



1 Farncombe Road, Worthing, West Sussex, BN11 2BE
Telephone: 01903 233655

Day Nursery Fees for all children Summer 2025 only

Sessions and Fees for all paid hours

	7:30am – 8am Breakfast Session <small>(30 mins care + breakfast))</small>	8am – 1pm <small>(4 hours)</small>	8am – 3.30 or 4pm <small>(6 hours)</small>	8am – 6pm <small>(8 hours)</small>	1pm – 3:30pm <small>(2½ hrs)</small>	1pm – 4pm <small>(3 hours)</small>	1pm – 6pm <small>(4 hours)</small>
1-35m	£5.50	£9.00 per hour					
36-59m	£5.50	£9.00 per hour					

You may also be able to save an additional 20% on fees if paying by Tax Free Childcare or up to 85% childcare assistance if eligible to claim Universal Credit, please see www.childcarechoices.gov.uk for more information.

Early Years Funded Entitlement Scheme

We do accept 9+m, 2-year-old, 3- & 4-year-old FE hours for working families, plus 2-year Local Authority funding for a limited number of children. Please ask for details

Early Years Funded Entitlement (FE) can be claimed from the term after your child turns 9 months old. FE hours are currently allocated as 11 hours per week over 52 weeks (Universal FE is 570 hours per academic year). This will increase to 22 hours from Sept 2025. Extended FE is 1140 hours per academic year.

At 3 years old, eligible families can apply for up to 22 hours as Extended FE now.

Please note, FE is not intended to include the cost of meals, snacks, nappies, and additional activities. We do request a **Consumables Contribution** towards these costs; please see point 3 overleaf which explains what this contribution covers, enabling the nursery to continue to offer your child the best start.

Fees for all children qualifying for reductions via Funded Entitlement hours

Hourly Rate for hours in addition to FE hours	Breakfast per day	Lunch per day	Tea per day	Consumables contribution charged per funded hour per week
9m - 2 years old £9.00 ph	£5.50 £4.50 for half hour care + £1.00 breakfast	included	included	Not currently charged

Hourly Rate for hours in addition to FE hours	Breakfast per day	Lunch per day	Tea per day	Consumables contribution charged per funded hour per week
3 & 4 years old £9.00 ph	£5.50 £4.50 for half hour care + £1.00 breakfast	£5.00	£2.00	£0.70 per funded hour, per week Maximum charge £15.40 pw if using 22 funded hours each week, £7.70 pw if only using 11 funded hours

Please see overleaf for our Terms and Conditions

N.B. These fees will be reviewed half yearly and may change in April and/or September each year

TERMS AND CONDITIONS

We strongly believe that all babies and children should attend for at least two separate sessions each week. This will enable your child to make firm friendships and feel secure with the Nursery Staff. Please note, we are open 52 weeks a year, and **do not offer term-time only spaces.**

1. Receipt of your Application Form at the nursery will place your child on the *Waiting List* ~ no deposit is required at this stage.
2. A *Confirmation Letter* from the nursery will be sent when a definite place has been reserved, at which time a holding fee and a private hours deposit will be requested. The place will be guaranteed providing these payments are received by the due date on the letter. These payments are NOT refunded if the booking is not honoured, UNLESS we receive **written notice** of cancellation of a booked place. **This must be received three full calendar months before the booked start date shown on your confirmation letter**
3. The **Consumables contribution** noted overleaf is a contribution towards nappies, wipes, creams, nappy sacks, suncream, snacks, extracurricular activities including Streetdance, Drumming, In-House Artist, higher staff ratios, and extra staff for outings. This payment is charged @ £0.70 per funded hour, per week. Maximum charge £15.40 pw if using 22 funded hours each week, or £7.70 pw if only using 11 funded hours each week.
4. Fees are payable on the first of the month, in advance, throughout the year including bank holidays if they fall on one of your child's usual sessions. Days away ill, family holidays, periods of absence will be charged at the normal rate. Missed funded hours cannot be 'banked' for later use.
5. **Fees will be paid by Bank Transfer or Tax-Free Childcare by the 1st of each month to Woodstock Day Nursery**, unless by prior arrangement. Payments made by cash or cheque will incur an extra fee of £15.00 per transaction due to bank charges. Please speak to a Manager or Administrator if you wish to arrange this type of payment.
6. Late payments received after 1st of the month will incur a late payment charge of £15. If full payment is still not made by the 7th of the month, an additional 20% of the outstanding fees or £20 will be added to the invoice, whichever is the greater. Late collections (after the end of your child's booked session) from the nursery will incur a charge of £15.00 every 15 minutes on each occasion. If you have an unexpected emergency, please telephone the nursery to advise that you will be late.
7. Any requests for permanent changes to your child's scheduled hours should be made with as much notice as possible. A reduction in hours will require 4 weeks' notice, and an increase in hours / day change(s) will be offered as and when there is a space available to accommodate the request.
8. **A minimum of one calendar months' notice of leaving is required in writing. If notice is not given for leaving then you will be liable for one calendar month's fees from the date of leaving or from the date of notification, whichever is the earlier.**

N.B. These fees will be reviewed half yearly and may change in September and/or April each year

FREQUENTLY ASKED QUESTIONS

1. Are you registered for the Free Entitlement?

Yes, we are registered with West Sussex LA. Your child will be entitled to claim these hours from the start of the term after he/she is over 9 months old. Once you have completed a West Sussex Parent Declaration Form for the nursery, we will claim the hours each term on your behalf.

2. Do I have to do anything else?

Yes. If you are working you will need to register with HMRC to claim the Extended Free Entitlement. Both parents (or one if a single parent family) need to be earning the equivalent of at least 16 hours a week at NMW (National Minimum Wage). Further details can be found at www.childcarechoices.gov.uk

3. What if I do not work?

Your child will still be entitled to the Universal Free Entitlement from the term after his/her 3rd birthday. Some children are entitled to these hours after their 2nd birthday, known as Local Authority Entitlement. To see if you qualify go to the www.childcarechoices.gov.uk site.