



Nursery Charging Booklet – 2021/22

During your child's time in our nursery, you may require your child to attend additional nursery sessions, over and above your allocated free hours or before your child is eligible. This booklet sets out how payments for additional nursery fees should be made.

Any payments made cannot be refunded. All payments will be allocated to the correct area and used to cover the costs.

The preferred payment option is bank transfer, to the account details below:

Bank Account – 44422060

Sort Code – 30-99-98

Account Name – Pen Mill Infant & Nursery Academy

When making any payments please ensure you detail in the subject who and what you are paying for – e.g. J Bloggs/Lunch. Once you have made a transfer, please email penmillfinance@educ.somerset.gov.uk to let the finance team know you have made a payment. This will ensure we can trace your payment quickly and efficiently.

There is now an option to pay at the school office by debit or credit card using our payment terminal. However you will be required to pay a 1.75% transaction fee on top of the amount you are due to pay. For example, if a month of additional nursery fees cost £52.80 you would need to add 92p to the total to pay.

If paying by debit or credit card is your preferred option, please always ensure you bring along the invoice that is sent out to you by the finance team. This will enable our office team to work out the total for you to pay. **Please note we do not have the facility to take payments over the phone.**

If neither of the payment options above are achievable, as a last resort the school will take cash or cheque.



Nursery Fees

How to Pay for Nursery Fees

If you wish to pay for additional nursery sessions over and above your funding, or before your funding starts, these will be invoiced to you monthly. At the beginning of the month the invoice will be emailed detailing all of the sessions your child will attend for that month. Payment must be made by the last working day of the month the sessions take place.

Failure to pay on time may mean that these additional sessions are allocated elsewhere. If the debt isn't paid it will be transferred when your child starts in our school and may affect their chance to take part in trips.

Payment is still required if your child is absent on the additional days your child is booked in.

The school is looking to be 'cashless', therefore bank transfer is the preferred option as detailed on the front page.

Opening hours for Nursery are:

- Term time only - 38 weeks
- Session times:

	From	To
Morning	9 am	12pm
Afternoon	12pm	3 pm

Eligibility

Pen Mill Infant & Nursery Academy admits children from the term after their 2nd birthday. To be eligible for a 2-Year-old place (15 free hours per week) your child must be in receipt of 2 Year old funding or if a place is available parents may be able to purchase hours as detailed below. Confirmation of funding will be required before a place is allocated.

Children will be eligible for the Early Years Entitlement (15hours a week) the term after their 3rd birthday. For example, if a child is 3 in February he/she can claim funding after the Easter Holiday.

Some working parents may be entitled to 30 hours free funding for children who are 3 from the term after their 3rd birthday. You will need to visit childcarechoices.gov.uk to see if you are eligible. See below for more details.

Early Years Entitlement Funding

We are in receipt of Early Years Entitlement Funding (EYE) for three and four year olds; this will be available from the term after your child's third birthday.

All fees charged relate to those hours or weeks not funded by the EYE Funding.



Should a session last longer than the EYE funding available, parents/carers will be required to pay for that part of the session that exceeds the EYE Funding.

Your child is entitled to 15 free hours per week for 38 weeks under the Early Years Entitlement Funding once these hours have been used any additional hours will be chargeable.

30 Hours Entitlement for Working Parents

From 1st September 2017 parents who earn around £120 per week (equivalent to 16 hours at minimum wage) or more, may be entitled to claim an additional 15 hours of funded child care. Pen Mill Infant & Nursery Academy will be offering a limited number of places for parents wishing to take up these additional funded hours. In order to see whether you qualify for these additional hours visit www.go.uk/childcare-calculate

From this, you may receive your 30 hours code which you must present, along with your National Insurance number, to the school office where you may register your interest to take up additional hours. The school will 'validate' your code before your 30 hours place is secured. We will inform you when this is done.

It is the parent's responsibility to inform the local authority if you are no longer entitled to 30 hours (i.e. you stop working or reduce your hours). You will then enter a 'Grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' or you will be required to pay for additional hours.

2 Year Old Funding

- You will need to apply for 2 year funding.
- Confirmation of 2 year old funding will need to be sent to the school before a place can be allocated.
- All fees charged relate to those hours or weeks not funded by 2-year-old Funding.
- Should a session last longer than the funding available, parents/carers will be required to pay for that part of the session that exceeds the Funding.
- Your child is entitled to 15 free hours per week for 38 weeks under the 2 Year Funding.
- Once these hours have been used, any additional hours will be chargeable.

Fee structure

Hourly	£4.55
Sessional rate (3 hours)	£13.65

Early Years Entitlement (EYE) –

- Parents are able to use their Early Years Entitlement (EYE) of 15 hours a week for their child at the setting if they are entitled to funding or 30 hours funding for some working families.
- Maximum EYE hours per – 570 hours over the year,
- Additional hours can be requested for a maximum of 15 hours per week. Requests for additional hours may be made by completing the session time's form. Please ask a member of staff or at the school office.



Late Pick-up charge

From September 2020, the school will be charging parents for any late pick-up of their child. As follows:

Late collection after 11.45am (morning session), 3.15 pm (afternoon session) or 12.15pm (lunchtime club) - £2.50

If you collect your child late by 30 minutes or more - £10.

Reason for the late collection will need to be provided to nursery/reception upon receipt of your child. This will then be reported to the Head Teacher prior to invoicing.

This cost is payable by ALL parents.

If payments are not received as detailed in this booklet, this may affect your child's place in the Nursery. If you have any questions or queries please do not hesitate to contact the Finance team on 01935 474224.