



Wise Owls Nursery School  
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## Nursery School Fees & Other Useful Information

Wise Owls Nursery School aims to combine education with creativity. It is a setting where children are encouraged to begin a lifelong love of learning through independent play within a free flow environment and carefully planned activities.

All of our valued staff are highly qualified or have worked in education or childcare in a variety of roles. We have a wealth of knowledge and skills with which we aim to nurture and inspire children

Our fees vary depending on attendance patterns and the age of your child. They are all-inclusive and highly competitive for teacher lead provision. When considering attendance and costs we encourage you to think carefully about quality of experience you want for your child.

### Daily Rates

| Age Range          | Early Start (7.30-8am) | Full Day (8am - 6pm) | Ex School Day (8.30am – 4.30pm) | School Day (9am - 3pm) | Morning Session (8am-1pm) | Afternoon Session (1pm-6pm) | Emergency hourly rate   |
|--------------------|------------------------|----------------------|---------------------------------|------------------------|---------------------------|-----------------------------|---|
| 9 months - 2 years | £7.25                  | N/A                  | £54.87                          | £48.45                 | £33.75                    | £33.75                      | £8<br>*Short notice is defined as the day before or same day. |
| 2 - 5 years        | £7.25                  | £57.95               | £52.15                          | £46.35                 | £31.90                    | £31.90                      |   |

### **Early Years Funded Entitlement (EYFE)**

Some two year olds and all three and four year olds will be entitled to receive ‘Early Years Funded Entitlement (EYFE)’ funding, this is available from the start of the term **after your child’s second or third birthday**. We offer two funding options depending on your eligibility, please see below.

| Child born between  | Can receive funding from |
|---|--------------------------|
| 1 <sup>st</sup> September to 31 <sup>st</sup> December 2019 | January 2020 (Spring)    |
| 1 <sup>st</sup> January to 31 <sup>st</sup> March 2020      | April 2020 (Summer)      |
| 1 <sup>st</sup> April to 31 <sup>st</sup> August 2020       | September 2020 (Autumn)  |

## 15 hour offer

Currently, eligible two year olds and all three and four year olds can have up to 15 hours per week for 38 weeks each year. As Wise Owls Nursery School is open 48 weeks per year we can stretch your entitlement over all these weeks. This means your child can receive up to 12 hours EYFE every week they attend and your fees will remain constant throughout the year.

### **15hour EYFE offer – Wise Owls offer 12hrs per week**

| Age Range                    | Early Start<br>(7.30-8am) | Full Day<br>(8am - 6pm)          | Extended School Day<br>(8.30am – 4.30pm) | School Day<br>(9am-3pm)          | Morning Session<br>(8am-1pm)     | Afternoon Session<br>(1pm-6pm)   |
|------------------------------|---------------------------|----------------------------------|--|----------------------------------|----------------------------------|----------------------------------|
| 2-5 year olds including EYFE | £7.25                     | £26.55<br>(Includes 6 hour EYFE) | £21.25<br>(Includes 6 hour EYFE)         | £18.80<br>(Includes 4 hour EYFE) | £13.25<br>(Includes 4 hour EYFE) | £13.25<br>(Includes 4 hour EYFE) |

**You can choose to build your EYFE hours into our sessions using the following options:**

- 1) 4 EYFE hours per day built into 3 morning/afternoon sessions or school days.**
- 2) 6 EYFE hours per day built into 2 full day sessions or 2 school day sessions.**

We have limited spaces available for Parents/Carers who would like to attend Wise Owls using only their EYFE. Please note that free 15hrs EYFE only spaces are to be taken up within our afternoon sessions only between 1pm-5pm or 2pm-6pm. Allocation will be given on a first come first serve basis. Please speak to a member of our team for availability.

## 30 hour offer

### **Who is eligible for 30 hours of funding?**

All children aged 3 and 4 will continue to be eligible for 15 hours of government funded childcare for 38 weeks of the year (570 hours). As Wise Owls Nursery School is open 48 weeks per year we can stretch your entitlement over all these weeks. This means your child can receive up to 24 hours EYFE every week they attend and your fees will remain constant throughout the year.

### **Who is eligible for 30 hours of funding?**

- Children of a single parent who work, on average, a weekly minimum equivalent of 16 hours a week at national minimum wage or national living wage and does not earn more than £100,00 per year.
- Children of a couple, BOTH of whom earn, on average, a weekly minimum equivalent of 16 hours a week at national minimum wage or national living wage minimum of 16 hours a week with neither independently earning more than £100,000 each.

