



# Sessions, Fees and Funding Policy

## STATEMENT OF INTENT

It is the intention of Brookhurst Primary School to make our nursery genuinely accessible to children and families from the suburb of Milverton and its surrounding areas. Caterpillar Nursery is an inclusive environment that provides care for children from the term after they turn two. It is our belief that good quality early years education should be accessible to all, regardless of their socio-economic status.

This policy is in effect from 1<sup>st</sup> April 2025

## Aim

Caterpillar Nursery is a not-for-profit setting, offering excellent preschool care and education at affordable prices; whilst remaining sustainable. This policy seeks to establish an understanding and agreement between Caterpillar Nursery & their families about the expectation with regards to how attendance may be funded and the charges occur outside these sessions.

This policy forms part of the Terms and Conditions contract with Caterpillar Nursery.

## Sessions

Sessions are agreed upon registration with a 50% requested attendance deposit, as outlined under "Fees" in accordance with this policy. Any changes from registration to enrolment must be made with half terms notice. Upon enrolment, families must give a whole terms notice if they wish to make any changes to their attendance schedule.

Deposits are returned to families upon completion of the first half term.

Deposits are waived for Families in Need or are in attendance for funded only sessions. This is included those who access 2Help.

Our core sessions range from 8.50am-3.20pm with wrap around from 7.50am to 5.50pm.



## **Additional Hours**

Requests for additional hours will only be granted if there is space available and we have adequate staff supervision. Requests will not be granted where fees are outstanding. All additional hours will be made of private fees.

## **Fees**

Fees are set by the School Governors/Board of Directors and are annually reviewed. Our current fee structure was implemented 1<sup>st</sup> April 2025 and can be found enclosed. Fees apply to all non-funded children and any child attending outside funded sessions.

A deposit must be paid upon registration in order to secure a place at Caterpillar Nursery. This fee is made up of 50% of the requested weekly attendance, irrespective of whether this will be funded or private fees. The deposit is returned to families or credited upon completion of the first attended half term. Deposits are waived for Families in Need and those who will be accessing fully funded provision. This is inclusive of 2Help.

Caterpillar Clubhouse, in partnership with the Treehouse at Brookhurst, operates Breakfast Club between 7.50am-8.50am and After School 3.20pm-4.45pm Monday to Friday, with an additional session 4.45pm-5.50pm Monday to Thursday. Each session is charged at £7. Caterpillar Clubhouse provides suitable breakfasts and light tea meals, which are inclusive of costs.

Funds and fees are charged inclusive of all resources and snacks. There are additional charges for hot meals and children who access extra-curricular music with The Guitar Man. These charges are set independently by the provider but can be found on the fee sheet.

## **Procedure**

Fees for agreed hours will be charged a month in advance, with invoices added to the nursery management account that parents are provided with upon enrolment. Any ad-hoc sessions provided will be charged in arrears within the month of delivery. All fees must be paid within 7 days of receiving the invoice. Payment or part payment may be made using tax-free childcare accounts.



## Failure of Payment

If parents have any difficulty at all paying fees, it is essential that parents tell us immediately. We are always happy to discuss the possibility of alternative arrangements with parents with genuine financial difficulties.

If a family has used the services provided by the Pre-School without payment or their payment has been dishonoured, the Pre-School will adopt the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.

2. If payment is not received a second letter will be issued asking for immediate payment, in full within a further seven days. If payment is received within that seven day period no further action will be taken.

3. If after fourteen days from the original "Overdue Account" letter, full payment (or an agreed payment plan) has not been received, a final letter will be issued. At this stage your child(ren) will be unable to use our services until full payment is received. If payment is received within seven days of the "Final" letter, no further action will be taken. If payment is not received within seven days of the

"Final" letter, the matter will immediately be referred to the Board of Directors who will consider pursuing legal action. Failure to engage may affect your credit record in the future.

Where fees are not paid on time, Caterpillar Nursery may undertake one or more of the following actions:

- Suspension of Private Place – The child will only be able to attend during funded periods only.
- Charge Additional Daily Rate – The family account may incur a daily charge a 5% (current Bank of England Rate) where fees are overdue.
- Seek Legal Advice – The setting reserves the right to apply to small claims court in order to obtain any monies owed for services.

## Refunds & Credit for Non-Attendance

While the management team will always seek to keep the nursery open, we will not refund any fees if a child is absent during their registered sessions, nor accept ad-hoc days in lieu. In addition, the nursery will not refund fees if the nursery has to close due to "acts of God"; infectious diseases, pandemics, environmental factors (such as snow or flooding), emergency repairs or any other situation outside of the nursery control, unless outlined by legislation.



## Funding

Caterpillar Nursery is registered to receive government funding and all eligible children.

### 2 Year Funding

There are two forms of funding for two-year olds, both of which equate to up to 15 Hours per week funding.

2Help Funding may be available to families on means-tested benefits, including Universal Credit and Income Support. You may also be entitled if your child is looked after by the local authority or has an education, health and care plan.

2-Year-old children may also be eligible for 15 Hours funded childcare, with Working Families entitlement.

