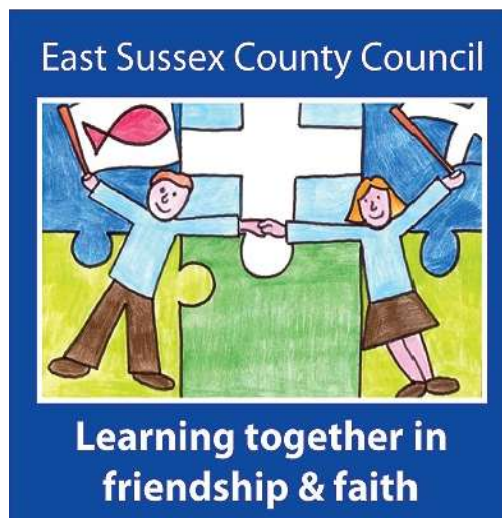


ST. ANDREW'S C.E. INFANTS' SCHOOL

Nursery Fee Policy September 2026



Due for Review September 2027

Registration

To register your child with St Andrews Church Of England Nursery, Parents/Carers must complete the following online forms:

- Admission Form.
- Session request Form.
- Parental consent Form.

Funded Entitlement - 15/30 hours

The nursery is registered with East Sussex County Council to offer Early Years Entitlement (EYE) funding.

You can find more information regarding funding and entitlement on the Best Start in Life website.

<https://beststartinlife.gov.uk/childcare-early-years-education/>

- If your child is aged three or four years old we will claim the 15 hours of nursery education funding on your behalf. This will be from the term after they turn three
- If your child is aged two to four years old and you are using your 30hours working entitlement, we require:
 - Your eligibility code. Without this, we cannot claim the funding, and standard fees will apply. Please visit the below site to register before your child starts with us

<https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

- If your child is two years of age and you are a family that gets extra support, like those on Universal Credit or children with an Education, Health, and Care Plan and you are using your 15hours support entitlement, we require:
 - Your eligibility code. Without this, we cannot claim the funding, and standard fees will apply.This will be from the term after they turn two. Please visit the below site to register before your child starts with us

<https://eyeeonline.eastsussex.gov.uk/Synergy/Enquiries/Citizen/EarlyYears.asp>

[x](#)

Funded Hours Availability

- Available term time only, from 9:00am to 3:00pm.
- Sessions can be booked in 3 or 6-hour blocks, subject to availability.
- Bookings cover the academic year (from your start date to July) and are reviewed termly.

Extra sessions may be booked (subject to availability). If these exceed your funded hours, standard fees will apply.

Fee Structure

- Any sessions beyond your 15-hour entitlement will be charged at the rates listed below.
- If you qualify for the 30-hour entitlement, no additional session fees will apply unless you are using any of the wrap around care provision
- Sessions are available Monday to Friday, term time only.
- Fees are reviewed annually or in response to changes in government policy or unforeseen circumstances.
- Any changes to fees will be communicated in writing at least one term in advance.

Session Prices

	2 years	3 and 4 years	Funded
Early Drop Off 8.30am	£2.50	£2.00	n/a
Morning Session 9.00-12.00am	£19.50	£18.00	Free (3hours)
Afternoon Session 12.00-3.00pm	£19.50	£18.00	Free (3hours)
All Day 9.00am- 3.00pm	£39.00	£36.00	Free (6hours)

Early Morning Club and Afterschool Club

Wrap around care may be available from January 2027 if there is sufficient demand. Please email nursery@standrews-inf.co.uk if you would like to register your interest.

Lunch Options

Children have the option of:

- Bringing a packed lunch from home, or
- Ordering a hot lunch (available at an additional cost of £2.25 per meal)

Hot lunches can be booked on the day at school. Please ensure payment is made in advance or on the day via the Arbor payment system to guarantee your child receives their meal.

Early Starters & Late Collection

To support flexible scheduling, we offer the following additional options:

Early Starters

- Drop-off from 8:30am
- Charged at £2.50 (2 year olds) and £2.00 (3 & 4 year olds) per day
- Please note: This is not included in the funded entitlement package.

Late Collection Fee

- If a child is collected later than 3:00pm, they will be placed into the afterschool club where a fee of £5.00 will be charged for every hour beyond the scheduled collection.

Notice Period

To withdraw your child from the nursery, one term's written notice is required.

Illness & Absence

Unfortunately, no refunds will be issued for absences due to illness or holidays.

Adverse Weather & Unexpected Closure

While we make every effort to remain open during all scheduled hours, there may be occasions when closure is unavoidable due to:

- Severe weather (e.g. snow, flooding, storms)
- Utility failures (e.g. electricity, water, heating)

Please note: No refunds will be given in the event of unexpected closures.

Tax Free Childcare

Childcare vouchers are non-taxable and exempt from National Insurance Contributions (N.I.C) for employees and offers National Insurance reductions to employers.

Late or non-payment of Fees

- Fees are the responsibility of the person named on the registration form.

- Invoices are issued at the start of each term.
- If fees are not settled within 3 weeks, your child's attendance will be limited to funded hours only.
- The nursery operates a zero-tolerance policy for non-payment. Please ensure payments are made when requested

Additional Charges

A Snack will be provided for your child and is charged at 25p per 3 hour session this will be added to your child's termly invoice

If your child is still requiring nappies please ensure that enough are provided for their session. If a nappy has to be provided by the school this will be charged at £1 per nappy.