Nursery Fee Structure

Nursery fees are payable monthly in advance on or before first of each month.

Invoices are emailed out in the last week of each month in advance of the payment date and circulated to parents thereafter. If you require a paper copy, one can be provided.

Fees are reviewed regularly and a minimum of 6-weeks' notice will be given for any amendments.

Extra 'ad hoc' sessions may be booked in addition to your regular sessions, subject to availability. Please contact Holly Paulizky our Nursery Finance & Admissions Assistant on hpaulizky@stpaulsceacademy.org

The sessions you book will be taken to cover the academic year, from your start date to July. (Please see Notice Period for further information).

Sessions are offered Monday to Friday, term time only:

Times	Session	Price
09:00am - 12:00pm	Morning Funded Sessions - 2-year-olds	£0.00
09:00am - 12:00pm	Morning Non-Funded Session - 2-year-olds	£24.00
12:00pm - 03:00pm	Afternoon Funded Sessions - 2-year-olds	£0.00
12:00pm - 03:00pm	Afternoon Non-Funded Session - 2-year-olds	£24.00
09:00am - 12:00pm	Morning Funded Sessions - 3-4-year-olds	£0.00
09:00am - 12:00pm	Morning Non-Funded Session - 3-4-year-olds	£18.00
12:00pm - 03:00pm	Afternoon Funded Sessions - 2-year-olds	£0.00
12:00pm - 03:00pm	Afternoon Non-Funded Session - 2-year-olds	£18.00
08:00am - 09:00am	Breakfast hour with breakfast - for children aged 3-4 only	£7.00
08:00am - 09:00am	Breakfast hour without breakfast - for children aged 3-4 only	£6.00
08:30am - 09:00am	Early Start - for children aged 3-4 only	£3.00
	Consumables fee per funded hour for children entitled to funding the funding term after they turn 3. Consumables against funded hours are voluntary. Please note that the option to supply these items is available.	£0.50

Two-, Three- and Four-Year Old EYEE Funded Sessions

We are registered with East Sussex County Council for Early Years Education Entitlement (EYEE).
All children can receive EYEE funding for 15 hours per week, 38 weeks of the year starting from the funding period after their third birthday until they either start in a local authority school reception class or reach compulsory school age (which is the funding period after their 5th birthday). You will be asked to show your child's original birth certificate for the office to photocopy to process the application.
For eligible Three- and Four-Year-old children there are 30 hour per week EYEE funding available for working families.
For further information please see the Childcare choices website: https://www.childcarechoices.gov.uk/
The nursery will claim, the nursery education funding towards each child's fees from the Local Authority on the parent's behalf.

Funded hours can be claimed during the sessions detailed below:

- Funded hours will be reflected on the monthly invoice.
- Funded sessions are offered Monday to Friday, term time only:

Funded hours can be claimed during the sessions detailed below:

- Two-, Three-and Four-Year Old EYEE funded sessions
- Morning sessions: 9am-12pm (Monday to Friday)
- Afternoon sessions: 12pm-3pm (Monday to Friday)

Consumables Fee for all funded children aged 3 & 4

A fee to contribute towards the consumables and additional activities / services for our government-funded children aged three and four.

The Department for Education (DfE) has provided guidance, which states: "Government funding is intended to deliver 15 to 30 hours a week of free, high-quality flexible childcare. It is not intended to cover the cost of food, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any food offered by the provider. Parents can also expect to pay for other consumables or additional activities".

The consumables fee will contribute towards the costs for:

Food

- Healthy food for snack times
- Ingredients for cooking/baking

Non-food consumables

- Sun cream
- Baby wipes
- Art & crafts consumables (paper, crayons, books, paint, glue etc.)

Please note this list is not exhaustive (£0.50 per hour)

- Morning session 9am-12pm: £1.50
- Afternoon session 12pm -3pm: £1.50
- All Day 9am-3pm: £3.00

Your monthly invoice will provide a detailed breakdown of how these funds are allocated:

- **£0.30 per funded hour** for food
- **£0.20 per funded hour** for non-food consumables

If you would prefer to provide all consumables and not pay the above fee for your child, please contact the Nursery so that we can supply you with a full list of what is required. Please note that we are not in control of costings of items on this list.

