Finance Policy

1. Introduction

It is our intention is to make all aspects of Home from Home as clear and concise as possible. We have put together the following policy detailing all information in regards to financial aspects of attending the nursery.

We aim to ensure all of our methods are consistent and that parents are given clear information and guidance with regard registration fees, fees, tax-free childcare, childcare vouchers and funding.

This Policy should be read in conjunction with the following policies:

- Admissions Policy
- Contract Policy
- Early Years Funding Entitlement (EYFE) Policy
- Schedule of Fees
- Term Time only Contract Policy

2. Contents

The following sections are included in this policy document:

1. Introduction
2. Contents
3. Management of Admissions and Deposit & Registration fee payments
4. Refund of the Deposit fee
5. Notice periods
6. Fees
7. Discounts
8. Management of Monthly Fee Invoices payment of fees
9. Admissions and Registration administration contacts
10. Funding administration contacts
11. Process for raising a concern
12. Non payment of Fees
13. Early Years Funded Entitlement (EYFE)
14. Annualised Invoicing
15. FAQ
16. Closure Procedures and Fees due
17. Fee changes
18. Review
19. Version Control

3. Management of Admissions and Deposit & Registration Fee

Following submission of your child's application, and offer of a place at Home from Home, you will be asked to secure their place with a non-refundable registration fee of £50 and a refundable deposit of £200 which will be retained for the duration your child attends the nursery. Information with regards how to pay the registration fee will be detailed in your child's 'Welcome letter' contained within the registration email.

Where a child is taking up a Funded only' contract place a deposit of £100 will be required to secure the place (see Contract Policy).

Payment of deposit and registration fee should be paid within one month of receiving the offer of a place. Home from Home would be happy to discuss a payment plan where helpful.

Your child's place will not be confirmed until the deposit is received.

Once Home from Home has received payment of the registration fee and deposit you will receive a receipt via e-mail, for your records, and your child's place will be confirmed on the timetable

To ensure good accounting practice deposit fees are held in a separate bank account and are refunded from the same account via BAC's.

Please make payment of the Deposit and Registration fee to the following bank account details:

Bank Name: **Santander**
Bank account Name: **Home from Home Nursery (Worthing) Ltd**
Branch Sort Code: **09 02 22**
Bank Account: **10790926**

Please ensure that all bank transfers are clearly labeled with your **CHILDS FULL NAME** for ease of reconciliation

4. Refund of the Deposit Fee

The deposit fee of £200 is returned once the minimum 4 week notice period is given and with the final months fees or fee account settled in full, which ever is appropriate. Please email financial@worthingnurseryschool.co.uk with the following bank details to enable refund of the deposit:
Bank Name
Bank account Name
Sort Code
Account Number

The deposit fee of £100 for our "Funded" contract is returned 4 weeks from commencing attendance, from the official start date at Home from Home.
Please email financial@worthingnurseryschool.co.uk with the following bank details to enable refund of the deposit:
Bank Name
Bank account Name

Sort Code
Account Number

5. Notice Periods

Prior to starting if you decide that your child will no longer require a place at Home from Home, in order for the deposit fee to be refunded we require a minimum 4 week notice period prior to your agreed start date.

Prior to starting if you decide that you wish to change days of attendance or start dates at Home from Home, in order to not incur monthly fees Home from Home requires a minimum 4 week notice period prior to your agreed start date.

Once joined a minimum 4 week notice period is required for any requests to change attendance/leave the nursery. On providing suitable notice to leave the nursery and ensuring your child's fee account is settled in full, the deposit of £200 will be returned.

Once joined any change in session times requires a minimum 4 week notice period.
Please provide notice in writing via email to nursery@worthingnurseryschool.co.uk

Our notice periods are in place to ensure we can reasonably manage the process of children taking up a place on the timetable. Where possible we will work through any waitlists towards filling/providing a place sooner to reduce the 4 weeks' notice period but this cannot be guaranteed.

