



## Funding and Charging Policy

Cressington Manor Nursery provides high-quality early years education and care. We deliver government-funded early education places and ensure that our charging structure is transparent and fair.

We offer 15 and 30-hour free funded childcare places to eligible families. The number of funded hours you get depends on how old your child is and your family circumstances.

On joining us, you will be invited to download the Eparent app, and when you do, you will have access to your child's journey through nursery, including daily activities, invoicing, and much more.

### **TYPES OF FUNDING AND APPLICATION**

There are several types of funding summarised below and two patterns of attendance which we will go into more detail in the coming sections.

Child's age	Known as	Hrs per week (term time over 38 weeks)	Hrs per week (over 52 weeks)	Hrs per year	Criteria
9m -2 yrs	Working parents funding	n/a	21.92	1140	Depending on eligibility
2 yrs	Government Supported funding	n/a	10.96	570	For families receiving additional support
3-4 yrs	Universal funding	15	10.96	570	Applies to all 3-4 year olds
3-4 yrs	Working parents funding	15 (making a total of 30 with Universal funding)	10.96 (making a total of 21.92 with Universal funding)	570	Depending on eligibility

## **Patterns of attendance**

### **Term Time (for 3-4 year olds only)**

If you require a term-time place, your child will not attend nursery during school holidays, please make our team aware of this as soon as possible to ensure that we have the availability, as we only have a limited number of spaces. Nursery term dates will be 38 weeks.

### **52 weeks, all year round**

If you'd like to attend all year round, you'll be charged for 52 weeks. This includes bank holidays and nursery closures, which are chargeable. Your bill will be annualised, so you'll receive the same bill each month. If a child starts, leaves, or changes sessions mid-month, the charging will revert to calendar monthly charging for that specific month and then return to annualised billing for the coming months.

Other circumstances may also require your invoices based on actual sessions and should this apply to you, you will be advised accordingly.

If you access hours above your funding entitlement, your bill will usually be annualised, meaning it will be the same each month. Weekly fees x 52 weeks / 12 months = monthly amount

Regardless of your booking pattern, non-attendance for holidays, birthdays, family days out, etc., will still be chargeable. If you have prolonged periods of absence, the amount of funding being allocated may need to be reviewed as per your local authority's guidelines.

### **Additional ad-hoc sessions**

If you request and secure an additional session which is not part of your regular booking pattern, this may be itemised separately on an individual invoice in the month in which it occurs whether you attend term time or 52 weeks, all year round.



## **Funding explained further (effective September 2025)**

### **Working Parents Funding**

For children aged 9 months and older, you're eligible for up to 30 hours of funded childcare per week. Over 38 weeks, this would total  $30 \times 38 = 1140$  hours.

However, we are committed to making sure parents receive a consistent bill regardless of when they become eligible for their funding, so we stretch this evenly up to the end of August initially and then from September to August onwards which is 21.92 hours per week.

### **Application Process**

To apply, set up a childcare account by going to [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) providing the information they request to determine your eligibility (different schemes exist in Scotland, Wales, and Northern Ireland).

Your child will be entitled to the additional free hours from the term after both of the following conditions are satisfied: (1) your child has attained the relevant age; (2) the child's parent has a current positive determination of eligibility from HMRC i.e., a valid eligibility code.

If you pay for childcare and want help with costs through Tax-Free Childcare, you can apply using the same service.

### **Application Timing**

You should apply during the term before you wish to take up a place, with the earliest possible point to apply being 16 weeks before your child turns 9 months old. You need to reconfirm their eligibility every 3 months.

This means any parents that apply more than 3 months before the start of the term their child is first eligible for will need to reconfirm their eligibility before the term begins to take up a place.

All entitlements will continue to work on a termly basis, so children of eligible working parents will be able to receive the entitlement from the termly date (1 September, 1 January, or 1 April) after they reach the relevant age, and the parent has successfully applied and obtained their eligibility code

Child reaches age criteria	Eligible from the start of the term	Eligibility code must be in place by
1 <sup>st</sup> January – 31 <sup>st</sup> March	1 <sup>st</sup> April	31 December
1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September	31 <sup>st</sup> March
1 <sup>st</sup> September -31 <sup>st</sup> December	1 <sup>st</sup> January	31 <sup>st</sup> August

For example : if you wish your child to access funding from 9 months

Child born on:	12 <sup>th</sup> January 2025
Child meets age criteria:	12th October 2025 (when they are 9 months)
Child can access funding from:	1 <sup>st</sup> January 2026 (the term following)*
Parents must have eligibility code in place by:	31 <sup>st</sup> December 2025
	*Subject to having received an eligibility code

### Universal Funding

15 hours of funded childcare is available for every family in England with 3 and 4-year-old children.

You will receive 15 hours of funded childcare per eligible child per week during term time (38 weeks), totalling 570 hours per year that you can use flexibly with one or more childcare providers (you may also be entitled to the further 570 Working Parents Funding making a total of 1140 hours per year – see previous section)

However, we are committed to making sure parents receive a consistent bill regardless of when they become eligible for their funding, so we stretch this evenly up to the end of August initially and then from September to August onwards, which is 10.96 hours per week (or 21.92 hours if you secure the additional Working Parents' Funding)

As Universal Funding it is available to everyone, there is no need to apply, and this will be automatically applied to your bills based on your booking pattern at the time, and if a parent agreement/declaration has been completed. Please note, you will still need to apply if you are also entitled to the additional 570 hours Working Parents' Funding.



