



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

Day Nursery Fees for all children from September 2025

Sessions indicating Funded Hours and cost of additional paid hours

	7:30am – 8am Breakfast (30 mins care + breakfast))	8am – 1pm (5 hours)	8am – 3.30 (6 hours)	8am – 6pm Full Day (8 hours)	1pm – 3:30pm (2½ hrs)	1pm – 6pm (5 hours)
1-35m	£5.50	£9.00 per hour				
36-59m	£5.50	£9.00 per hour				

Discounts given for children booked for 4 full days (5%) or 5 full days (10%) per week

An average monthly invoice will be provided

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 (see our FE Policy)

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 by 'working families' from the term after your child turns 9 months old. FE hours can be claimed for up to 22 hours per week over 52 weeks (1140 hours per annum).

At 2 years old some children may be granted 11 funded hours per week by the Local Authority (570 hours).
At 3 years old, ALL families are entitled to 11 FE hours per week. (Universal FE is 570 hours per academic year)

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 any hours not covered by FE	Breakfast per day	Lunch per day	Tea per day	Consumables contribution requested 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	9m to 23 months not currently charged 24 months to 35 months £0.25 per funded hour, per week. Maximum charge £5.50 pw if using 22 funded hours each week, £2.25 pw if only using 11 funded hours

Hourly Rate for any hours not covered by FE	Breakfast per day	Lunch per day	Tea per day	Consumables contribution requested 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	included	£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
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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 at least three full calendar months before the booked start date shown on your confirmation letter**
3. The **Consumables contribution** noted overleaf is a voluntary contribution towards costs incurred by the nursery but not covered by the funding received from government. Please see Woodstock Day Nursery's Funded Hours Policy for a full explanation and details of costs for each age group.
4. Invoices are prepared as an average month. The weekly charges are multiplied by 52 weeks and divided by 12 months to result in the same charge each month. Any relevant extras are added to the following month.
5. Fees are payable by 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.
6. **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.
7. 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.
8. 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 to enable us to ensure that the group will remain in ratio.
9. Any requests for permanent changes to your child's scheduled hours should be made in writing 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.

10. **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.