

Flying Start Day Nursery



Fees and Funding Policy

Funded Early Education Entitlements for 9-month-olds to 4 years 11-month-olds.

Thank you for choosing Flying Start Day Nursery (FSDN) as your preferred childcare provider. Please see below the Fees and Funding Policy which will provide essential information about this provision. This Policy has been produced with the advice and assistance of members of the Surrey County Council Early Years Commissioning team and is based on their fees and funding policy template. Please keep a copy for your future reference.

Key information

Our opening days/hours are **Monday to Friday 08:00 to 18:00** (excluding Bank Holidays when we are closed).

At FSDN we offer full day childcare for children throughout the year over 52 weeks (excluding Bank Holidays when we are not open). From when we opened over 30 years ago our intention was to provide high quality childcare for working parents who required **full day care** to enable them to continue to work and we remain committed to providing that service.

As such **we will always prioritise parents who are seeking full day care** over those looking for shorter days.

The Government only provide funding for 38 weeks of the year (i.e. when state Primary Schools are open). As detailed below HMRC are the agency who determine whether you are eligible to receive Working Parent Entitlement (WPE) but the 15 hrs Universal Funding for 3-year-olds to 4 years and 11-month-olds is available to all parents the term **after** their child turns 3 years old.

To help our parents budget their childcare, **we stretch the total Funding that the Government provide for the 38 weeks of the year** when Primary School are open **across 50.6 weeks of the year (i.e the full 52 weeks of the year that FSDN is open minus the 7 bank holidays this academic year, that Surrey do not provide funding on – NB they do provide funding on the Early Spring Bank Holiday).**

Similarly, we charge a monthly fee as opposed to a daily fee so that Parents invoices are consistent throughout the year.

This means that if you are **eligible for up to 15hrs funding per week over 38 weeks of the year, we allocate up to 11.265 hrs of funding per week for the 52 weeks of the year** (15hrs / week x 38 weeks = 570 hrs in total available, which equates to 570 hrs / 50.6 weeks = an average of 11.265 hrs of funding per week for 52 weeks of the year).

If you are **eligible for up to 30hrs funding per week over 38 weeks of the year, we allocate up to 22.53 hrs of funding per week for 52 weeks of the year** (30hrs / week x 38 weeks = 1140 hrs in total available, which equates to 1140 hrs / 50.6 weeks = an average of 22.53 hrs of funding per week for 52 weeks of the year).

As we must deliver the Funded hours to families free of charge (despite the Funding from the Government not covering the actual cost of running and maintaining a nursery), we divide the total number of funded hours you are entitled to between the five days available each week so that each day you can receive a maximum of 4.506 funded hours per day = approximately **4 hrs and 30 minutes funding per day** (22.53 hours per week / 5 days a week = 4.506 hours per day).

As we must provide the funded hours without “artificial breaks being created throughout the day, for example over the lunch period,” as such, **our funded hours are essentially from 13:30 to 18:00.**

This means that even if you are entitled to receive the equivalent of the full 30 hours funding per week, **we will only claim from Surrey (and you will only be allocated) the funded hours dependent on how many days a week your child attends that include afternoon sessions** as detailed in the table below.

Summary table of stretch funding equivalent hours

Days attended including funded hours (i.e. not morning only sessions as there is no funding allocated to the am sessions)	Maximum hours claimed from Surrey by FSDN	Stretch hours equivalent to be written on the Surrey CC Funding Declaration Form for 30 hr total entitlement i.e. WPE only or WPE and Universal funding.	Maximum hours claimed from Surrey by FSDN if you are only entitled to the Universal Funding (3 & 4-year-olds only)	Stretched hours equivalent to be written on the Surrey CC Funding Declaration Form for 15hr total entitlement i.e. universal only
1	6	4.506 (with 5.494 private hrs)	6	4.506 (with 5.494 private hrs)
2	12	9.012 (with 10.988 private hrs)	12	9.012 (with 10.988 private hrs)
3	18	13.518 (with 16.482 private hrs)	15	11.265 (with 18.735 private hrs)
4	24	18.024 (with 21.976 private hrs)	15	11.265 (with 28.735 private hrs)
5	30	22.530 (with 27.47 private hrs)	15	11.265 (with 38.735 private hrs)

Please note that we only claim the funded hours from Surrey that we allocate to you and pass the funding on to you **in full**. However, any remaining funding that you are eligible for remains with Surrey and can be accessed by other childcare providers that you may use.