If the stipulated notice period is not given, fees will still be due for the period of 4 weeks from the date notice was given in writing to nursery@worthingnurseryschool.co.uk

6. Fees

Once registered, fees are calculated on an annualised basis i.e. 12 equal payments, which are payable in advance over 51 weeks of the year. The billing year runs from 1st April till 31st March. Term time only contracts are payable for 51 weeks of the year from 1st September to 31st August inclusive at a discounted rate.
Invoices are issued on the 1st of the month to be paid by the 5th. Any fees not paid by this date will receive a £25 late charge fee, unless we have been informed in advance of an unavoidable reason for lateness or inability to pay or a pre agreed late payment date/plan.

Invoices are managed through the Famly Nursery Management Software system.

Parents will be informed 4 weeks prior to any increase in fees.

Fee's effective from 1st April 2026

Baby Room	
Full Day Baby	£83.00
Half Day Baby	£44.50
Hourly rate	£9.75
Half Hourly rate	£4.87
Toddler Room	
Full Day 2-3 year olds	£81.00
Half Day 2-3 year olds	£43.50
Hourly rate	£9.60
Half Hourly rate	£4.80
Preschool	
Full Day 3-5 year olds	£79.00
Half Day 3-5 year olds	£42.50
Hourly rate	£9.50
Half Hourly rate	£4.75
Other	
Meal cost AM session	£4.95
Meal cost PM session	£4.80
Sundries cost AM	£2.90
Sundries cost PM	£2.90
Early drop off any time between 7.30 – 8.00am (must be pre booked)	£7.50
Late Collection (not pre booked during nursery opening hours)	£3.00 for every 15 minutes
Late Collection (not pre booked and after nursery opening hours i.e. 6pm)	£6.00 for every 15 minutes
Forest School/Wild beach	£39 per 6 sessions
Late Payment Fee	£25

7. Discounts

5% if your child attends 5 days a week 8am – 6pm
5% sibling discount applied to second sibling in attendance. Not applied to any day sessions where funding is already claimed
15% term time only contract discount (subject to availability)
51% employee discount

8. Management of Monthly Fee Invoices and payment of fees

Mel Samson, Finance deals with day-to-day financial aspects of Home from Home with regard monthly fees, deposit and registration fees and general payments. Specific queries with regard monthly invoices and deposit payments/refunds should be addressed to Mel Samson, Finance at **financial@worthingnurseryschool.co.uk**

8.1 Payment of Monthly Fees

We accept full or part payment via bank transfer (BACS), tax-free childcare and childcare vouchers. We do not accept cash or cheque payments.

8.2 Payments via BACS

Please make payment of the Deposit and Registration fee to the following bank account details:

Bank Name: **Santander**
Bank account Name: **Home from Home Nursery (Worthing) Ltd**
Branch Sort Code: **09 02 22**
Bank Account: **10790913**

Please ensure that all bank transfers are clearly labeled with your **CHILDS FULL NAME** for ease of reconciliation

8.3 Tax-Free Childcare

- Home from Home accepts Tax Free Childcare details of which can be found at https://www.childcarechoices.gov.uk/how-to-use-tax-free-childcare/
- Once you have set up an account you can arrange transfer of payment to Home from Home. On instruction Tax Free Childcare will arrange payment direct to the Home from Home bank account

8.4 Childcare Vouchers

- Home from Home holds accounts with most childcare Voucher Providers and will set up accounts with those not already registered.
- To set up your childcare voucher account, some providers will require you to enter Home from Homes' account number, which you can request by emailing financial@worthingnurseryschool.co.uk stating the name of your childcare voucher provider.
- Once you have set up an account you can arrange transfer of payment to Home from Home. On instruction the voucher provider will arrange payment direct to the Home from Home bank account

