

# SCALLYWAGS NURSERY & PRE-SCHOOL LTD

## Fees and Funding

This policy aims to specify the process around payment of fees and the funding available. Whilst we make every effort to support parents with funding, including support completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately.

### All Fees

All fees are payable in advance on or before the 28th of each month. Invoices are issued by e-mail mid-month giving time to query any anomalies. Fees are charged for all contracted days, and no deductions or refunds are applied for any absences, such as sickness or any holidays.

If payment is not made on time, a late charge of £50 will be applied to your account. If a parent continually pays fees late, then the proprietor has the right to suspend the place and take legal action to recover any outstanding fees.

Fees are reviewed annually with a fee increase every April at the discretion of the proprietor. You will be notified of these changes via the newsletter 6 weeks prior to the increase. Newsletters are issued monthly.

### Payment Methods

We accept the Government Tax Free childcare scheme, company vouchers and bank transfer as methods of payment. Full fees must be paid into our account by the 28<sup>th</sup> of each month.

To check if you are eligible for Tax Free Childcare, please visit <https://www.gov.uk/tax-free-childcare>

### Contracts

Contracts run for 52 weeks of the year. All bank holidays, personal holidays and sick days are charged at full rate. We are unable to accommodate swaps if you are unable to attend a contracted session due to nursery capacity constraints.

### Funding Loop

Funding Loop is a simple-to-use secure portal that allows you to complete your child's funding and parental declaration documents online, at your own convenience, making it easier to successfully access funding entitlement. Funding Loop is a third-party service and has been independently tested by third party security experts.

The privacy policy for parents can be found at the following link, <https://parents.fundingloop.co.uk/terms/view/privacyPolicy>

### Early Years Funding and Contract Options at Scallywags Nursery and Pre-school

Scallywags Nursery and Pre-school accept the government funded 15 and 30 hours and offer parents two choices of contract –

Description	Enhanced Private Fee Contract - Option 1	Funded Only Contract - Option 2
Consumables	<p>This contract includes the following in the weekly fee with no additional charge:</p> <ul style="list-style-type: none"> <li>-Breakfast</li> <li>-Lunch</li> <li>-Evening Meal</li> <li>-Snacks</li> <li>-Drinks</li> <li>-Music</li> <li>-Nappies &amp; cotton wool</li> <li>- All consumables</li> </ul> <p>Provide formula milk. Additionally, payments for trips and excursions are required when necessary.</p> <p>Additional hours can be added at our hourly rate of £15. Additional days can be added when needed on top of your contracted sessions at the daily price with no funding applied.</p> <p>This contract is a weekly rate taking into consideration the funded hours covering 52 weeks of the year stretched. If you choose this contract (option 1) you are opting to voluntarily pay our all-inclusive private weekly fee. Consumables are not individually itemised on this contract.</p>	<p>This contract provides a fully funded place on designated available days. Under this contract, you will voluntarily cover the daily consumables listed below, while all hours attended are fully funded.</p> <ul style="list-style-type: none"> <li>-Breakfast £1.50</li> <li>-Lunch £3.50</li> <li>-Evening meal £5.50</li> <li>-Snacks £1.50</li> <li>-Music £6 (optional)</li> <li>-Nappies &amp; cotton wool £1.50 (optional)</li> <li>-Trips and excursion vary in price</li> <li>- Provide own formula milk</li> </ul> <p>If a session runs over a mealtime, parents must agree to voluntarily pay for the meals. External food is not permitted in nursery due to allergies &amp; food/hygiene requirements.</p> <p>All drinks during the day are included in the funded hours this includes milk (not formula) and water.</p> <p>No additional hours and sessions are accepted on this contract.</p> <p>You will receive a monthly invoice for the consumables; this is a voluntary contribution to help the running of the session.</p>

	<p>A notice period of 4 weeks' for any funded hours claimed by the nursery, private hours included within the Enhanced Fee-Paying Contract will remain subject to the full term's notice requirement (see T&amp;Cs).</p> <p>This contract is a fixed contract (see terms and conditions for notice period) and is subject to availability on first request. Once the contract is agreed it will be continued until the minimum school age is reached.</p> <p>The total fee and funding will be split into equal monthly installments to be invoiced throughout the duration of the contract.</p>	<p>Funded only contracts are subject to availability on admission and sessions can change half termly due to demand in the setting.</p> <p>A notice period of 4 weeks for any funded hours claimed by the nursery.</p> <p>External Food Exclusion Policy for further information</p>
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### 15 / 30 hours Funding

Government funding for 15 and 30 hours is provided over 38 weeks of the year. At Scallywags, we operate year-round, spanning 52 weeks, and we distribute the funding across those weeks and months. We do not offer term-time contracts or reduced weeks.

Contracts cannot be combined.

Description	Enhanced Private Fee Contract - Option 1	Funded Only Contract - Option 2
Funding	To use 15 hours, we require you to attend a minimum of 2 days per week all year (any session time). 15 x 38 / 52 = 10.96 hours per week stretched	To use 15 hours, we require you to attend a 10 hour day per week, all year (8-6).
Termination	To use 30 hours, we require you to attend a minimum of 3 days per week all year (any session). 30 x 38 / 52 = 21.92 hours per week stretched	To use 30 hours, we require you to attend 2 x 10 hour days per week, all year (8-6).
	Fees and funding are annualised over 52 weeks and divided into 12 monthly payments.	A monthly invoice will be issued with consumables for that month.
	We require a full terms notice to change funding and to terminate the contract.	We require a full terms notice to change funding and to terminate the contract.

### Funding Eligibility and Claiming

To check if you are eligible for Government Funding please visit <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

If you are eligible, you will receive an eligibility code which must be provided to nursery. **You MUST reconfirm your details every 3 months to keep your funding.**

If funding is withdrawn, and you are not yet eligible for 15 universal hours, you will receive a new monthly fee on the Enhanced Private Fee Contract - Option 1. If you are unable to cover the cost, please speak with the nursery manager.

The table below outlines funding you may be entitled to from the term after their relevant birthday -

3+ Years	2 Years	9-23 months
All children are eligible for 15 universal hours.	30 hours if eligible.	30 hours if eligible.
Extended 15 hours if eligible.		

Funding terms -

Born between:	Eligible from:
1 <sup>st</sup> September – 31 <sup>st</sup> December	January
1 <sup>st</sup> January – 31 <sup>st</sup> March	April
1 <sup>st</sup> April – 31 <sup>st</sup> August	September

Internal use only

<b>This policy was adopted on</b>	December 2025
<b>Signed on behalf of the nursery</b>	S. Fenwick
<b>Date disseminated to staff</b>	December 2025
<b>Date for review</b>	December 2026