At FSDN we full appreciate that the funding process and how we apply it appears complicated, but it is important to us that you are confident that you understand how the funding will be delivered, and the impact it will have on any additional fees that you will be paying for any additional private hours at FSDN.

If you would like to discuss any aspect of the funding offer, please speak to either Ben Chambers (Director) or Karen D’Souza (Office Manager) before registering your child with us or at any time you would like further clarification.

Please note:

- If you choose to leave the setting at the end or part way through a funded period, your child **may not** receive their full year allocation of 570 funded early education entitlement hours, (1140 hours if eligible for the extended entitlement) as the funding is stretched over the 52 weeks up to the end of August each year.
- At certain points of the year, it may be that we have offered more funded hours than we have been able to claim (for example if you join FSDN after the first week in September in any year – you will not have received all of the funding entitlement for the Autumn term, which being the term with the most number of funded weeks in, helps to stretch the funding to cover the full Summer term where the funding from the Government stops mid-July).
- Similarly, if you change the number of days, your child attends after the beginning of September this may also impact the amount of funding that you receive.
- **In these situations, on your final invoice we will invoice you for these additional hours in accordance with our current fee structure. I.e. you will be invoiced for the difference between the funding you have received as part of your regular hours and the amount of funding that we have received from Surrey.**
- **If you are planning to start after the beginning of the September term, please ensure that you are aware of the potential correcting amount that will be due. You can request this information from either Ben Chambers or Karen D’Souza.** This will be an approximate calculation as the final figure will be determined by when your child leaves FSDN, if you change your regular attendance pattern and if Surrey adjusts the amount of funding that they allocate per funded hour.

Fees and funding Summary

- Each day 08:00 to 18:00 has approximately 4hrs and 30 minutes of funded childcare allocated to them as explained above.
- Our funded childcare hours are therefore from approximately 13:30 to 18:00.
- Unfortunately, as we must be consistent in how we deliver the funding to all our families, this means that we cannot apply funding to am only sessions, i.e. 08:00 to 13:00.
- FSDN stretch the number of funded hours you may be entitled to (either a maximum of 15 hrs or 30 hrs for 38 weeks of the year) across the 52 weeks of the year that we are open (excluding Bank Holidays).
- As we are a nursery committed to providing full day care for working families across the year, **we do not offer term time only places and we will prioritise families who are looking for full day care over the full 52 weeks of the year.**
- **Registering for and paying for the private hours at FSDN (i.e. from 08:00 to 13:30) is not a condition of being able to attend only the funded hours.**
- However, **we will prioritise those families who are looking for full daycare** as there are fewer childcare settings that provide these hours over the full 52 weeks of the year that is necessary to enable some parents to return to work, which is the Government’s intention in providing this funding.

- Should your child be registered with FSDN to only attend the funded hours on a day that another family are requesting full day for we will discuss how we can continue to provide childcare for you whilst maintaining the financial viability of the business.
- As current parents we would want to continue to support your child's development, and should you want to continue attending using funded only hours we would look at options such as changing the day(s) you attend to those where there was space available.
- However, if parents needed to find alternative childcare provision we would continue with the current arrangements in place until the end of the current funding period. If it happened to be in a "non-Funded" part of the year i.e. the school holidays, we would give parents a notice period of one calendar month to find alternative childcare should they want to continue attending a childcare setting using their funded hours only.

Funded Early Education

At FSDN we are registered with Surrey County Council to offer funded early education. At the beginning of each funded period (term i.e. September, January, April), you will need to complete and sign the Parental Declaration Form to confirm that funded entitlement can be claimed on your behalf, with relevant copies of identification such as birth certificate and passport. At FSDN we offer the following entitlements:

Funded Early Education for two-year-olds (FEET)

Eligible families can access up to 15 hours of funded early education and childcare a week. To check eligibility for FEET funding please refer to guidance at [Funded early education for two-year-olds \(FEET\) - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

Universal Entitlement (15 hours)

Available for all three- and four-year-olds the term after the child's 3rd birthday. There are no criteria attached; parents do not need to apply.

Working Parents Entitlement (15 hours)

Available for children from nine months whose family meet specific eligibility criteria regarding their employment status. Children from the term after their 3rd birthday will be able to claim this in addition to the Universal entitlement if they meet eligibility criteria **up to** a total of 30 hours per week including the 15 hours of Universal Entitlement.

From September 2025 - families who meet the Working Parent Eligibility (WPE) criteria will be able to claim **up to** 30 hours a week funded early education from the term after their child turns nine months.