Some families may be eligible for both types of funding, but are only permitted to claim one form. In this instance, Caterpillar Nursery will claim against 2Help funding, rather than the working family entitlement.

Families are responsible to ensure that their claim remains valid and renew this each term in order to qualify. Caterpillar Nursery cannot claim for funded hours with expired codes and families will be charged full rate.

### Universal Funding (15 Hours)

All children are eligible for 15 hours funding the term following their 3rd birthday until they start school.

Children Born Between	2Help (15 Hours) & Working Families (15 Hours), 3 & 4 Year Olds (15 Hours Universal/15 Hours Extended) Claim Dates
1 April and 31 August	1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April

Funded hours are allocated between 8.50am-11.50am & 12.20pm-3.20pm. Any periods outside these hours or in excess of agreed funded hours per week are chargeable based on the fee structure enclosed.

When a child becomes eligible for a funded place, families are provided with a Parent Declaration Agreement Form to complete and return to pre-school. This is to be



completed each term in accordance with the funding agreement from Warwickshire Local Education Authority.

Families are able to share funded hours with another provider should they wish to do so, but must inform the Nursery Management Team that this will be the arrangement.

Funding is non-transferable once headcount has been completed, and will remain with Caterpillar Nursery until the end of the term claimed.

### **Extended Funding (30 Hours)**

From the age of 9 months, eligible families may be entitled to up to 30 Hours of funded childcare.

The Government has provided its own criteria of entitlement which can be found at <https://www.childcarechoices.gov.uk/how-apply-help-childcare-working-parents>

Families are responsible to ensure that their claim remains valid and renew this every three months in order to qualify. Caterpillar Nursery cannot claim for funded hours with expired codes and families will be charged for any additional hours outside the 15 hours universal funding.



## Early Years Pupil Premium (EYPP)

Where children are entitled to and in receipt of EYPP this may be used for a range of purposes. At Caterpillar we use EYPP for a range of services including:

- Staff Training
- Extra-Curricular, such as Guitar Man.
- Specific Resources to meet Children's Needs.
- One-to-One Sessions: Provide one-to-one or small group sessions
- Non-Contact Time to plan and develop interventions.
- Immediate Care Needs, including Mealtimes.

## Disability Access Fund (DAF)

Disability Access Fund (DAF) is provided for children with disabilities who are already accessing Funding & Disability Living Allowance.

The Disability Access Fund at Caterpillar may be used for:

- Additional Support for Learning and Development
- Specialist Equipment
- Staff Training
- Making Physical Adjustments

Where children are accessing additional funds, we will remain transparent on how this is spent.



## Support with Childcare Costs

There are a range of Government Schemes available to families which can be found at <https://www.childcarechoices.gov.uk/>. This includes tax-free childcare and universal credit childcare support.

Families who are struggling with financial hardship should speak to the nursery management team at the first instance who can provide a range of support. In addition, the Warwickshire Family Information Service (FIS) have a range of resources to provide help. FIS can be contacted on 01926 742274 or emailed at [fis@warwickshire.gov.uk](mailto:fis@warwickshire.gov.uk). Further information can be found at <https://www.warwickshire.gov.uk/children-families>.

## Agreement

By signing this policy, you agree to the terms within:

Parent Name		Parent Name	
Signature		Signature	
Date		Date	



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 Leamington Spa  
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 01926 885492

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### Fees & Funding

These fees are correct as of 1<sup>st</sup> April 2025 and apply to any private fee arrangement, time outside allocated funded hours and beyond entitlement for eligible families.

#### Nursery Fees

Charges Apply to Each Session

Service	Hours	Cost
Caterpillar Clubhouse Breakfast	7.50am-8.50am	£7
AM	8.50am-11.50pm	3 Hours Universal Entitlement £0 or £30 Private
Fully Funded (Not Available to Private)	8.50am-2.50pm	6 Hours Universal Entitlement or 3 Hours Universal & 3 Hours Working Entitlement £0
Extended Afternoon (Not Available to Private)	2.50pm-3.20pm	£5
PM	12.20pm-3.20pm	3 Hours Universal Entitlement £0 or £30 Private
School Day	8.50am-3.20pm	3 Hours Universal Entitlement (8.50-11.50am) + Additional 3.5 Hours £35 or £65 Non-Funded
Caterpillar Clubhouse After School	3.20pm-4.45pm	£7
Caterpillar Clubhouse at Treehouse	4.45pm-5.50pm	£7
<b>Optional Costs for Extra Services &amp; Curricula</b>		
Guitar Man	11am-11.30pm	£6pcm
Hot Lunch Meal	11.50am-12.20pm	£2.88
Termly Toothbrush	N/A	£1

Hot lunches are assigned through “school dinners” app and arranged directly with Brookhurst Primary School. A deposit of 50% of the weekly requested fee is taken upon registration (for example, 3 Days 8.50am-3.20pm would require £97.5 deposit), which is reimbursed or refunded on completion of the first half term. Deposits are waived for full funded and family in need.

**A minimum requirement of two days must be attended.**

Fees are non-refundable for absences and reviewed annually. Notice of any changes will be given a month in advance. Information with regards to help with financial support of childcare costs can be found at <https://www.childcarechoices.gov.uk/>.