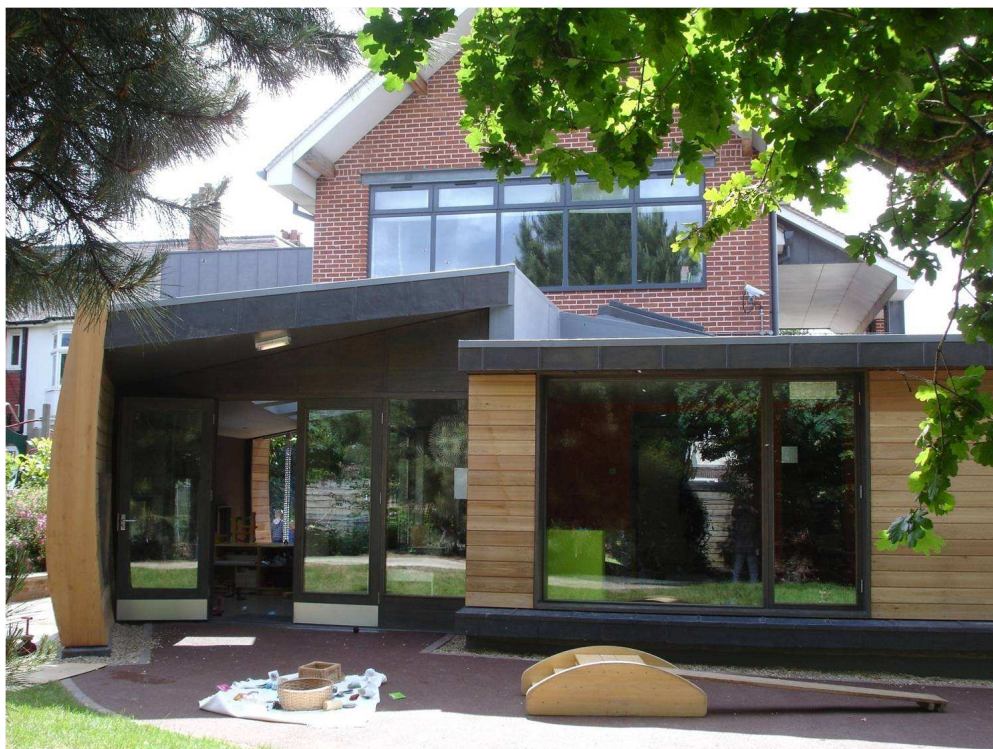


## **Two year funding and fees at Bognor Regis Nursery School**



### **Frequently asked Questions**

#### **2 year old funding**

##### **I've been told my child can have 2 year funding. What is 2 year funding?**

2 year funding is a government scheme to give two year olds 15 hours free childcare at a nursery every week, during term time.

##### **Is my child eligible for 2 year funding?**

Forty percent of 2 year olds are eligible for 2 year funding the term after they become 2 years old. To see if your child meets the criteria and is eligible for the funding, visit [www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare). Links to the application form are also available on this website.

##### **What sessions are available?**

We have two options available for children using the 2 year funding. They are:

3 morning sessions: 8.00 a.m. - 1.00 p.m.

4 afternoon sessions: 1.00 p.m. - 4.30 p.m.

### **What if the sessions I have requested are not available?**

If we don't have space for your child to attend the sessions you have requested, we will try and offer you alternative sessions. If you are unhappy with sessions you have been given, you can remain on our waiting list.

### **If the term has already started, does my child need to wait until next term to start?**

Your child can start at any point in the term. Children's start dates are allocated when a place becomes available.

### **Does it cost me anything?**

The 15 hours childcare is completely free. We don't ask for any deposits or administration fees, unless your child attends any extended services. From September 2017 the following charges will apply for the food element during the term time, in line with your 15 hours funding:

The morning sessions will cost £2.80 per day for breakfast and lunch;

The afternoon sessions will cost £1.40 per day for tea.

### **If my circumstances change, will the 2 year funding stop?**

No, once your child has been offered the free 15 hours childcare, you are entitled to continue using them, even if your circumstances change.

### **I would like to know more information about the funding, who can I speak to?**

You can speak to one of the Children's Centre Hub Assistants at reception. Alternatively you can speak to any of our Nursery School office team, who will be able to help answer any questions you may have.

Further information is also available on [www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare). You can also telephone the family information service on 01243 777807 between 8.00am and 6.00pm, Monday to Friday.

## **Paying fees and for extra sessions**

### **Can my child attend extra session?**

Yes, if we have availability, your child can attend other sessions. You will be charged for these sessions and are required to pay an administration fee and deposit. Additional sessions are on an "all year round basis" whilst attending the Orchard Room but can be changed to term-time only when your child transfers across to Nursery School (NB: there is a retainer fee for each week of the holidays, which is 30% of your weekly fee and will be applied to your invoice).

### **When will I be sent a bill and when do I pay?**

If you are a parent / carer whose child attends paid sessions in the Day Care 'Orchard Room' or you have arranged for additional sessions on top of the 15 hours free childcare, you will be sent an invoice at the end of every month for sessions in the month ahead.

Invoices need to be paid by the 1<sup>st</sup> of the month. For example, you will receive an invoice for sessions in June by the 25<sup>th</sup> May and this will need to be paid by the 1<sup>st</sup> June.

You will be given a contract which covers all aspects of accessing our extended services provision or alternatively you can speak to any of our office staff who will be able to answer any further questions you may have.

### **What if I cannot pay the bill?**

In the first instance, please come and talk to the Business Manager to discuss the matter further. It may be possible to agree an arrangement for paying the invoice. If this cannot be agreed or an arrangement is not upheld then your child's place will be cancelled and the debt referred to West Sussex County Council Legal Department for recovery.

Late payment causes additional administration and therefore a late payment charge will be applied to your invoice, this is currently £15 per week. It is therefore important to ensure invoices are paid by the due date without the need for reminders.

### **How can I pay?**

There are a number of ways to pay.

The preferred methods of payment are debit/credit card and internet bank transfer (ask at the office for bank details) however we do also accept payment in the office by cheque and cash.

### **Can I use child care vouchers?**

Child care vouchers are sometimes available from employers as a means to help pay for the cost of child care. We accept all of the main child care voucher schemes. Please ask in the office if the voucher scheme provider for your work is already in use at the Nursery School.

### **Why do I have to pay in the holidays?**

Your child's place in the Orchard Room is based on an 'all year round' contract so you will be charged at the full session rate even if your child is not using the place because of a family holiday.

In the Nursery School you can opt for the place to be 'term-time' only and then a retainer is charged for each week of the holidays – currently 30% of the weekly fees, which is added to your monthly invoice.

### **Do you offer a discount for siblings?**

No, unfortunately we are not able to offer a discount for siblings.

### **What happens if my child is sick?**

If your child is sick on a day he/she has a booked session, you will be charged as normal. This remains the case even if you have called to let us know your child will not be in due to sickness. The reason for this is because all of the costs, such as staffing, food, heating etc., still have to be met, even if your child is not here.

### **Notice period**

Should you want to cancel your child's extended services, we require one month's notice. Your deposit will be refunded to you on your final invoice.

**Full details are outlined in our contract, a copy of which will be given for you to retain for your information. It is important you read the contract thoroughly to avoid any misunderstandings. Please come and talk to us if you have any queries or concerns.**