



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

Age Range	Breakfast Club (8.15am-9am)	Morning Session (8.15am-1.15pm)	Core Teaching Day (9am – 4pm)
9 months - 2 years	£6.44	£43.56	£65.73
2 - 5 years	£5.17	£41.09	£62.21

## EYFE Funding offer April 2024

Age Range	Breakfast Club (8.15am-9am)	Morning Session (8.15am-1.15pm)	Core Teaching Day (9am – 4pm)
9mth-2 years <i>Available September 2024</i>	£6.44 (EYFE hrs non applicable)	£8.71 (Includes 4 hours EYFE) with 3 x AM booking per week	£9.39 (Includes 6 hours EYFE)
		£0.00 (includes 5 hours EYFE) with 2 x AM booking per week	
2-3 years	£5.17 (EYFE hrs non applicable)	£8.71 (Includes 4 hours EYFE) with 3 x AM booking per week	£8.88 (Includes 6 hours EYFE)
		£0.00 (includes 5 hours EYFE) with 2 x AM booking per week	
3-4 years	£5.17 (EYFE hrs non applicable)	*£17 (Includes 4 hours EYFE)	*£24.36 (Includes 6 hours EYFE)

\*Voluntary EYFE hourly parent contribution - Please ask for more information.

### **Why am I being asked for a parent contribution for 3&4 yr EYFE hours?**

These childcare offers are not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). Guidance is that providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and Wise Owls. However, you must not be required to pay any fee as a condition of taking up a 15 (12) or 30 (24) hours place, and must be offered alternative options.

### **Why can't I claim 15 hours or 30 hours EYFE as the government advertises?**

As Wise Owls Nursery School is open 48 weeks per year we stretch your entitlement over these weeks. This means your child can receive up to 12 hours EYFE if accessing our 15 hours offer or 24 hours EYFE if accessing our 30 hours offer

## **15 (12) hours universal offer**

All 3 to 4-year-olds in England can get 570 funded EYFE hours per year.

### **How can I access EYFE funded hours?**

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

1. Morning session 9mth-2yr & 2yr-3yr only - 5 EYFE per day built into 2 mornings claiming 10 x EYFE per week. Morning session - 5 EYFE hours per day and Core Teaching Day - 7 EYFE hours per day claiming 12 x EYFE per week
2. Morning session - 4 EYFE hours per day built into 3 mornings claiming 12 x EYFE
3. Core Teaching Day - 6 EYFE hours per day built into 2 Core Teaching Days claiming 12 x EYFE per week

We have limited spaces available for Parents/Carers who would like to attend Wise Owls using only their EYFE, this is referred to as a 'Stand Alone' offer. Please note that free 12hrs EYFE only spaces are ideally to be taken up on Mondays and Fridays. Allocation will be given on a first come first serve basis. Please speak to Anna Olley for more information and availability.

Accessing our **stand alone offer** you can choose to build your EYFE hours into our sessions using the following options:

1. Morning session - 5 EYFE hours per day built into 2 mornings claiming 10 x EYFE per week
2. Morning session - 5 EYFE hours per day and Core Teaching Day - 7 EYFE hours per day claiming 12 x EYFE per week

## **15 (12) hours 2 year offer & 30 (24) hours extended 3 & 4 year offer for working families**

### **Who is eligible?**

- 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.

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

Please follow the link above to register for an HMRC portal account to register for childcare funding for working families. 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.

Some 2 year olds whose families receive government support are also eligible for 15 (12) hours from the term after their second birthday, for further information go to [Childcare support for 2 year olds \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/childcare-support-for-2-year-olds)

### **Help with childcare costs?**

The <https://www.childcarechoices.gov.uk> website also lists lots of helpful information on any help you may be eligible for towards your childcare costs such as Tax Free Childcare Scheme - eligibility is listed below:

- For working families, including the self-employed, in the UK
- Earning under £100k and an average of £167 per week (equal to 16 hours at the National Minimum or Living Wage) each over three months
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year

### When can my child start?

Your child can start their funded childcare place the term after they are eligible and have received a valid eligibility code, whichever is later. Term start dates are 1st September, 1st January and 1st April.

To keep your 2 year 15 (12) hours or 30 (24) hours childcare place you need to check your details are up to date every 3 months.

### 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 extended hours 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 funded EYFE childcare.

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

Age Range	Breakfast Club (8.15am-9am)	Morning Session (8.15am-1.15pm)	Core Teaching Day (9am – 4pm)
3 - 4 years	£5.17 (EYFE hrs non applicable)	*£17 (Includes 4 hours EYFE)	*£24.36 (Includes 6 hours EYFE)

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

1. 4 EYFE hours per day built into 5 morning
2. 6 EYFE hours per day built into 4 core teaching day sessions
3. A combination of Mornings and Core Teaching Days totaling no more than 24 EYFE hours each week.

