

# Little Lancing

Day Nursery for girls and boys 2 months - 5 years  
5 Coombes Road, Lancing, West Sussex BN15 0RJ

**T:** 01273 465900 **E:** littlelancing@lancing.org.uk **W:** www.littlelancing.co.uk

## Fees January 2022

**Little Lancing** is open 51 weeks a year, 5 days a week, with the exception of Bank Holidays and our annual Christmas closure from 1pm on 24 December to 1 January.

Our fees are inclusive of:

meals & snacks • wipes • suncream • all Early Years Foundation Stage activities

Our fees do not include:

formula milk • follow on milk • disposable nappies • extra-curricular activities

SESSIONS		
<b>STANDARD DAY</b> 8am – 6pm £63 per day including snacks, lunch and tea	<b>MORNING</b> 8am – 1pm £36.50 per morning including snack and lunch	<b>AFTERNOON</b> 1pm – 6pm £36.50 per afternoon including snack and tea
<b>EXTENDED DAY</b> 7.30am – 6.30pm £70 per day including breakfast, snacks, lunch and tea	<b>EARLY BIRDS</b> 7.30am – 8am £4 per session including breakfast	<b>EARLY EVENING</b> 6pm – 6.30pm £4 per session including snack
<b>ADDITIONAL HOURS, occasional, where available, £10.50 per hour</b>		

### On Joining

- A payment of £250 is required once session bookings are confirmed by the Nursery Manager.
- £50 of this payment is a non-refundable registration fee and the remaining £200 is a refundable entry deposit, provided a minimum of eight weeks' notice is given of leaving date and all fees have been paid.
- No registration fee or deposit is required for funded-hours-only places.

### Discounts

- We offer a sibling discount of 5 per cent on the youngest child and 5 per cent on standard or extended day bookings of 5 days a week.

### Fees Payable

- Fees for booked hours are always payable, whether the child attends or not. We do not charge fees over the annual closure period. There is no reduction for bank holidays that fall at other times of the year. Our minimum booking requirement is for two sessions per week. Fees are payable monthly in advance. Entry to the nursery may be restricted if fees are outstanding. Notice of eight weeks is required to reduce or terminate a booking.
- Payment of fees must be made either by direct transfer into our bank account (details will be given on monthly invoices) or by cheque (made payable to Little Lancing) delivered to the nursery. Childcare vouchers and tax-free credits are also accepted but please allow extra time for the providers to process these payments to Little Lancing. Please quote your child's surname on any payments made.

### Late Payment

Late payments, made after the 10<sup>th</sup> day of the month, will attract a £12.50 charge for each week the fee remains outstanding.

### Late Collection

- Late collection will be charged pro rata of the hourly rate.
- A further £7.50 surcharge will be added if notice is not given.
- Collection after closing time will attract a further £30 surcharge.

### Extra Charges

- Extra-curricular activities, such as cooking school, swimming and forest school, may be charged.
- Trips will be charged, based on travel/entrance fees.
- Tooth brushing.

### Early Years Funding

Little Lancing offers universal Early Years Funding for all 3 and 4 year-olds. Provision starts from the term following a child's third birthday up until they reach compulsory school age. All 3 and 4 year-olds are eligible to receive 15 hours of Early Years Funding during term-time or around 11 hours a week if taken across the full year. As Little Lancing is open 51 weeks a year, we can **only** offer Early Years Funding education for 11 hours a week. Little Lancing will apply for this universal funding.

Some 3 and 4 year-olds may also be eligible for 30 hours of Early Years Funding during term-time or around 22 hours a week if taken across the full year. As Little Lancing is open 51 weeks a year, we can **only** offer Early Years funding for 22 hours a week. The extended funding is applied for by families via the government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and Little Lancing require the eligibility reference number issued following a successful application to register on the local authority portal for nursery care providers.

We offer a limited number of places with Early Years Funding for those 2 year-olds eligible to access 15 hours of Early Years education during term-time or around 11 hours a week if taken across the full year. As Little Lancing is open 51 weeks a year, we can **only** offer Early Years Funding for 11 hours a week. This is subject to families meeting the eligibility criteria. This funding is applied for by families via the government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and Little Lancing require the eligibility reference number issued following a successful application to register on the local authority portal for nursery care providers. Please check with the Nursery Manager for session availability.

At Little Lancing, we charge 'General Extras' to those accessing 3 and 4 year old Early Years Funding because this funding by the government and local authorities only covers delivery of those elements required by the Early Years Foundation Stage. It does not therefore allow us to provide Early Years education to the standard we aim to achieve. General Extras are charged at £2.70 per funded hour used within our core hours of 7.30am to 2.00pm. This charge contributes towards activities, consumables and services, beyond the basic requirements of the EYFS, which we make available to all children at Little Lancing, such as EyLog, outings, refreshments and meals. These charges vary according to bookings, please contact the nursery office for a fee quotation. **Please note:** General Extras are **not** charged to those accessing Early Years funded-only hours for 3 and 4 year old children. Please contact the Nursery Manager for further information.

For children accessing hours in excess of funded hours, the funded hours will be allocated to sessions in the following order of priority: morning sessions, extended day, standard day and finally afternoon sessions.

We appreciate that Early Years Funding is not straightforward, so if you have any questions, please do not hesitate to contact the Nursery Manager. A copy of our Early Years Funding Policy is available on request from the Nursery Office.

More information about Early Years funding and how to apply for funding is available from [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)