9. Admissions & Registration administration contacts

Patsy Alleyne-Wake, Admissions & Systems Administrator oversees the admissions process and registration administration and paperwork and is contactable on nursery@worthingnurseryschool.co.uk

10. Funding administration contacts

Patsy- Alleyne-Wake, Admissions & Systems Administrator - oversees all matters with regard funding and queries should be addressed to Patsy Alleyne-Wake who is contactable nursery@worthingnurseryschool.co.uk

11. Process for raising a concern

Julia Pattenden, Director, overseas all financial aspects of Home from Home and any queries regarding registration fees, fees, payments or anything of a financial nature that requires resolution should be addressed to: Julia@worthingnurseryschool.co.uk

12. Non payment of fees

- Home from Home (Worthing) Ltd asks that all due payments are clearly labeled and on time and in the event that a payment is late, that you communicate this with the Finance Manager on financial@worthingnurseryschool.co.uk to avoid late payment charges where ever possible
- Home from Home understands that sometimes due to circumstances beyond a person's control, there may be a plausible reason for non-payment. We always wish to discuss this and to try and find a viable method of payment that will ensure no further action is required.
- We ask that you are open with the Finance Manager regarding the reason for nonpayment to find a solution to ensure that the outstanding balance does not continue to increase. This solution could be a short-term reduction in your child's attendance.
- Fees two months overdue will require an agreed payment plan or suspension from attending Home from Home will be considered
- In the event that after repeated attempts on the part of Home from Home, there is no communication, we have no option but to terminate a child's place, with immediate effect, until the outstanding amount is cleared or an agreeable payment plan is in place.
- If a child is receiving EYFE funding, we will honor the funded entitlement hours, but a clear repayment plan for any outstanding balance will need to be in place and NO additional hours will be provided until the balance is cleared or unless any additional hours are paid for upfront.
- The nursery will discuss when these EYFE funded hours are to be taken.
- Home from Home (Worthing) Ltd, may use an outside agency to secure payment of fees.

13. Early Years Funded Entitlement (EYFE)

All children of working parents attending Home from Home are entitled to 30 hours EYFE funding from the term starting after they turn 9 months. You will be asked to sign a parent declaration form annually to confirm the amount of funding you would like Home from Home to claim on behalf of your child each term in line with Home from Homes funding policy. We ask that you ensure you provide the correct information to ensure compliance with statutory requirements, and that any changes in circumstances that may affect funding eligibility are adhered to.

Under the Early years funding provided as a Grant by the government to West Sussex County Council each child is entitled to the equivalent of **15 or 30 hrs** per week over 38 weeks (i.e., term time only). As Home from Home Worthing is open 51 weeks of the year, we spread the funding over 51 weeks resulting in children being entitled to receive the equivalent of **11 or 22 hours** per week funded childcare over 51 weeks.

This will be applied to the session's your child attends based on the following standard formula:

- Please see the Contract and Early Years Funding Entitlement Policies to show the outline of how funding is applied to a session.
- 5 Hour Half day session: Any child attending a half day can use their entitlement up to 3.5, 4 or 5 hours of entitlement when attending an **8-1pm** session or **1- 6pm.**

- 10 Hour Full Day session: Any child attending a full day can use their entitlement up to a maximum of **7 or 7.5 or 10** hours per day.
- Home from Home recognizes that some children may attend a number of settings and that your child's funding entitlement can be shared between them. It is a requirement that a parent informs Home from Home of attendance at another setting and this must be clearly documented on the 'parent declaration form'. We ask that you are clear with regard the sessions being attended to avoid any under/ over claim. As different providers, can apply/claim funding differently, Home from Home will liaise directly with the other setting to ensure funding claims are maximized. Extended is not accepted without universal entitlement. Extended entitlement can be split between two providers. Parents will be asked to declare these details on the EYFE parent declaration form.
- WSCC does not provide funding to children who have been offered a school place from 1st September even though school start dates may be delayed from the 1st September. Home from Home is happy to support continued attendance if space is available which will be invoiced at full fees
- Funding is applied for 51 weeks of the year,
- Where possible the nursery will offer the option of attending only for EYFE hours, this is subject to availability and EYFE hours of attendance will be discussed where applicable.

