



The University of  
**Nottingham**

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## **Childcare Services**

# **Fees & Financial Information 2016 – 2017**

## Day Nursery - August 2016 – July 2017

Please note a session is half a day, 2 sessions = 1 day and 10 sessions = a full week

### ***Staff Members – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£23.59	£22.24
<b>Part Time (per session)</b>	£27.95	£25.96

### ***Students (with subsidy) – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£12.35	£15.69
<b>Part Time (per session)</b>	£14.76	£18.92

### ***Students (without subsidy) – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£18.17	£17.13
<b>Part Time (per session)</b>	£21.52	£19.99

## Playcentre Day Care – August 2016 – July 2017

### ***Staff Members – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£20.89	£18.84
<b>Part Time (per session)</b>	£24.21	£22.28

### ***Students (with subsidy) – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£11.98	£14.64
<b>Part Time (per session)</b>	£13.69	£17.08

### ***Students (without subsidy) – Fee Charges***

	<b>Child Under 3 Years</b>	<b>Child 3 years and over</b>
<b>Full Time (per session)</b>	£16.09	£14.64
<b>Part Time (per session)</b>	£18.64	£17.16

## **Playscheme (4 years plus) – Fees**

Charges for August 2016 – July 2017, per session (half day) are:

**Staff – £17.30**

**Student with subsidy – £13.57 Student no subsidy - £17.30**

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

### **Session Times**

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

### **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)
- 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.

PLEASE NOTE: cheques/cash payments are only accepted for additional sessions, registration fees, the first childcare fee payment and for Playscheme fees. In exceptional circumstances we are able to accept 1-off payments by debit/credit card. There may be a charge for this service.

## **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 less any other deductions. 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.

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 the Playcentre 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. Snacks are provided free of charge during education funded sessions however should your child's free hours be over other meal times, these are not covered 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.

## **Childcare Services**

### **Financial Support for Childcare**

#### **STAFF MEMBERS**

##### ***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 23% 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. For more details contact the Childcare Services Manager.

##### ***EDENRED CHILDCARE VOUCHERS***

Edenred and the University are working together to provide all staff members of the University, using any registered childcare provision, with access to this scheme to make National Insurance and tax savings on the cost of your childcare. The childcare vouchers tax and national insurance exemptions are capped at £243 per month childcare fees per parent.

For further information contact Edenred helpline on 0800 247 1233 or visit [www.childcarevouchers.co.uk](http://www.childcarevouchers.co.uk)

Both the Day Nursery and Playcentre accept childcare vouchers from other companies in addition to Edenred. We will also accept payments from the new Government Childcare scheme.

##### ***TAX CREDITS***

The working tax credit is now available if you work 16 hours or more per week. Contact the HMRC for more information. Within the Working Tax Credit there is a childcare element and dependent upon circumstances you may be eligible for up to 70% of approved childcare costs of max. £175 per week (therefore max benefit you could receive would be £122.50 or 1 child, £210 for 2 children or more). For more information and up to date details you can phone the Tax Credit helpline 0845 300 3900 or visit [www.hmrc.gov.uk/](http://www.hmrc.gov.uk/)

Please note that when using the nursery tax scheme or childcare vouchers you are deemed to be paying 'zero' fees for the value in each scheme.

## STUDENTS

### ***STUDENT SUBSIDY***

A number of places within the University of Nottingham Day Nursery, the Playcentre and Playscheme, are offered at a subsidised rate to eligible students (see rates on page 1). This is means tested and you need to complete a Student Subsidy Application Form. For further information see Student Subsidy application form.

### ***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:

[www.nottingham.ac.uk/studentservices/financialsupport/factsheetsandforms.aspx](http://www.nottingham.ac.uk/studentservices/financialsupport/factsheetsandforms.aspx)

### ***ACCESS TO LEARNING FUND (ALF)***

This provides discretionary financial assistance for students to help them access and remain in higher education and is available to Home students. Information on ALF and application forms are available to download from the Financial Support team in Student Services, please visit:

[www.nottingham.ac.uk/studentservices/financialsupport/factsheetsandforms.aspx](http://www.nottingham.ac.uk/studentservices/financialsupport/factsheetsandforms.aspx)

### ***CHILDCARE GRANT***

Available to Home students on low family incomes and is worth up to 85% of childcare costs. 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 and financial support please email [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk) or telephone (0115) 9515222