To check eligibility for Working Parents Entitlement (WPE) please refer to guidance at www.childcarechoices.gov.uk. Parents will need to make an application via childcare choices to ensure eligibility.

Reconfirming Working Parents Entitlement Eligibility Codes

Parents need to reconfirm that they are still eligible every three months. The Department for Education will send **parents** a text message and/or email to remind them to reconfirm four weeks before their validity end date **and again** two weeks before if they still have not reconfirmed. Please note, the Department for Education **will not** include a link in their text message or email for parents to click on to reconfirm their code (if parents are sent an email asking them to click on a link to reconfirm it is likely phishing and should be reported as such). There should also be a secure message in their Childcare Service Account.

Parents will not get a new eligibility code; they will just get a new validity end date and grace period end date. Providers do **not** need to tell Surrey if a parent has re-confirmed their eligibility code.

Please note that FSDN do not get a reminder from the Department for Education when parents should be reconfirming their eligibility codes. It is the parents' responsibility to do this at the correct time. Without a current and valid eligibility code Surrey will not be able to release the funding and FSDN will therefore not be able to pass it on to you. As such you will be invoiced for full fees during the period where you are unable to receive the funding.

Early Years Pupil Premium

EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources, or additional training for staff. Your child may be eligible if you are in receipt of some income related benefits or if your child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement or has left care and is subject to a child arrangement order. Further details and criteria can be found on the webpage here [Early Years Pupil Premium - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-years-pupil-premium)

If you think you may be eligible, you can use the EYPP application form on page 4 of the parent declaration form. You will be asked to sign this form each funded period in order to access your funded entitlement with your early year's provider. All you need to do is fill in this page of the form and FSDN will then process the details. Any information you share will be completely confidential and this will not affect any benefits you receive.

Administration fee and Advanced Fees

Administration Fee

- For parents registering at FSDN for private hours whether solely or in addition to funded hours we charge a non-refundable £50 administration to add your information onto the nursery management system.
- We will only ask parents registering for private hours to provide this once they have returned their registration forms and we have confirmed that the days we have available meets their childcare needs.
- If you already have a child with us at nursery, we will waive the administration fee as most of your family details will already be on the system.

Advanced Fees

- At FSDN we ask parents to provide their first month's fees 2 months in advance of their **original planned start date**.
- If your place is confirmed less than 2 months before your start date, these advanced fees will be due immediately.
- The advanced fees pay for your child's first month of childcare at FSDN. E.g. if you plan to start on 13th October, your one month's advanced fees will be due by 13th August.
- In the example above, the advanced fees will pay for the October Childcare and some of November's as you started mid-month. The credit adjustment will be made to November's invoice and will be emailed out at the end of October, as you pay in advance for your childcare.
- The advanced fees will not include the free funded hours, but these will instead be charged at the unfunded monthly rate. This is because your eligibility to receive the funding can only be confirmed by us on the Surrey County Council funding portal, at the beginning of each "term" that the funding is applied to.
- As soon as we have confirmed that you are able to receive the funded hours you are expecting we will credit your account in full on your next invoice.
- Should you require this money back before this invoice, please contact Ben Chambers or Karen D'Souza by e-mail or on the numbers below and we can arrange for the money to be returned to you.
- The advanced fees are non-refundable, as we only ask for them 2 months before your start date. This is to help cover our staffing costs while we attempt to fill the place that has been reserved for your family and thus has been unavailable for others to book into should you decide not to take up.
- If you already have a child attending FSDN and a sibling is joining us, we will not ask you for one month's advanced fees two months before they start. Instead, the invoice for the month that your second child joins will be emailed to you along with their siblings' regular invoice around the 25th of the month before they start.

Chargeable extras for funded sessions

At FSDN we have decided to not ask parents to pay any additional money for the afternoon snack and tea, extracurricular activities and trips that may occur during the funded hours of 13:30 to 18:00.

We have made this decision because:

- Payments during the funded hours must be voluntary for the parents, which does not allow us to accurately predict levels of income which are necessary for our future planning.
- The type of things that we could request a voluntary contribution for do not include the actual costs of providing care in those hours such as the staffing and utilities.
- By doing this it allows us to provide the full range of activities and services to the children who attend without creating a two-tier system which is in the spirit of what the Government is trying to achieve with the funding.

