery Manager to complete

Change of Nursery Hours Request Granted? YES / NO

Signed.....

Further Action/Notes;