



University of  
Nottingham

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# **Childcare Services Fees and Financial Information**

## **2022-2023**



## Day Nursery - August 2022 – July 2023

The Day Nursery is a 57-place setting for children aged 4 months to 5 years of both university of Nottingham staff and full-time registered students. The Day Nursery is a purpose-built setting opened in 1995, currently with four units for children and its own catering facilities.

### Session times

	Morning	Afternoon
<b>Day Nursery</b>	<b>8.00am-13.00pm</b> (Includes breakfast 8.15-9.00am, morning snack and cooked lunch)	<b>13.00pm-18.00pm</b> (Includes cooked tea and afternoon snack)

### Student fee charges

	Child under 3 years old	Child 3 years and over
<b>Full time (per week)</b>	<b>£229.90</b>	<b>£216.62</b>
<b>Part time (per half day)</b>	<b>£27.24</b>	<b>£25.30</b>

### Staff fee charges

	Child under 3 years old	Child 3 years and over
<b>Full time (per week)</b>	<b>£287.38</b>	<b>£270.78</b>
<b>Part time (per half day)</b>	<b>£34.05</b>	<b>£31.63</b>

\*Figures rounded up, will show slightly lower on fee spreadsheet



## Playcentre – August 2022- July

The Playcentre originally opened in 1998 and was relocated in 2012 to Lenton Fields which is a grade 2 listed building. There are three units at the Playcentre catering for 48 children aged 4 months to 5 years for both university staff and full-time registered students. The Playcentre also has its own catering facilities. During the Nottingham City school holidays, the Playcentre operates a Playscheme for 12 children aged 4 to 12 years.

### Session times

	Morning	Afternoon
<b>Playcentre</b>	<b>8.00am-13.00pm</b> (Includes breakfast 8.15-9.00am, morning snack and cooked lunch)	<b>13.00pm-18.00pm</b> (Includes cooked tea and afternoon snack)
<b>Playscheme</b>	<b>8.30am-13.00pm</b> (Includes breakfast 8.30-9.00am, morning snack)	<b>13.00pm-17.30pm</b> (Includes afternoon snack)

### Student fee charges

	Child under 3 years old	Child 3 years and over
<b>Full time (per week)</b>	<b>£203.62</b>	<b>£183.61</b>
<b>Part time (per half day)</b>	<b>£23.61</b>	<b>£21.73</b>

### Staff fee charges

	Child under 3 years old	Child 3 years and over
<b>Full time (per week)</b>	<b>£254.53</b>	<b>£229.52</b>
<b>Part time (per half day)</b>	<b>£29.50</b>	<b>£27.15</b>

\*Figures rounded up, will show slightly lower on fee spreadsheet



## Playscheme

	<b>Morning session 8.30am-13.00pm</b>	<b>Afternoon session 13.00pm-17.30pm</b>
<b>Students</b>	<b>£15.89</b>	<b>£15.89</b>
<b>Staff</b>	<b>£19.86</b>	<b>£19.86</b>

**All fees are due strictly in advance at the time of booking**

## Full year and term time

We are able to offer a full year contract (excludes bank holidays, university closures and staff inset days) or a term time only contract. Term time only matches the Nottingham City LEA school holidays (see our year plan) and during which term time only children would not attend the Day Nursery or Playcentre.

## Fee Payments to Childcare Services

To ensure viability and sustainability on a longer-term basis we must be very strict in our collection of fees. If, for any reason, you experience problems in paying your fees, please arrange to see the Childcare Services manager as soon as possible. Non-payment of fees could result in your child's place within our service being terminated.

Fees are due in advance and payable by:

- Standing order mandate (payable on 23rd of month prior to that within which a service will be received, e.g., pay 23rd June for fees for July)
- Childcare Vouchers (payable by the end of the month prior to that within which a service will be received, e.g., pay at end of June for July)
- Deduction from payroll (payable by the end of month prior to that within which a service will be received e.g., pay end of June for July)
- University of Nottingham Nursery Tax Scheme (staff only, payable in arrears, reduced salary applies from the end of the month in which you receive services). You must submit a deduction from payroll form when considering entering the tax scheme as we may not get your application for the scheme processed quickly



enough for you to join straight away and we would therefore take a payment from your payroll.

- Government Tax Free Childcare Scheme (you must release payment before month end to us so that funds are in our account by month end, payable in advance)

PLEASE NOTE: cheques/cash payments are accepted for additional sessions, registration fees, the first childcare fee payment and for Playscheme fees only.

Please read the Childcare Services contract as this provides further information relating to fee payments

## **Fee calculations for day-care**

We use a Fee Spreadsheet system showing the fees due each month. The spreadsheet will show the number of sessions for each week in the month that are booked, the total number of hours per week, less any 'free hours' (education funded hours, see below) and the total of hours that must be paid for. The total weekly cost is the hours to be paid for multiplied by the hourly rate (this excludes meal costs) plus meal costs. Once weekly fees have been calculated these are added together for the University financial year (August to July) and divided by the number of months in the financial year remaining to give an 'average monthly payment'. This is the fee that is due monthly. The hourly rates and meal costs are shown to demonstrate that free education hours have been allocated and parents have not been charged for these hours. Fee rates are per session and not per hour. We do not offer a service with an hourly rate or with meal costs excluded other than for free education hours where DfE regulations require this.

Our normal operating hours for day care are 10 hours per day or for Playscheme 9 hours per day. In exceptional circumstances (such as a pandemic) these may be varied to ensure that our services can continue to operate safely, ensuring the health, safety and welfare of staff is safeguarded. You will be kept fully informed however session rates will remain the same.