Home from Home Worthing claims the free entitlement on a term-by-term basis. All children must have registered and commenced at the nursery and be eligible for free entitlement by the termly "Head Count Date" as stipulated by West Sussex County Council. This is usually towards the start of each term and will be advised by WSCC to early years providers to enable management of funding, and registration in line with starting.

Home from Home Worthing provides Early Years funded entitlement up to 3.5, 4 or 5 hours per half day session. Please see Early years funding policy for how this is applied.

Home from Home Worthing provides a maximum of 11/22 hours per week EYFE for 3.5, 4 or 5 hours per half day session. Any hours booked outside Home from Home Worthing's Early Years Free Entitlement times will be charged as per Home from Home Worthing fee contract structure.
A session is 5 hours.

14. Annualised Invoicing

Since 1st March 2024, Home from Home is uses the annualised invoicing method in order to allow better financial consistency on a monthly basis for parents/carers.

The billing period run's from 1st April to 31st March in line with our annual fee changes which take effect from 1st April each year,

Fees are calculated using the below annualised calculation and will be the ongoing yearly calculation from 1st April to 31st March each year unless advised otherwise
Weekly Fees X 51 weeks / 12 months

15. FAQ's with regards Financial matters

What days are not charged for?
We have 7 standard closure days, contractually agreed in our Finance Policy, which are not charged for.
5 days during the Christmas closure period
1 day on the 1st January
1 INSET day
We also have a half-day closure on Christmas Even when this falls on a weekday.

What non-chargeable days are included in the annualised figure?
Annualising over 51 weeks activates non payment for 5 of the annual 7 standard closure days over Christmas and this is deducted from the annualised total figure and along side the child's pattern of attendance creates an annualised figure that is then divided by 12 to create the monthly fees.

How are fees for the non-chargeable closure day of 1st January deducted therefore?
The closure day of the 1st January cannot be accounted for in the annualisation figure as the Famly Management System only allows deduction of days where annualisation is applied in full weeks. This day can therefore only be deducted from fees by being applied as a manual credit in January's fees.

How are fees for any the INSET day and any other see or non- foreseen non-chargeable closure days deducted therefore?
As above any other adhoc closure days can only be deducted by being applied as a manual credit in the month they are planned and cannot be accounted for in the annualisation figure.
*Where Christmas eve falls on a Monday to Friday the half day will be credited in December fees
*For any other adhoc closure days that are non chargeable e.g. INSET days we will credit in the month following as invoicing would of already taken place prior to the event and this reduces any admin complexities in the event of cancellation.

Do you still charge for when the nursery has to close for any other reason?
Yes and this depends on the reason for closure and will be clearly laid out in the relevant policy. A summary can be found in section 16 of this policy.

How are my child's fees calculated if they commence part way through the year?
If a child was to start midway through the year, they will be charged the annualised rate based on their pattern of attendance, therefore even if a child was to start mid-year they'll be charged the same rate per month as a child starting in the beginning of the year. The absolute monthly amount may differ depending on when in the month a child commences e.g. attendance from the 1st of the month would create a different annualised monthly figure to a child commencing part way through the month.

How are my child's fees calculated if they commence part way through the month?
If a child's pattern of attendance starts or ends in the middle of the month, then the system will calculate a percentage of the month attended, and use that percentage to calculate how much to charge from the annualised monthly rate for the final invoicing period. This will be reflected in the final invoice.

What happens if my child's attendance changes?

If a child's attendance changes i.e. session's increase or decrease then the monthly-annualised amount will therefore adjust accordingly from the date of change.

How are any ad-hoc non-contracted purchases annualised?