If you are joining the Nursery when your child is age 2, then this will only become applicable the funding term after your child turns 3 years old.

Settling In Plans

Your child may require a period of building up their hours to enable them to settle and access their full hours. A settling in plan would be tailored around your child's sessions and needs on an individual basis set out by the Nursery Manager in partnership with you and your child's Key Person. If you pay for your child to attend Nursery then payments will be invoiced as follows: -

If your child is on a settling in plan' and is accessing any time within that session (9-12pm) then you will be required to pay for the whole session even if your child only accesses some of this session (i.e. 9-10am). As your child increases their time in line with their settling in plan and this goes into the next session (12-3pm) this will require payment for the full day, as your child will be accessing some of the afternoon session.

If your child has funded sessions, then payment will be covered by the Government funding your child receives.

Please be aware that we are unable to hold unattended sessions open for children past one calendar month and following funding guidelines.

Early Starts

Starting earlier than your child's set session time is at the discretion of the Nursery Manager based on individual circumstances and the needs of the family.

Late Collection

If you are over 10 minutes late for collection, there will be a late charge of £5 and every 5 minutes thereafter.

Notice Period

A minimum of one calendar months' written notice to remove a child from the Nursery is required although we

do appreciate as much notice as possible. Failure to provide at least one calendar months' written notice will result in one month's fees in lieu.

Holiday Requests

This Nursery will be open term time only. These dates are available on the ESCC website. Holiday requested during term time will be payable unless there are exceptional circumstances. This will be reviewed by the Nursery Manager.

Illness

We regret that no reduction in fees can be offered due to absences through illness.

Adverse Weather / Unexpected Closure

The Nursery will endeavour to open at all allotted times. However, we regret that there will be no refund of fees should the Nursery be closed unexpectedly due to adverse weather conditions, for example, heavy snow, flooding or storms. No refund will be given for unexpected closure due to failure of utility services.

Nappies and Wipes

Parents are required to provide nappies for their children.
A small number of spare nappies are kept at the Nursery for emergencies, as children will not be left in a soiled nappy at any time.
If a child is not supplied with sufficient nappies a charge of £1 for every change of nappy will be applied.
Wipes are only required to be supplied if your child is a funded child aged 3 or 4 and you have decided to supply your own consumables.

Start-Up Deposit Invoice

We will require a start-up deposit for any children who will be attending paid sessions. You will receive an invoice detailing the amount (50% of your child's monthly fees) and this deposit must be paid within 7 days of receiving your finance pack. **This must be paid in addition to your child's first monthly invoice**. The money will be returned to your bank account after your child's last day in nursery less any outstanding fees if applicable.

Should you increase your child's paid sessions over time this will result in an increase to your deposit. You will be advised accordingly.

Childcare Vouchers

We accept all childcare vouchers. We will register as a care provider with any voucher company that parents' employers may be registered with.

Childcare Vouchers are non-taxable and exempt from National Insurance Contributions (N.I.C.) for employees and offer National Insurance reductions to employers.

Late or Non-Payment of Fees

Fees are payable on or before the 1st of each calendar month. A discretionary late payment charge of £20 will be added to accounts settled after the 1st of each month. Failure to settle an account within one calendar month will

result in suspension of the child's place at the nursery until such time as all payments and fees are settled, attendance will be restricted to their 15 hour funded sessions.

Failure to pay the consumables fee, will result in a change to the parent/carer supplying a given list of consumables. Failure to supply the consumables, will result in a meeting with the Nursery Manager to discuss this. This could result in the termination of your child/children's place with us at St Pauls CE Academy Nursery. The Nursery has a zero-tolerance policy for non-payment of fees. Legal proceedings will commence to retrieve any outstanding monies.

At the Nursery's discretion fees may be paid on a weekly basis, in some circumstances to allow access to our Nursery for all families and members of the community. Payments made on this basis must be received by 3.30pm on the Thursday of the previous week to remain in advance.

Fee structure applicable from December 2026 and is subject to change.