Please note that as there is no additional charge for the childcare during the funded hours of 13:30 to 18:00 (voluntary or otherwise), our expectation is that every child will have the freshly prepared snack and tea produced by our chefs in the nurseries. Special diets are catered for in house and appropriate alternative meals provided to ensure every child has a nourishing and healthy snack and tea.

As there is no charge for the snack and tea, should you wish your child to have a packed tea then you are welcome to collect them from nursery from 15:45 and feed them off the premises and return them to nursery once they have had their tea as we do not have the refrigeration facilities to store multiple food from home or the staffing to check through them individually to confirm that they do not contain ingredients that some of our children are allergic to.

Private fees (for 08:00 to 18:00)

At FSDN our standard monthly charge for one day a week, (for childcare with no Funded hours) for each age group is:

- Children aged between 3 months and 2 years = £ 443
- Children aged between 2 years old and 3 years old = £ 420
- Children aged between 3 years old and 4 year and 11 months = £ 411.

Tax-Free Childcare

At FSDN, we accept Tax-Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk. Tax Free Childcare is the system that has replaced the previous childcare voucher scheme.

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk. You will need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as funded childcare if you are eligible for both.

Invoicing

- At FSDN, we send an e-mail invoice to families once a month.
- The invoices are usually sent out around the 25th of the month for the fees for the following month. For example, the fees for November's childcare will be emailed to parents around the 25th October.
- **All fees should be received into FSDN's bank accounts by 1st of each month.**
- The invoice will show the number of funded hours you have received that month and that these have been delivered without any additional charges.
- The invoice will also show the cost of any additional private hours that you pay for as part of your regular planned attendance as well as any additional sessions that you may have booked.
- **Please note funding cannot be applied to extra sessions, only regular sessions that your child is booked into on the Surrey Portal system.**

Late Payment Charges

At FSDN we will charge £10 a day for every day that the invoiced fees have not been received into our accounts from 09:00 of the 6th of each month.

This gives parents a reasonable 5-day grace period to ensure that they have paid for their child's care for that month.

Discounts

At FSDN we apply the following discounts to parent fees:

- If you have two or more children at FSDN attending during the same period, we will discount 10% off the cost of the lower fees each month.
- If your child's only regular days at nursery are on a Monday, then we will apply a 10% discount to your child's fees to compensate you for the fact that most Bank Holidays occur on Mondays.
- If your child's regular days at nursery are a Monday and one other day, then a 5% discount will be applied to your child's fee to compensate you for the fact that most Bank Holidays occur on Mondays.
- For children attending 3, 4 or 5 days a week there is an inbuilt discount in our monthly fees as indicated on the current Fee Structure.

Late Collections

At FSDN we expect all our children to be collected from Nursery by the end of their session.

- If your child only attends a morning session they must be collected by 13:00.
- If they attend a full day or funded afternoon sessions only, they must be collected by 18:00

If a parent collects their child later than this, we will charge a late pick-up charge of £15 for the first 10 minutes after their expected collection time and then £5 for each further 5-minute period. The nursery Manager will notify the parent if a late charge is to be applied and the late charge will be added onto the next regular invoice.

Notice Periods

If you are planning to leave FSDN and you are paying for any non-funded hours, we require a minimum of one months' notice.

For example, should you wish to leave on 22nd July, we would need to have received your e-mailed intention to leave by the 22nd June.

Please note that if you are accessing a fully funded place, funding is not automatically transferred to a new provider if you choose to leave mid-way through the term. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, which may require the funding to be released to a new provider.

To avoid any confusion and to discuss options on when it may be best to leave, we advise you to speak to either Ben Chambers or Karen D'Souza at your earliest convenience and they will be happy to help you understand the options and implications of leaving at different times.

The General Data Protection Regulation (GDPR) Policy

As a data controller, I Ben Chambers on behalf of FSDN must comply with the Data Protection Law. Links to Surrey County Council's own Data Protection Policy and Privacy Notice will be shared via the Parental Declaration form.

Appeals Process

If you have any queries about any aspect of my delivery of funded hours, please contact myself, Ben Chambers (Director FSDN) or Karen D'Souza FSDN Office Manager as soon as possible to discuss, either via our email address flyingsstartdaynursery@hotmail.com or on the following telephone numbers Barnesmead 01372276825 or Moorlands 01372279935.

Should you have any further concerns or complaints please contact Surrey County Council - Early Years Commissioning Team directly eycommissioningteam@surreycc.gov.uk.

	Parent / Carer 1	Parent / carer 2	FSDN SMT
Print Name			
Signature			
Date			