Where a child leaves our services part way through the year, we will recalculate the fees due up to the end of your child's notice period, deduct any monies that have been paid to date and determine whether there has been an overpayment / underpayment of fees due. You will be given a revised fee spreadsheet showing the balance on your account.



For children attending on a full year basis, fees are payable for the full year except closures such as Bank Holidays, University Days and inset days that fall on your child's usual day of attendance. For children attending term time only (Nottingham City LEA term dates) fees are payable for the full term time only dates. Please see your child's fee spreadsheet for full details.

Please read your Childcare Services contract as this provides further details about fees. If you have any queries about fees, please do not hesitate to contact the Childcare Services administrator or the Childcare Services Manager.

## **Nursery education funding (NEF)**

We claim this on your behalf from the local education authority. Each child is entitled to a maximum of 15 hours per week for a minimum of 38 weeks per annum FREE education (maximum hours per annum 570) from the term following their third birthday. To access this you will need to provide proof of your child's date of birth (for example, passport or birth certificate).

Some parents will be eligible to claim up to an additional 570 free hours per annum (total 1140 per annum). In order to claim this, you will need to provide us with an 11 digit eligibility code and your national insurance number in addition to proof of your child's date of birth. Please see your Childcare Services Contract for full terms and conditions of our 30 hour offer.

Snacks and meals are not covered in the free hours and you will be charged for these meals unless you indicate to us that you wish to provide your own food. Please note that we are unable to reheat or prepare food sent from home. You can use your child's free education hours at more than 1 provider however you cannot exceed more than the figures quoted above for your child. Eligible 2 year olds may also receive free NEF hours and the above applies in these circumstances too.

Please note that in the event of recurring absences or extended absence for free sessions (generally for more than 15% of the total hours scheduled in each term), we are required to notify the authority who will use its discretion in deciding whether, and to what extent, it is appropriate to reclaim Education funding for the child that we as the provider may have received. Should any funding be reclaimed that covers sessions accessed by your child or



reserved for your child that you subsequently do not access, you will be charged in full for these sessions detailed in the Childcare Services contract.

## **Financial support for childcare**

### **Staff members**

#### *University of Nottingham nursery tax scheme*

Staff members of the University who use University owned and managed services or the Busy Bees nursery based at University Park campus are eligible to apply to join the Nursery Tax Scheme with savings of up to 25% off the full cost of your childcare fees. You take a reduced salary in return for free childcare thus making tax and national insurance savings on the full value of your childcare. Strict terms and conditions apply. No refunds can be made from the tax scheme or carried forward from one financial year to another. For more details contact the Childcare Services Manager.

#### *Childcare vouchers*

Childcare voucher schemes are now closed to new entrants. However, if you are already registered with a voucher scheme, both the Day Nursery and Playcentre accept childcare vouchers from a range of companies.

#### *Government tax-free childcare scheme*

Introduced in April 2017, parents need to register to access this scheme. The government will add 20p for every 80p that you put into the scheme up to a maximum of £2,000 (you have put in £8000 and the government £2000). This scheme applies to children under 12 years of age. Parents do need to reconfirm their status every 3 months when in this scheme. Please note that you cannot combine the University of Nottingham Nursery Tax Scheme and the Government scheme.

To find out your eligibility go to <https://www.childcarechoices.gov.uk>



## **Students**

### *Student rate*

A number of places within the University of Nottingham Day Nursery, the Playcentre and Playscheme, are offered at a lower fee rate to students which is 20% lower than staff rate (see rates on page 2). To access the student fee rate you must be a full-time registered student at the University of Nottingham (includes first year of writing up period for PhD students).

### *Childcare support fund*

This scheme is administered by the University and provides some financial assistance to eligible students who use registered childcare provision. This is means tested. For eligibility criteria and application form visit:

<http://www.nottingham.ac.uk/studentservices/support/financialsupport/support-funds/index.aspx>

### *Other support schemes*

The University provides discretionary financial assistance for students to help them access and remain in higher education and is available to home students. For information on these schemes please visit:

<http://www.nottingham.ac.uk/studentservices/support/financialsupport/support-funds/index.aspx>

### *Childcare grant*

Available to home students on low family incomes and is worth up to 85% of childcare costs. (Max. £179.62 per week 1 child, £307.65 per week 2 or more children for 2021/2022). For further information visit:

[www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Typesoffinance/DG\\_171503](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Typesoffinance/DG_171503)

### *Tax credits*

You may be eligible for support from the Tax Credits. You can be a lone parent or couple, in/out of work and have at least 1 child. For further details please visit:

[www.hmrc.gov.uk/taxcredits/start/who-qualifies/children/index.htm](http://www.hmrc.gov.uk/taxcredits/start/who-qualifies/children/index.htm)



## Contacts

	Email	Telephone
<b>For further information on fees</b>	<b>childcareservices@nottingham.ac.uk</b>	<b>(0115) 951 5222</b>
<b>University of Nottingham Day Nursery</b>	<b>childcareservices@nottingham.ac.uk</b>	<b>(0115) 951 5222</b>
<b>University of Nottingham Playcentre</b>	<b>childcareservices@nottingham.ac.uk</b>	<b>(0115) 951 4798</b>
<b>Childcare Services Manager</b>	<b>gemma.wilshaw@nottingham.ac.uk</b>	<b>(0115) 951 5222</b>