### **Government Supported Funding**

If you live in England and receive certain benefits, your 2-year-old may be eligible for funded childcare. Details can be found on the Childcare Choices website.

Eligible children can receive funded childcare for up to 15 hours per week during term time (38 weeks of the year). This totals  $15 \times 38 = 570$  hours maximum per year.

### **Additional Help**

#### **EYPP Funding**

The Early Years Pupil Premium (EYPP) is available to early years providers who offer government-funded early education places. This funding is aimed at improving the education of disadvantaged children aged 9 months and above

#### **DAF Funding**

Disability Access Funding (DAF) is available to support children with Special Educational Needs and Disabilities (SEND) who are in receipt of Disability Living Allowance (DLA). Children become eligible for DAF once they start receiving government-funded early education, which can begin from 9 months of age depending on eligibility. Please note, DAF is not automatically available to all children with SEND - eligibility is specifically linked to receiving DLA.

### **ESSENTIALS AND EXTRAS**

Government funding is intended to deliver up to 30 hours a week of free, high-quality, flexible childcare.

Government funding is NOT intended to cover the costs of providing nutritious meals and snacks, other consumables, additional hours, or educational outings and enrichment activities.

We believe these items are a key part of providing the highest quality care and education, supporting the development of children, and ensuring a nurturing and engaging environment.

We therefore charge separately for these items, reflecting the cost to our nursery and ensuring the sustainability of our offering. Should you wish to opt out of paying for these voluntary services you can do so termly notifying us 30 days before the start of the term and we can discuss alternatives with you.



The costs are detailed below :

Meals: £3.00 per session

Consumables: £3.00 per session (for 15 hours term time this is £1.50 per session)

Activities: £2.00 per session (for 15 hours term time this is £1.00 per session)

### **TRANSFERS OF FUNDING**

Funding may be transferred mid-term in exceptional circumstances. The exceptional circumstances that may be considered are a house move by a significant distance, social care interventions or safeguarding reasons.

A transfer of funding form must be completed before a transfer is considered. This can be requested and must be sent back to [eyfunding@liverpool.gov.uk](mailto:eyfunding@liverpool.gov.uk).

### **PARENT DECLARATIONS**

To claim Early Years Funding for your child, you must complete a 'Parental Agreement' or 'Parent Declaration' form.

These forms must be completed termly throughout the child's attendance at the nursery, and most of the information required on the forms has already been provided to the nursery, from our software system.

We do not check 30-hour codes every 3 months for eligible parents. You MUST revalidate your codes with HMRC every 3 months to continue receiving extended hours of funding to avoid full fees being charged.

When you receive your parent agreement, please complete it ASAP, as we cannot claim the funding from the local authority without it.

### **FEES AND PAYMENTS**

#### **Registration fees**

You are required to pay a registration fee of £50.00 which is non-refundable. If you have solely funded hours no registration fee applies.



## **Deposits**

You are required to pay a deposit of £100 to secure a nursery place. Nursery places will not be held unless the deposit fee is paid in full.

Your child's deposit will be fully refundable should your child take up their original place and will be refunded to parents at the end of the child's time in nursery, subject to the correct notice period of 4 weeks being given and all fees due being paid to date.

For all requests to defer a child's start date, change session etc, an admin fee of £50 will be charged (and each time thereafter).

## **Payments**

All monthly fees (full and part time attendance) will be paid on the first of each month in advance of each month. Any additional sessions your child attends will also be charged monthly and will appear on your invoice.

All invoices will be received via email before their payment due date of the 1st of each month, and invoices can also be viewed on the Eparent App

Unpaid fees are subject to a 10% surcharge each full week over. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Our preferred method of payment is Standing Order through your bank. However, fees can also be paid by Bank Transfer (BACS), credit/debit card (not Amex) Childcare Voucher payments, Tax Free Childcare payments, or student finance.

Our nursery fees are :

Daily rate : £73.50 per session

Additional hours : Charged at full day hourly rate

Late collection : £10 per 15 minutes

Discounts of 5% are applicable for a full time place and 5% for a sibling discount (applied to eldest sibling) and these are applied in the following order : Full time discount first, then sibling discount.

Monthly fees are not based on attendance; therefore, parents are responsible for fees whether a child attends or not. This includes statutory Bank Holidays or where your child does not attend due to sickness or holiday or any other reason. Refunds and credits will not be given for these days. Please note, funding can also be lost due to poor attendance.



### **Tax-Free Childcare**

A scheme introduced by the UK government to help working parents with the cost of childcare. For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year – that's up to £500 every three months.

You may be eligible for Tax-Free Childcare if you (and your partner, if applicable) meet the qualifying conditions.

For every £8 you contribute towards childcare, the government generously tops it up with an additional £2. This bonus can reach up to £2,000 annually for each child. Essentially, this scheme results in a substantial 20% reduction in your childcare expenses.

You can use it to pay for approved childcare, which includes our services. You can manage your account online, check balances, make payments, and more.

We encourage you to check if you're eligible for a Tax-Free Childcare account by visiting the government's Childcare Choices website.

You can use this account to pay for your childcare directly. Please provide your child's reference code to the nursery to help us allocate the payment.

### **NOTICE PERIOD AND CHANGES TO ATTENDANCE**

A minimum notice period of 4 weeks is required to change or terminate a place. Fees remain payable during the notice period. Funded hours cannot be used as part of a notice period if the child does not attend.

### **CHANGES TO THIS POLICY**

We reserve the right to make changes to this policy at our complete discretion as and when required.