## How do I apply?

The government has launched a website where parents can register and enter their personal details, you will then receive confirmation of eligibility. All eligible parents will then receive an 11-digit code that they must share with their chosen childcare setting. The funding can be used at more than one setting. At Wise Owls Nursery School, we have decided that we WILL be offering the 30 hours of funding to eligible 3 and 4 year olds over a stretched offer.

<https://www.childcarechoices.gov.uk/>

This link is the HMRC portal to register 30 hours funding. By setting up an account or by using an existing government gateway account you will receive your eligibility code. Once received please pass this on to Wise Owls along with your NI number and child's DOB. All details will be validated by Brighton and Hove Council before confirming your nursery place.

## WHAT happens if my circumstances change?

Parents will have to go onto the government's website every three months to confirm that their circumstances have not changed. If there has been a change, for example, the loss of a job, they will no longer be eligible. However, there will be a grace period that will allow your child to continue having their 30 hours free childcare while you find another job. Whatever your circumstances, all three and four year olds will still be entitled to 570 hours a year of free childcare

## 30 hour EYFE offer – Wise Owls offer 24hrs per week

| Age Range                    | Early Start (7.30-8am) | Full Day (8am - 6pm)   | Extended School Day (8.30am – 4.30pm) | School Day (9am-3pm)             | Morning Session (8am-1pm)        | Afternoon Session (1pm-6pm)      |
|------------------------------|------------------------|--|---------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 3-5 year olds including EYFE | £7.25                  | £24.55<br>(Includes 8 hour EYFE)*only available with "30 hour" offer | £21.25<br>(Includes 6 hour EYFE)      | £18.80<br>(Includes 5 hour EYFE) | £13.25<br>(Includes 4 hour EYFE) | £13.25<br>(Includes 4 hour EYFE) |

You can choose to build your EYFE hours into our sessions through the following options:

- 1) 6 EYFE hours per day built into 4 extended school day sessions.
- 2) 8 EYFE hours per day built into 3 full day sessions.
- 3) A combination of full days/extended school days/school day/AM or PM sessions totaling 24 hours each week.

We have limited spaces available for Parents/Carers who would like to attend Wise Owls using only their EYFE. Please note that free EYFE only spaces are to be taken up within our afternoon sessions. You will be using x5 hour EYFE per PM session over 4 days. Your last session will be x4 hours EYFE, which is available between 1pm-5pm or 2pm-6pm. Allocation will be given on a first come first serve basis. Please speak to a member of our team for availability and more information.

Children born during the school term will be charged at the non-funded rate until they are eligible for funding. Parents or Carers are required to complete relevant funding declarations each term and must ensure these are returned to the nursery office before the deadlines, otherwise funding may not be received.

Please speak to us if you believe you may be entitled to funding or have additional questions - we know it's pretty complicated.

### **What's included in our fees?**

1. Breakfast served between 7.30 am and 9.30 am.
2. Morning snack served around 10.30 am
3. Cooked hot lunch served between 11.45 am and 1.00 pm.
4. Afternoon snack served around 3.00 pm.
5. Cooked dinner served between 4.30 pm– 5 pm for children who leave at 6.00 pm.
6. A personal account for your child on Tapestry, the online learning journal, which allows you to access observations and photographs created by the staff specifically for your child.
7. All the food stuffs used in our regular cooking and baking sessions.
8. Nappies, wipes and sun cream.
9. Extra curricular activities such as Musical Bumps, Protot Sports and access to our Artist Practitioner plus discrete teaching sessions in letters, sounds and numbers from highly skilled staff.

### **What's NOT Included?**

Parents and Carers must provide spare clothing (labeled with each child's name) as well as a sun hat, winter hat and pair of wellington boots or waterproof outdoor shoes.

You are welcome to supply your own choice of nappies, wipes and cream if you have a strong preference for a particular brand that we cannot provide. Any items brought to nursery must be labeled and handed in to the team.

From time to time, we may need to charge to cover costs for optional special events, activities or outings - e.g. to visit the theatre. Where possible, we will try not to.

### **Registration Fee**

**A registration fee of £50 is payable when you register your child for a place or join our waiting list. This covers initial administrative costs and is non-refundable. Not applicable to our stand-alone offer.**

### **Deposit**

A deposit of £100 will be required to secure your place. This will be fully refunded after 30 days of leaving the nursery, provided your nursery account has been settled.

