



The University of  
**Nottingham**

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## **Childcare Services**

# **Fees & Financial Information 2020 – 2021**

## Day Nursery - August 2020 – July 2021

### **Staff Members – Fee Charges**

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per week)</b>	£252.80	£238.20
<b>Part Time (per half day)</b>	£29.95	£27.82

### **Students – Fee Charges**

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per week)</b>	£202.20	£190.60
<b>Part Time (per half day)</b>	£23.96	£22.26

## Playcentre Day Care – August 2020 – July 2021

### **Staff Members – Fee Charges**

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per week)</b>	£223.90	£201.90
<b>Part Time (per half day)</b>	£25.95	£23.88

### **Students – Fee Charges**

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per week)</b>	£179.10	£161.50
<b>Part Time (per half day)</b>	£20.76	£19.10

## Holiday Playscheme (4 -12 years) – Fees per session

**Staff – £18.54**

**Student - £14.83**

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

## Session Times (No social distancing in place)

	Morning Session	Afternoon Session
<b>Day Nursery &amp; Playcentre Day Care</b>	08.00 – 13.00	13.00 – 18.00
<b>Holiday Playscheme</b>	08.30 – 13.00	13.00 – 17.30

**Changes during Covid-19: Session times during the implementation of social distancing will be 8.25 hours per day. Set times for bubbles of children will be provided and will occur between 8am and 6pm. Please note that no half-day sessions will be allocated during the period when social distancing measures are in place. Fees as detailed in this booklet will apply. During social distancing no Playscheme will be provided.**

## Fee Payments to Childcare Services

To ensure viability and sustainability on a longer term basis we have to 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 23<sup>rd</sup> of month prior to that within which a service will be received, e.g., pay 23<sup>rd</sup> 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 (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 only accepted for additional sessions, registration fees, the first childcare fee payment and for Playscheme fees.

## Fee Calculations – 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 have to 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 on a monthly basis. 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. However 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.

During the Covid-19 pandemic and whilst social distancing measures are in place we have reduced operating hours to 8.25 per bubble. The hourly rate on the fee spreadsheet has therefore increased whilst our operating hours have reduced so that the fee rates detailed in this booklet still apply. Once social distancing measures are removed, we will adjust the fee spreadsheets and reduce the hourly rate to cover the 10 hours per day. Please note that if you have a child who is receiving free education hours this would result in a fee increase as the number of hours you are paying for would increase. In such circumstances you will be issued with a new fee contract and fee spreadsheet. For those under 3 years of age there will be no difference in the fees that you pay.

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 including all closures (Bank Holidays, University Days, inset days) that fall on your child's usual day of attendance. For children attending on a term time only basis, Bank Holidays & other closures are charged for pro rata. Please see your child's fee spreadsheet for full details.

If you have any queries about fees, please do not hesitate to contact either the administrator for Childcare Services 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 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 during the Covid-19 pandemic and whilst social distancing requirements are in place we cannot accept children into our service who are also being cared for at another provider. This ensures that we limit the potential for cross infection and keep to a minimum disruption for our customers.

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.

# **Childcare Services**

## **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 in order to access this scheme. The government will add 20p for every 80p that you put in to 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. 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 1). 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 SCHEME**

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/student-services/support/financial-support/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/student-services/support/financial-support/support-funds/index.aspx>

### **CHILDCARE GRANT**

Available to Home students on low family incomes and is worth up to 85% of childcare costs. (Max. £174.22 per week 1 child, £298.69 per week 2 or more children for 2020/2021). 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)

### **CHILD TAX CREDIT**

You may be eligible for support from the Child Tax Credit. 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

For further information on fees please email [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk) or telephone (0115) 9515222