Any Ad-hoc purchases such early starts, late pick-up fee, forest school, wild beach and extra sessions outside of a child's contracted hours are not annualised, and are therefore added to the invoice as additions to the standard monthly-annualised invoice amount.

Extra sessions booked are always invoiced the following month to reduce admin in the event of any cancellation.

How does Famly calculate fees?

Famly have confirmed that the system rounds both up and down if it's under 0.5p it rounds down down and over 0.5p then it rounds up. Famly advised this is due to how the Famly Management System calculates on a minute-by-minute basis and then rounding to the next two decimal figures can then result in a slight variation between the system and manual calculations.

16. Closure Procedures and Fees due

- Fees are still due for any absence due to children taking holiday and during any time taken off from the nursery due to a child being ill.
- In the event that the nursery should have to close due to illness or for a holiday period, other than bank holidays, then no fees are due
- Any closure due to adverse weather and/or unable to meet child/staff ratios and it is deemed that for the safety of the children and employees we MUST close early or remain closed, then charges will still stand.
- The nursery will, at all times, try to remain open and only close when all other options are exhausted and we feel it is the best decision for the wellbeing of the children, staff and families that attend Home from Home.
- The nursery closes at 1pm on 24th December Christmas Eve) where Christmas Eve falls on a weekday) and reopens on the 2nd January, for which this period is not charged.
- The nursery closes for recognised bank holidays/public holidays and fees are still charged
- Any children in receipt of EYFE funding will receive a credit for the EYFE funded hours owed, due to an unforeseen closure.
- The nursery closes for 1 INSET Day per year, parents will be provided with a minimum 8 weeks notice period for this date.

17. Fee changes

The Nursery review's the fees annually. The decision to change fee's will be made each January and parents will then be notified, any fee changes will then be implemented anytime from the following April. The nursery will consider a number of factors in this decision including, cost price changes, government policy changes, inflation/deflation, any significant changes to provision or local competitors. Parents will be provided background & insight with regards any

changes in the 'notice to change to HfH nursery school fees' letter, which will be issued to parents.

18. Review

This policy will be reviewed annually in line with Homes from Homes annual fee changes and/or with any changes to Funding policy advised by WSCC to ensure compliance with changes in government policy on funding. In the event that this policy or procedure is not compliant, the relevant legislation shall prevail.

19. Version Control

Version	Date	Status	Comments	By
1	August 2015	New		Julia Pattenden
2		Updated		Julia Pattenden
3		Updated		Julia Pattenden
4	June 2017	Updated		Julia Pattenden
5	Oct 2017			Julia Pattenden
6	August 2019			Julia Pattenden
7	9th April 2021			Julia Pattenden
8	1st December 2021	Reviewed and updated		Julia Pattenden
9	February 2023	Reviewed and updated	In line with change in fees effective from 1.2.23	Julia Pattenden
10	March 2023	Updated	In line with change in fees effective from 1.4.23	Carla
11	June 2023	Updated	In line with WSCC recommendations on funded only contracts	Julia Pattenden
12	July 2023	Updated	Change to Famly Change sibling discount to be effective for the second child only for any child joining from September 2023	Julia Pattenden

13	January 2024	Updated	In line with change in fees effective 1.2.24	Julia Pattenden
14	February 2024	Draft for review	In line with changing to annualised invoicing.	Patsy Alleyne-Wake
15	February 29th 2024	Final updated version	In line with changing to annualised invoicing and funding changes	Patsy Alleyne-Wake
16	March 6th 2014	Updated	Updated FAQ's following launch of annualisation	Julia Pattenden
17	December 10th 2024	Final Updated Version	Updated in line with 2025 fee increase.	Patsy Alleyne-Wake
18	April 2026	Updated	Updated in line with change in fees effective from 1st April 2026, plus change in funding rules.	Julia Pattenden
19	October 2026	Final	Amended in line with notice period changes to 4 weeks effective from 1st November 2026	Patsy Alleyne-Wake