

Elmwood Nursery Carshalton College

Quality, Care and Education

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Elmwood Nursery Funding Policy

Elmwood Nursery is pleased to offer Government-funded childcare places to support families with young children. This policy outlines how funding is applied and how fees are calculated.

Government Funding Entitlements

Eligible children aged 9 months to 4 years may access the following:

- Up to 30 hours funded childcare (for eligible working families)
- 15 hours funded childcare for 2-year-olds (for eligible families)
- 15 hours universal funding for all 3- and 4-year-olds

Funding is provided for 38 weeks of the year (term-time only)

Attendance Requirements

- The minimum attendance at Elmwood Nursery is three days per week.
- One of these days must be either a Monday or a Friday.

Using Funded Hours

- Funded hours are offered as up to 6 hours per day, across 38 weeks
- Funded hours do not cover a full day, therefore additional hours will be charged
- Fees apply for all non-funded hours and extended sessions

To support working families, fees are spread across 50 weeks of the year, even though funding applies to 38 weeks only.

Additional Funded Hours

- Additional funded hours may occasionally be available on quieter days
- These are limited and prioritised for vulnerable families
- Allocation is subject to staffing ratios and operational sustainability

Eligibility and Application

- Funding begins from the term after your child's eligible birthday
- Parents must check their eligibility at:
<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>
<https://beststartinlife.gov.uk/>

Parents Must:

- Complete a Parent Declaration Form
- Reconfirm eligibility every 3 months
- Inform the nursery if accessing funding at another setting

If eligibility is not reconfirmed, full fees will be charged.

Fees Structure

Full Cost (No Funding)			
Days per week	Daily	Weekly	Monthly
3	£96.00	£288.00	£1,200.00
4	£96.00	£384.00	£1,600.00
5	£96.00	£480.00	£2,000.00

Costs including 15 hours of Government Funding			
Days per week	Daily	Weekly	Monthly
3	£96.00	£178.56	£744.00
4	£96.00	£274.56	£1,144.00
5	£96.00	£370.56	£1,544.00

Costs including up to 30 Hours of Government Funding			
Days per week	Daily	Weekly	Monthly
3	£96.00	£156.67	£652.80
4	£96.00	£208.90	£870.40
5	£96.00	£261.12	£1,088.00

Fees and Payments

- Fees are charged for **50 weeks per year**.
- Monthly fees are calculated as (weekly fee × 50 ÷ 12)
- Fees are payable on the 1st of each month

Registration Fee and Advance Payment

- A non-refundable registration fee of £100 is required to secure a place at Elmwood Nursery.
- In addition, a pre-payment equivalent to one full month's fees is required no later than 3 months prior to your child's start date in order to secure the agreed sessions.
- This payment is not a deposit. It is a pre-payment of your child's first month's fees and will be deducted from your first invoice.

Changes, Withdrawals and Non-Start

- If you choose not to take up the agreed place, both the registration fee and the pre-paid month's fees will be retained by the nursery.
- If you request changes to agreed sessions (days/times) after payment has been made:
 - A minimum of 1 calendar months' notice is required
 - The pre-paid amount will be applied to your first month based on the original agreed sessions
 - Any adjustments (increase or decrease) will be reflected in the following month's invoice

The nursery cannot guarantee availability for requested changes to sessions.

Fee Changes and Additional Charges

- If nursery fees increase between the time of payment and your child's start date, you will be required to pay any difference in fees before or at the start date.
- Any additional charges if applicable, including but not limited to consumables (e.g. meals), will be added to your invoice and are payable in addition to standard fees.

Start Date Changes

A request to delay or change your child's start date will be treated as a cancellation of the originally agreed place. In these circumstances:

- The registration fee and pre-paid month's fees will not be refunded
- A new place will be subject to availability at the time of request
- A new registration process and payment may be required

The nursery may, at its discretion, agree to amend a start date in exceptional circumstances, however this is not guaranteed and will depend on availability and operational capacity.

Closures

- The nursery is closed for 2 weeks at Christmas (no charge)
- Bank holidays are included in fees
- 2 staff training days are included in fees

Late Collection Charges

- Late collection is charged at £20 per 15 minutes

Changes and Notice Period

- A minimum of 1 calendar months' notice is required for changes or withdrawal

Fees remain payable for all booked sessions, including absence due to illness or holidays