We have limited spaces available for Parents/Carers who would like to attend Wise Owls using only their EYFE hours for our 30 (24) hour offer. Please speak to a member of our team for availability and more information.

Accessing our **stand alone offer** you can choose to build your EYFE hours into our sessions using the following options:

1. Morning session - 4 EYFE hours per day built into 5 mornings claiming - 20 x EYFE per week
2. Core Day - 7 EYFE hours per day built into 3 x core days - 21 hours
3. A combination of Mornings and Core Teaching Days totaling no more than 24 EYFE hours each week.

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 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.

## FAQ

Can I leave my buggy at Wise Owls?

We do not have space to store buggies, strollers, bikes or scooters on site.

What should I bring?

Parents and Carers must provide spare clothing (labeled with each child's name) as well as a sun hat, winter hat, water bottle, 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 the nursery must be labeled and handed in to the team.

Will there be any extra costs?

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

What is the menu like?

All meals and snacks are vegan and prepared onsite. We do however offer children cows milk but alternative options are available on request. We are a **'Nut Free'** nursery.

Medicine?

We are a 'No Calpol' nursery. Please ask to see our child sickness policy.

What if I need an additional session?

We offer 'ad hoc' bookings if we have space on the day.

### What's included in our fees?

1. Breakfast served between 8.15 am and 9 am - Selection of cereals, toast or porridge
2. Morning snack served around 10.30 am - Fresh fruits
3. Lunch is served at 12.00 pm - 4 week rolling vegan menu
4. Afternoon snack served around 3.00 pm - Selection of savory snack and vegetables
5. A personal account for your child on Family the online learning journal, which allows you to access observations and photographs created by the staff specifically for your child
6. All the food stuffs used in our regular cooking and baking sessions
7. Nappies, wipes and sun cream
8. Extra-curricular activities and access to our Artist Practitioner plus discrete teaching sessions in letters, sounds and numbers from highly skilled staff
9. Highly qualified staff who offer well planned experiences

## Financial Information

### 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.** By paying a registration fee you are agreeing to Wise Owls Nursery School terms and conditions. These are available when completing your online registration form or are available on request.

### Deposit

A deposit of £100 will be required to secure your place. This will be deducted from your final invoice provided your nursery account has been settled.

### **Termination/Cancellation**

2 months written notice is needed to leave Wise Owls Nursery School. Any families using our standalone EYFE offer or sessions which include EYFE hours will need to give 1 months written notice. Please review our terms and conditions for more information.

### **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.

### **Full Time Discount**

We offer a 5% discount for anyone attending full time over 5 days.

### **Payment of fees**

Fees are payable monthly **in advance no later than 28<sup>th</sup> of the month**. We ask that payment is made via BACS transfer, standing order, childcare voucher, Tax Free Childcare or a combination of any of the options listed. If you are using a voucher scheme, please ensure you allow **three working days** for funds to clear.

### **Late payment of fees**

Failure to pay the full amount by the 28th will result in an immediate late payment fee of £20 and a charge of £2 per additional day that the payment remains outstanding, 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.

## **Other Useful Information**

### **Nursery Day**

Children can arrive each day from 8.15 am and should arrive by 9.00 am if they require breakfast. All children are encouraged to arrive no later than 9.15 am so everyone is together for Morning Circle Time.

Children attending morning sessions should be collected by 1.15 pm at the latest. Core Teaching Day children should be collected by 4.00 pm at the latest.

If your child is collected earlier than the contracted hours the full fee still applies. This also applies to late drop offs, you will still need to pick your child up on or before the end of their session.

### **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.

### **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 month's 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.

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

Our nursery school is open for 48 weeks of the year. We are closed for 4 weeks of the year: 1 week over the Christmas period, 1 week at Easter, 1 week in the Summer and 1 week in October. These closures are not chargeable.

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

Dates for nursery closures will be published well in advance online via the Family app and are also 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.

### **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 acknowledge an accident at home via the form via the Family app. Wise Owls staff will document any injuries that occur on site via Family. If your child sustains an injury that we consider serious, including any head injuries, we will phone you.

The nursery will not administer any medicine that has not been prescribed by their doctor, pharmacist or dentist e.g.: Calpol, Nurofen etc. If you have administered Calpol or Nurofen to your children should not attend Wise Owls for 24 hours from the latest dose. This is because Calpol/ Nurofen can mask the effects of illness which could then be passed on to other children.

Wise Owls will not accept children who have a contagious disease or who have diarrhea or vomiting for 48 hours.

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.

Parents will receive a copy of our policies and procedures upon request and are available on site. These are also available on our website. Please refer to these if you need any more information.

If you have any further questions or queries, then please call us on 01273 232 308 or email us at

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

Many thanks  
Wise Owls Nursery School