### **Termination/Cancellation**

If you need to cancel your place during the first three months after the agreed start date, Wise Owls will retain your deposit (If applicable).

### **Deposit - Accessing EYFE hours only (Stand alone offer)**

We ask for a £50 deposit, which is 100% refundable 30 days after enrolling.

### **Sibling Discounts**

We offer a generous 10% discount on the fees of the oldest child when both children attend a minimum of three days per week. We also waive any additional registration fees for siblings.

### **Other Useful Information**

#### **Nursery Day**

Children can arrive each day from 8.00 am and should arrive by 8.45 am if they require breakfast. All children are encouraged to arrive no later than 9.30 am so everyone is together for Morning Circle Time.

Children attending morning sessions should be collected between by 1.00 pm at the latest. Afternoon children should arrive between 1.00 pm and 2.00 pm ready for Afternoon Circle Time.

If your child is collected earlier than the contracted hours the full fee still applies. This also applies to late drop offs, this does not constitute late pick ups.

#### **Minimum Sessions**

We strongly recommend that children attend for a minimum of two days per week. This gives your child the best possible chance to fully settle, bond with their teachers and engage in a wide range of experiences.

#### **Open Door Policy**

Wise Owls has an 'Open Door' policy which means we encourage parents to stay and play with their children when they drop them off or pick them up. We are also happy to negotiate times for parents to come and join in with sessions.

#### **Early Start Drop-Off**

We understand that occasionally you might need a little extra flexibility and an extended session. We provide an Early Bird Drop Off from 7.30 am. This must be pre-agreed.

#### **Review of Fees and Terms & Conditions**

We plan to review fees yearly, ready for the start of the autumn term. However, we reserve the right to increase fees or amend our Terms and Conditions at any time if we feel this is necessary. We will provide at least one month's notice of any changes.

### **Late Collection**

Children **must** be collected on time. We have a duty to record collection times and may be required to notify statutory agencies of persistent or significant lateness.

A surcharge of £10 for up to every 15 minutes late will be incurred and will be added to the following months invoice.

If you are running late please let us know. If you need to send another adult to pick your child up, please let us know.

### **Payment of fees**

Fees are payable monthly **in advance** by the last working day of the month. We ask that payment is made via BACS transfer, standing order, childcare voucher or a combination of both. If you are using a voucher scheme please ensure you allow **five working days** for funds to clear.

### **Late payment of fees**

Failure to pay on the due date stated on your invoice will result in a £20 late payment fee, which will be added to the next invoice. If you fail to pay on time more than three times in six months, we reserve the right to terminate our agreement.

Wise Owls are willing to negotiate a different pay date if there is a problem making payments on time.

### **Nursery closure & INSET Days**

Our nursery school is open for 48 weeks of the year. We are closed for 4 weeks of the year: 2 weeks over the Christmas period, 1 week at Easter and 1 week in the Summer. However, we do offer a holiday club facility at a slightly reduced rate per day. You will need to book this in advance.

We are closed for all bank holidays and close for 5 days each year to allow for staff training. Wise Owls will ensure that INSET will fall on different week days through out the year.

Dates for nursery closures will be published via our newsletter to all parents well in advance and are available on our website.

*If a contracted day falls on a Bank holiday or INSET day you will be charged as a normal nursery day.*

### **Absences and bank holidays**

No refund is given for days unattended due to sickness, family holidays or for bank holidays.

### **Giving notice**

30 days' notice in writing or the payment of 1 month's fees in lieu of notice is required to reduce a child's days or before the withdrawal of a child from the nursery.

## **Policies and Procedures**

If your child arrives at Wise Owls with an injury, please inform a member of staff who will document this and ask you to sign the form for our records. Wise Owls staff will document any injuries that occur on site and will ask you to sign a form on collection. If your child sustains an injury that we consider serious, including any head injuries, we will phone you.

We are a 'No Calpol' nursery.

Any parent who is listed on the birth certificate will be allowed to collect their child from Wise Owls unless we have had a confirmation of injunction from the courts.

Parent will receive a copy of our policies and procedures upon request. These are also available on our Website. Please refer to these if you need any more information. Wise Owls will not accept children who have a contagious disease or who have diarrhea or vomiting for 48 hours.

The contract gives Wise Owls consent to take your child on routine outings.

[www.wiseowlsnurseryschool.co.uk](http://www.wiseowlsnurseryschool.co.uk)

[info@wiseowlsnurseryschool.co.uk](mailto:info@wiseowlsnurseryschool.co.uk)