



The Burrow Policies and Procedures



3. Our Community

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

3.16 Fees and Funding

Policy Statement

The Burrow Nursery aims to provide a fee structure that is transparent and is accessible to all families in our local community through our website www.theburrownursery.co.uk, and by attending a Parent Tour. We strive to maintain any fees necessary, over and above the funding we receive from the Local Authority, in line with our delivery costs. Fees are reviewed every year and are upheld for the whole academic year. We are committed to supporting working and non-working parents through the structure of our nursery day, and aim to meet the needs of our local community and nursery parental requirements as far as possible

Procedures

- A registration deposit is required to accompany a completed **Initial Registration Form App 1.3a**. This is fully refundable either in the first term's invoice or in the event we are not able to offer a place. The deposit will be withheld should a parent decide, at a later date, not to take up a confirmed place.
- In the term prior to a child's start date, on invitation to the induction session, payment of an Induction Fee is requested to provide for services and goods in preparation for joining The Burrow.
- Parents are provided with a copy of our **Terms & Conditions App 3.5b**, and **Admissions and Payments Contract App 3.16a** with the **Enrolment Form App 1.3b**, and completion of the Enrolment Form is taken as acceptance of these documents and the contents within.

Funded Entitlements

- The Burrow accepts both Working Parent Entitlement (WPE), 30 hrs for eligible children from the age of 9mths, and Universal Funding, 15 hours for children in the term **after** they reach 3 years of age. When a child eligible for 30 hours WPE becomes eligible for Universal Funding, their 30 hours is split between both funding streams
- At The Burrow, we accept a maximum of 3 hours funding per morning/afternoon main session
- Eligibility for WPE must be obtained by the parent. Eligibility can be checked via the Government Website [Best Start in Life](#). If eligible, parents receive a code which must be given to the nursery in the term prior to the start date
- Failure to apply/obtain/renew a code in the correct timescale will result in full fees being charged for the term
- Once a child becomes eligible for Universal Funding, the nursery will provide parents with the necessary paperwork to claim this funding on the parent's behalf
- Declaration of Attendance Forms must be completed by parents each term to confirm their funding claimed

Parental Fees/Contributions

- Annual fees/contributions will be calculated equally over the 3 terms, and invoiced accordingly prior to the commencement of the term
- Parents not in receipt of any funding will be invoiced for the full fees, as outlined on our website www.theburrownursery.co.uk
- Parents in receipt of Government Funding will be invoiced for the 'Burrow Explorer' contribution each term, as outlined on our website www.theburrownursery.co.uk
- Parents are required to pay fees/contributions no later than the first day of the new term unless previously agreed with the manager. Failure to pay by the stated date may result in a place being withdrawn
- Payments should be made by direct bank transfer or via a childcare voucher payment scheme, including Government Tax Free Childcare

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery