ABC NURSERY

FEES AND GRANT FUNDING INFORMATION, HOLIDAY PERIODS and TERM DATES

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1. BANK HOLIDAYS

Bank Holidays

ABC Nursery is open for 51 weeks of the year, excluding Bank Holidays. Payment is not required for Bank Holidays or our staff training day in September. Bank Holidays for the 2026/27 year are as follows:

- Friday 25th December 2026 — Christmas Day
- Monday 28th December 2026 — Boxing Day (substitute day)
- Friday 1st January 2027 — New Year's Day
- Friday 26th March 2027 — Good Friday
- Monday 29th March 2027 — Easter Monday
- Monday 3rd May 2027 — Early May Bank Holiday
- Monday 31st May 2027 — Spring Bank Holiday
- Monday 30th August 2027 — Summer Bank Holiday

Please note the contract for 2026-27 Academic Year runs until Tuesday 31st August 2027.
The nursery is also closed for staff training on Wednesday 1st September 2027.

2. EARLY EDUCATION ENTITLEMENT FUNDING INFORMATION

This information is to help you to plan your finances and help you look at costing for when your child is eligible for funding.

Early Education Entitlement Funding:

There are different funding entitlements available to children from aged 9 months, starting the term after the child turns 9 months old. Funding for 9 months to two-year-olds is available to working parents. In addition, two-year-old funding is available for children whose parents meet a specific economic criterion or if a child has a diagnosed condition and is being supported by early years or health services. The national criteria for funding is set by the Department for Education, in addition to this Coventry operate local criteria to support families from a wider cohort. Further information is available at https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2

Children aged from 9 months with working parents, subject to conditions, may be eligible for up to 30 hours per week Early Education Funding, the term **AFTER** they turn 9 months old. Parents will need to apply and where successful will be given an eligibility code to present to us. Please note eligibility codes will need to be reconfirmed every three months, as prompted by Her Majesty's Revenue and Customs (HMRC) and the nursery.

All children aged three and four are entitled to access up to 15 hours per week Early Education Funding, the term **AFTER** their third birthday. In addition to this, some children will be entitled to claim an additional 15 hours, making their total weekly entitlement up to 30 hours over a period of 38 weeks. This additional entitlement is known as the extended hours entitlement (30 hours) and is subject to eligibility criteria.

The nursery will charge your fees on a monthly basis, based on the number of funded weeks in that specific month (please see appendix 1 for calendar). Please note that this may mean your monthly invoice will increase during school holiday months. If parents wish to budget their childcare costs in advance and pay a set monthly fee, please contact the Finance Manager for more details.

Expanded 9-month-old Funding Entitlement – 30 Hours Funding for Working Parents from September 2025

There is a maximum of 30 hours over the 38 weeks of the year available for eligible children starting in the term after they turn 9 months old. The link below will take you to the website where you need to apply for the funding. If you are eligible, then you will be given an eligibility code. Please present this to us to enable us to process your child's funding claim.
https://www.gov.uk/apply-free-childcare-if-youre-working

Please note – you will be required to reconfirm your details every 3 months to ensure continued eligibility. HMRC send reminders via email and text.

Early Learning 2 Year Funding Entitlement – 15 Hours Funding

There is a maximum of 15 hours over the 38 weeks of the year available for eligible children starting in the term after their second birthday. The link below will take you to the website where you need to apply for a 2-year funding code. If you are eligible, then you will be given an eligibility code. Please present this to us to enable us to process your child's funding claim.
https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2

Expanded 2 Year Funding Entitlement – 30 Hours Funding for Working Parents from September 2025

There is a maximum of 30 hours over the 38 weeks of the year available for eligible children starting in the term after their second birthday. The link below will take you to the website where you need to apply for the 2-year funding. If you are eligible, then you will be given an eligibility code. Please present this to us to enable us to process your child's funding claim.
https://www.gov.uk/apply-free-childcare-if-youre-working

Please note – you will be required to reconfirm your details every 3 months to ensure continued eligibility. HMRC send reminders via email and text.

3 and 4 Year Olds - Early Education Entitlement- Universal 15 Hours Funding

The first 15 hours is a universal right to free childcare for all 3 and 4-year-old children starting in the term after the child's third birthday. It doesn't matter how much you earn, as your child is entitled to receive this level of free childcare each week over a 38-week funding term (this provides a total of 570 free hours per academic year).

3 and 4 Year Olds - Early Education Entitlement- Extended 30 Hours Funding

The Extended 30 hours Funding Entitlement is an additional 15-hours free childcare provided by the Government and supplements the Universal 15-hour free funding that is available to every 3 or 4-year-old. The Extended Entitlement hours are available to working parents, subject to conditions. Parents will need to apply and where successful will be given an eligibility code to present to us. Please note eligibility codes will need to be reconfirmed every three months, as prompted by Her Majesty's Revenue and Customs (HMRC) and the nursery. Please find more information on the Government website https://www.gov.uk/apply-free-childcare-if-youre-working

Please note – you will be required to reconfirm your details every 3 months to ensure continued eligibility. HMRC send reminders via email and text.

Eligibility Code for Expanded and Extended Hours Entitlement (30 hours)

Parents must make an application via the following website https://www.gov.uk/apply-free-childcare-if-youre-working Where a parent is eligible a code will be issued which you will be able to use, from the start of the following term or other start date specified on the letter. Once you have obtained a code please present this to the nursery immediately.

It is really important that you have this code and send it to us well before your invoice is raised as we may not be able to claim back the funding for reasons out of our control. In such cases you will be charged the full amount of monthly Nursery Fees as per our Fees List. You are required by HMRC to obtain your Eligibility Code prior to the start of the next funding period/ term.

In addition, we require your National Insurance number to accompany your Eligibility Code to support us in validating your code with Coventry City Council.

Deadline Dates for obtaining (or re-confirming) 30 Hour Funding Codes

- Parents apply for/ reconfirm by the 31st August to access a place in the Autumn Term- you need to get your code to us well before 31st August.
- Parents apply for/ reconfirm by the 31st December to access a place in the Spring Term- you need to get your code to us well before 18th December.
- Parents apply for/ reconfirm by the 31st March to access a place in the Summer Term- you will need to get your code to us well before 31st March.

Length of Guaranteed Funded Place for Extended Entitlement (30 hours)

Once your eligibility for 30 hours has been confirmed by HMRC, we will offer you a place. At present, we can only guarantee these funded sessions for 1 term and will re-confirm the following term's sessions 4 weeks in advance.

What Happens If You Are No Longer Eligible For 30 Hours upon reconfirmation

If you fall out of eligibility for the 30 hours free childcare you will be required to pay the Nursery fees in full. There is a grace period applied by HMRC for the funding so if you fall out of eligibility during a "funding term" you will be funded until the end of that funding term.

For example, you fall out of eligibility on 5th January your child will be funded until the end of the funding term on 31st of March. At the end of the grace period you can amend your child's sessions if required. However, as per our terms and conditions, you will need to provide the Nursery with a months' notice of any changes required in either the days or sessions attendance, and in line with the deadline dates as per your contract terms.

It is your responsibility to reconfirm your Eligibility Code and provide it to us in good time ahead of the next funding term. If you do not provide the Nursery with this Code then we are unable to claim any funding from the local authority and therefore you will be charged the standard Nursery Fees for your child's attendance.

Delivery Models for children not accessing a fully funded place

To access the 30 hours funding offer your child needs to attend Nursery on a minimum of the following:

- Two full days with late care or
- Three full days

Our nursery funding model for 9 month and 2 Year Olds

Please note that, as a Nursery:
a. It is not our policy to 'stretch' the funding over the non-term time weeks. The 38 funded weeks are set out in Appendix 1 of this document.
b. We ONLY offer the free funded hours between 10am – 1pm and 1pm- 6pm Monday to Friday.
Funded session options will be as follows:

- 10am- 1pm morning session
- 1pm- 4pm afternoon session
- 1pm- 6pm afternoon session with late care

c. Our fee payments are based on actual funded weeks during the month. Please note that there are 38 funded weeks in an Academic Year, but these may fall in different weeks depending on school holidays, and don't always fall in line with the school holidays each year
d. For children in receipt of a funded place, there is the option to bring packed breakfast, lunch, dinner & snacks when your child attends a funded session- please see the 'early care, meals, snacks, non-food consumables & extra curriculum activities/trips' section below.

Funded sessions are allocated in the following order:

1	Afternoon sessions	1pm- 4pm
2	Morning session	10am-1pm
3	Late care session	4pm- 6pm

Sessions will be allocated to earlier days in the week first.
For example, a child who is in receipt of 30 hours funding and attends nursery for 3 full days, 8am-4pm Monday, Tuesday and Wednesday. This equates to 6 funded sessions which will be allocated as follows:

- Monday 10am- 1pm, 1pm -4pm
- Tuesday 10am- 1pm, 1pm- 4pm
- Wednesday 10am- 1pm, 1pm -4pm

There is a degree of flexibility over sessional hours, but this is strictly by prior arrangement with the nursery management team.

Additional care and food charges are included within privately paid hours. Early Care, meals, snacks, non-food consumables & extra curriculum activities/trips that fall into the core funded hours will be charged separately on an 'opt in' basis.

Our nursery funding model for 3 and 4 Year Olds

Please note that, as a Nursery:
a. It is not our policy to 'stretch' the funding over the non-term time weeks. The 38 funded weeks are set out in Appendix 1 of this document.
b. We ONLY offer the free funded hours between 10am – 1pm and 1pm- 6pm Monday to Friday.
Funded session options will be as follows:

- 10am- 1pm morning session
- 1pm- 4pm afternoon session
- 1pm- 6pm afternoon session with late care

c. Our fee payments are based on actual funded weeks during the month. Please note that there are 38 funded weeks in an Academic Year, but these may fall in different weeks depending on school holidays.
d. For children in receipt of a funded place, there is the option to bring packed lunch, dinner & snacks when your child attends a funded session- please see the 'early care, meals, snacks, non-food consumables & extra curriculum activities/trips' section below.

Funded sessions are allocated in the following order:

1	Afternoon sessions	1pm- 4pm
2	Morning session	10am-1pm
3	Late care session	4pm- 6pm

Sessions will be allocated to earlier days in the week first.
For example, a child who is in receipt of 15 hours funding and attends nursery for 3 full days, 8am-4pm Monday to Wednesday. This equates to 5 funded sessions which will be allocated as follows:

- Monday 10am- 1pm, 1pm -4pm
- Tuesday 10am- 1pm, 1pm- 4pm
- Wednesday 1pm- 4pm. The morning of the Wednesday will be fully chargeable.

There is a degree of flexibility over sessional hours, but this is strictly by prior arrangement with the nursery management team.

Additional care and food charges are included within privately paid hours. Early Care, meals, snacks, non-food consumables & extra curriculum activities/trips that fall into the core funded hours will be charged separately on an 'opt in' basis.

Length of Guaranteed Funded Place for Early Education Entitlement Funding

Parents will be informed of a successful application for a free place no later than four weeks prior to the start of a new term.
Parents can request days/sessions, we will do our best to accommodate.
Once a place has been allocated and accepted by a parent. That place and those days/sessions are granted until the funding entitlement ends or the parent notifies us of a request to change, which will be subject to notice periods, and deadlines in line with your contract terms.

Children Attending More Than One Setting

Government regulations allow your child to attend a maximum of two sites in a single day and if your child attends more than one setting the funding can be shared between two settings. You will be asked to provide the following information for the nursery your child attends- nursery name, entitlement hours attended per day, total number of hours per week and total number of weeks per year (38/51). By signing a Parental and Carer Agreement/ declaration, you are confirming where your child will use their funded hours. It is your responsibility to only use the hours you are entitled to.

Any over claims regarding funded hours will result in full private fees being charged for the hours over claimed. It is important to ensure you are clear on the total hours being accessed at both settings by fully completing the Parent Funding Agreement prior to starting your place. Please contact us for further support if required.

Minimum Nursery Attendance Per Week

We operate as a full day care setting, as such all children must meet our minimum attendance requirements. We also believe that regular and consistent attendance promotes our core values and our sustainable business plan which is centred around providing the highest levels of care, security and education provided by our highly qualified and experienced Nursery Staff.

In our Sunshine & Pre-school groups there is a minimum requirement of 3 sessions per week (or 1 day + 1 session). In our Toddlers and Raindrops groups there is a minimum requirement of 2 full days per week.

Please refer to our Attendance Policy.

ADDITIONAL FUNDING AVAILABLE ALONGSIDE THE 30 HOURS

DAF - Disability Access Fund

This is additional funding that is paid directly to the nursery, to help support children with Special Educational Needs and Disabilities, who are aged 9 months to 4 years, who are in receipt of Disability Living Allowance (DLA) and accessing some or all of their Early Education Entitlement.

DAF is an annual payment, for each eligible child and can be applied for the term following the child turning 9 months old and their 2nd, 3rd or 4th birthday.

EYPP - Early Years Pupil Premium – Additional Funding for 2, 3 & 4 Year Olds

This is a payment that is paid directly to the nursery, to help enhance your child's early years education with them. There are certain criteria to meet, to enable the nursery to obtain this payment and your child will be eligible if the parent or carer is in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you receive

You may also be eligible if your child:

- is currently being looked after by a local-authority in England and Wales
- has left care in England or Wales through:
    - an adoption
    - a special guardianship
    - a child arrangement order

Where parents or carers are found to be eligible, this provides a termly payment to your child's nursery, which funds valuable support such as, extra training or resources to help raise the quality of your child's early education.

Nursery Registration Fee and Deposit

The registration fee for a fee-paying nursery place is £100. This is a non-refundable fee which is used to cover administration and settling in sessions for your child.

Children in receipt of a fully funded 'standalone' place will not be charged a registration fee. However, a deposit of £100 will be charged to secure a child's funded place. This will be refunded at the end of your child's first funding term. This deposit will not be refundable should you choose to not take up your child's funded place with ABC Nursery before the termly headcount date.

Please note: as we do not require a 'Registration Fee' from parents whose children are accessing a funded place, please be advised that settling in sessions will not begin until the start of the child's funding period. If you would like your child to complete 'settling sessions' prior to the commencement of their funding, you can opt to pay a £100 registration fee so that your child can seamlessly begin their funded place at the start of the funding period. This would not be refundable. A deposit will not be taken where a child is accessing a fully funded 2-year-old place under the Early Learning funding criteria.

Moving to Our Nursery Mid-Term

If you move to our nursery mid-term, your child will not be eligible to claim funding until the start of the next term (assuming all eligibility criteria is met). Early Education Entitlement funding is awarded on a term-by-term basis, so if your child starts after the termly headcount date, we cannot claim your child's funding until the start of the next term.
For example:

- Children joining nursery in February would not be eligible to access their funding entitlement until the start of the next funding period, which begins in April
- Children joining the nursery during school holidays will not be eligible to access their funding entitlement until the start of the following term.

You will be required to pay full nursery fees for the sessions/ days of your child's attendance until we receive your eligible funding code, where required.

If your child leaves nursery at any point after the termly headcount date, we are entitled to retain the Early Years Funding for that term. We will however consider any requests for the remaining terms funding to be shared with any new setting that your child will be attending.

Where a child is Looked After by the Local Authority, funding will automatically follow the child, to another setting.

Nursery Responsibilities

We must ensure that all funded children are admitted to the nursery and attending regularly before the termly funding headcount date. This is a set date each term when we are required to provide information about funded children to Coventry City Council. eg. how many hours/ sessions/ days are attended in respect of children for whom we wish to claim funding.

Late Starter Process

In exceptional circumstances, a funded place may be provided after the termly headcount day, subject to certain criteria, as follows:

- The child is newly arrived to the country
- The child is newly arrived to Coventry from somewhere else in the UK and has not claimed a funded place elsewhere, during the same term
- Looked After Child
- Other exceptional circumstances at the discretion of the local authority

These places must be approved by the local authority, prior to us offering and agreeing to deliver a funded place.

Early Education Entitlement Funding Allocation

ABC will provide your child with a pre-agreed number of funded hours, as recorded on Coventry's Parent and Carer Agreement Form, which must be completed by you, prior to us sharing your child's details with Coventry City Council. We cannot claim funding for your child if this form has not been fully completed and returned to us, well in advance of your child starting their funded entitlement hours. Childcare providers are required to ensure funded hours are delivered 'free at point of delivery'. This means that we will never represent this funding as a monetary amount on your invoice. Invoices will show the number of funded hours that your child is entitled to claim during the invoice period, alongside any 'paid for' hours and agreed charges for meals, snacks, non-food consumables and extra curriculum activities/trips. If you require any further explanation, please do not hesitate to contact us for advice.

The Parent and Carer Agreement Form will be accessed through Funding Loop. Funding Loop is a simple-to-use portal that allows parents to complete their funding documents online, making it quicker and easier to successfully access their funding entitlement. Parents of children who already receive funding, or will be funded in the next term, will be invited to create a Funding Loop account to receive their child's documents securely. We advise all parents to log into Funding Loop as soon as they receive their invitation.
Funding Loop allows parents to:

- Access the portal from a computer, tablet or mobile phone
- Receive important information about funding
- View all funding claim documents
- Complete all mandatory funding forms digitally
- Submit funded childcare codes
- Speed up the funding claims process
- Be reassured that all data is held securely

3. MEALS, SNACKS AND SUNDRIES

The nursery has a daily fee structure that is broken down as per the charges and fees table (Appendix 2). The table shows daily/ sessional costs. For children accessing privately paid hours the cost of all meals, drinks, snacks, any extra hours and other sundry costs is included in the daily/ sessional rate. This is all included in your monthly fee calculation for ease of payment.

Where a child attends funded hours, there is the option for you to provide meals, snacks and sundries, rather than purchase those provided by us. All our meals are cooked on site and are healthy and nutritious. The nursery also caters for all dietary requirements and food preferences. Parents who choose to purchase these additional items will agree to do so on a termly basis. You must provide us with 4 weeks' notice if you do not wish to opt into these additional services for the following term.

Please note that all meals provided by parents must adhere to the nursery Nutrition and Mealtimes Policy, and all packed meals should be age appropriate, so that the child can eat independently and should not need preparing by the staff. Please speak to the Nursery Manager if you wish to bring packed meals for your child.

Sundry items include, but are not limited to:

Non-Food Consumables: wipes, sun cream, protective equipment such as sun hats, spare nappies, nappy sacks, spare clothes, Calpol, Piriton

Extra Curriculum Activities / Trips: trips out of nursery on the bus & train, special events (e.g. nativity and party days), extra-curricular activities (e.g. Drama Tots, BilinguaSing, Creative Flair, African Ark, Rugby Tots, Animal Farm visits to nursery)

This list is reviewed regularly and any amendments will be updated to parents.

If you wish to opt out of any of these charges, please speak to a member of the management team to confirm alternative arrangements. Opting out is only an option in the funded weeks each term. Full fees will still be payable during the non-funded weeks if your child is attending nursery all year round.

Please remember that we need 4 weeks' notice prior to the start of each funding term, for you to request not to purchase any of these items from nursery. If we do not receive this notice, then your invoices will include all costs.

Please see Appendix 2 for further clarification of how the fees are broken down. If you have any questions on this please feel free to speak to the Nursery Manager or our Finance Officer.

4. PROCEDURES FOR PAYING FEES

Payment Methods

- Our preferred method for payment of fees is by Standing Order on a monthly basis. We ask that parents set this up with their bank or building society. or set up themselves using online banking.
- Our bank account details are as follows:

  Account Name: ABC Nurseries (Coventry) Limited
  Sort Code: 40-18-17
  Account Number: 82786990
- Fees must be settled by the 7th of the month. Delays on payment cause problems in administration, and late payers will be subject to a surcharge of £25.00 per week or part thereof unless there are mitigating circumstances.
- Receipts to confirm payment will be sent by email upon request.
- Please note that we can only accept either work place vouchers or Tax Free Childcare payments and not a combination of the two.

Amount Payable

- You will be provided with a monthly invoice detailing the amount payable for your child each month. It is also possible to calculate your child's monthly invoice using the fee table and Academic Year calendar (Appendix 1 and 2)
- The amount payable for your child will decrease with effect from the new funding term following their third birthday. Your invoices will show the number of funded hours that your child is entitled to claim during the invoice period, alongside any 'paid for' hours and agreed charges for meals, snacks and sundries.
- For siblings attending the nursery, a 10% reduction in fees is applied to the child with the lowest costing invoice.
- A 5% discount will apply to a full-time place, either with, without, or a mixture of late care sessions throughout the week.
- Any parent who has not collected their child by the agreed pick-up time will be charged £15 per period of 15 minutes or part thereof.
- Please note it is the parent's responsibility to change any Standing Order amount, as we do not have control over these centrally.

Examples of how our fees are calculated are set out below:

1 **A child aged 10 months, not eligible for the Early Education Funding** (up to 30 hours), attending 3 days per week, Tuesday- Thursday, 8am- 4pm (daily rate £74.40).

For October 2026, this child will attend 14 days at nursery
13 x £74.40 = £967.20

2 **A child aged 10 months, eligible for the Early Education Funding** (up to 30 hours), attending 3 days per week Tuesday- Thursday, and opting to pay for early care, meals, snacks, non-food consumables & extra curriculum activities/trips. Funding for this child will be allocated at 6 free funded hours per day (10am > 4pm). This child will access 18 hours of funding per week for the 38 funded weeks.

For October 2026, the child will attend for 10 funded days and 3 non-funded days

10 x £25.15* =	£251.50
3 x £74.40** =	£223.20
Total invoice =	**£474.70**

*£25.15 is calculated by adding together all the meals, snacks, non-food consumables & extra curriculum activities/trips together with the cost of attending 8:00am- 10:00am, as detailed in Appendix 2.
** The last week in October (half term) is a non-funded week, therefore all 3 days will be charged at the non-funded all-inclusive daily rate.

3 **A four-year-old child with access to Early Education Funding** (up to 15 hours), attending 2 days per week Tuesday and Wednesday, and opting to pay for early care, meals, snacks, non-food consumables & extra curriculum activities/trips. Funding for this child will be allocated at 6 free funded hours per day (10am > 4pm). This child will access 12 hours of funding per week for the 38 funded weeks.

For October 2026, the child will attend for 6 funded days and 2 non-funded days

6 x £32.60*. =	£195.60
2 x £73.20**=	£146.40
Total invoice =	**£342.00**

*£32.60 is calculated by adding together all the meals, snacks, non-food consumables & extra curriculum activities/trips together with the cost of attending 8:00am- 10:00am, as detailed in Appendix 2.
** The last week in October (half term) is a non-funded week, therefore both days will be charged at the non-funded all-inclusive daily rate.

4 **A four-year-old child with access to the 30-hour funding attending 4 days per week**, Monday- Thursday with late care 8am- 6pm and opting to pay for early care, meals, snacks, non-food consumables & extra curriculum activities/trips. This child will access 30 hours of funding per week for the 38 funded weeks.

Funding is allocated as follows:

Monday, Tuesday, Wednesday	10am- 6pm
Thursday	10am- 4pm

This child will access 30 hours of funding per week for the 38 funded weeks.

For October 2026, costs will be calculated as follows:

9 days at	£36.10*	£324.90
4 days at	£32.60 **	£130.40
4 x non-funded late care @	£18.30	£73.20
4 x non-funded days @	£91.50 (half term) ***	£366.00
Total invoice =		**£894.50**

*£36.10 is calculated by adding together all meals, snacks, non-food consumables & extra curriculum activities/trips for a full day until 6:00pm together with the cost of attending 8:00am- 10:00am, as detailed in Appendix 2.

**£32.60 is calculated by adding together all meals, snacks, non-food consumables & extra curriculum activities/trips for a full day until 4:00pm together with the cost of attending 8:00am- 10:00am, as detailed in Appendix 2.
*** The last week in October (half term) is a non-funded week, therefore all days will be charged at the non-funded all-inclusive daily rate.

Work Place Vouchers

- Once you know the monthly amount of your work place vouchers, please adjust your Standing Order accordingly.
- If your work place vouchers have not yet been finalised when your child starts at ABC, we will charge you full fees until we have received your first voucher payments.
- Vouchers must be paid in advance by the 7th of each month, as per fee payment.

Tax Free Childcare Account

- If you are eligible to receive Tax Free Childcare, we also accept payment of fees through this account. You should apply via the Government website below. If you are eligible then you will be given a reference number, which you need to pass onto the nursery. https://www.gov.uk/apply-for-tax-free-childcare

5. EXTRA SESSIONS

- If you would like your child to do an extra day, session, or late care at nursery, please request any extra sessions required via the Ovivio app, and the managers will check to see if we have the availability. Your request will then be approved or declined accordingly.
- Extra Sessions are charged at the all-inclusive non-funded rate
- Payment will be due by the 7th of the following month, ideally by bank transfer. An itemised invoice will be provided.
- Payments for extra sessions can also be made either by cash (up to the value of £20.00)
- If you wish to pay up front for an extra session by cash, please ensure that this is given to a senior member of staff, and that you receive a receipt for your payment.

6. ILLNESS AND HOLIDAY

No refund will be given in the event of the Child's absence due to illness, holiday or for any other reason. This is because the Nursery has to reserve a place for the child with appropriate staffing in advance. Any extended absence through sickness will be charged at the discretion of the Nursery Owner

7. ARREARS

In respect of privately paid hours, where there are outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child. Any charges associated with cancellation of payment mandate, the re- instatement of a payment, or similar schemes, or Bank or Head Office administrative charges,

will be refundable in full by the parent/guardian. Where a child is accessing a model that includes paid for hours, wrapped around funded hours, the nursery will continue to provide only the funded entitlement hours, until payment issues have been resolved.

ABC Nursery will apply a minimum charge of £30.00 to be allocated to a child's fees, for any unauthorised cancellation of a payment resulting in non-payment on the due date of advance fees.

8. CANCELLATION/TERMINATION

(i) After an offer of a place has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of eight weeks' notice in writing, subject to deadlines as per the nursery contract. During that said eight week period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies. Where a child is accessing a model that includes paid for hours, wrapped around funded hours, the nursery will continue to provide only the funded entitlement hours during this period.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery eight weeks fees in lieu of notice.

Failure by the parent/guardian to provide eight weeks or any notice at all shall render the parent/guardian liable to the nursery for eight weeks fees.

(iv) Notice must be in writing and posted or emailed to the Nursery Manager.

(vi) The Nursery reserves the right to terminate any Child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff, and the well- being and smooth operation of the Nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the Nursery, or its staff, will be cause for termination at the discretion of the Nursery Owner. Where a child is in receipt of Early Education Entitlement Funding, ABC will contact Coventry City Council's Early Years Team.

(vii) Any overpayment made to a child's account will be reimbursed to the parent/ guardian on the month following the child's departure from the nursery. This is subject to all the relevant notice periods above being met.

(viii) In the event that the nursery is open on Christmas Eve, late care will not be offered, and the parent/ guardian of any child due to attend will be reimbursed.

9. FURTHER TERMS & CONDITIONS

Early and Late Collection Surcharge

Parents/guardians either dropping off early or collecting beyond the booked session times will be subject to an additional surcharge, details of which are displayed in the nursery contract.

Infections & Illnesses

ABC Nursery cannot normally undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with contagious illnesses and certain diseases. The exclusion will remain in force until the child's Doctor has cleared the condition. Please see our Illness and Exclusion Policy and the Heath Protection Agency guidelines displayed in the nursery. As noted above no refund will be given in the event of the child's exclusion due to illness.

Opening Times

Normal opening times are 0800 hrs to 1800 hrs. The nursery will be closed for weekends and all Public Holidays.

Force Majeure (unforeseeable circumstances)

ABC Nursery are unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third-party action, inclement weather, fire, flood or any other event beyond our control.

Personal Property

ABC Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

Comments, Compliments and Complaints

ABC Nursery welcomes all feedback. Please email any feedback to info@abcnurseries.co.uk

Comments - we would like to hear from you if you have any suggestions on how we can improve our childcare service.

Compliments – if you are happy with any part of the childcare service, please tell us.

Complaints – we aim to provide the best possible childcare service. However, if we get it wrong, we want to know about it and we will try to put things right as quickly as possible. Please refer to our Complaints Policy on our website.

10. DATA PROTECTION ACT 2018

By signing the nursery contract, and the acceptance of the Terms & Conditions you give ABC Nursery express consent to retain and process that information provided by you, the parent/ guardian, which directly relates to the child, for the sole purpose of the provision of childcare. Such information will remain with ABC Nursery for up to 6 years and may be transferred to a school of your choice, once your child leaves the Nursery.

We follow the Data Protection Legislation and parents may have access to all information held by ABC Nursery concerning their child - please see our Data Protection Policy and Confidentiality Policy for more information.

11. CONTACTING THE FINANCE OFFICER

Please note that our Finance Officer, Joanne Jamieson can be contacted by email or telephone.

Telephone- 02476 672660 option 1

Email- finance@abcnurseries.co.uk

If the situation is urgent and you are unable to contact Joanne, please speak to the Nursery Manager. Please note that other nursery staff are not trained on how fees are calculated, but they will do everything possible to answer your query.

Our full Admissions Policy is available online.

APPENDIX 1 – ACADEMIC YEAR CALENDAR

Funded and Non-Funded Days - Autumn, Spring & Summer Term - 01/09/26 > 31/08/27

Funded Day | Non-Funded Day

Autumn Term - 15 Funded Weeks | Spring Term - 11 Funded Weeks | Summer Term - 12 Funded Weeks

Sep-26							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
	CLOSED	2	3	4	5	6	1
7	8	9	10	11	12	13	2
14	15	16	17	18	19	20	3
21	22	23	24	25	26	27	4
28	29	30					

Oct-26							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
			1	2	3	4	5
5	6	7	8	9	10	11	6
12	13	14	15	16	17	18	7
19	20	21	22	23	24	25	8
26	27	28	29	30	31		

Nov-26							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
						1	
2	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10
16	17	18	19	20	21	22	11
23	24	25	26	27	28	29	12
30							

Dec-26							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
	1	2	3	4	5	6	13
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15
21	22	23	24	CLOSED	26	27	
CLOSED	CLOSED	CLOSED	CLOSED				

Jan-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
			CLOSED	CLOSED	2	3	
4	5	6	7	8	9	10	1
11	12	13	14	15	16	17	2
18	19	20	21	22	23	24	3
25	26	27	28	29	30	31	4

Feb-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	6
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	7

Mar-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
1	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9
15	16	17	18	19	20	21	10
22	23	24	25	CLOSED	27	28	11
CLOSED	30	31					

Apr-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	1
26	27	28	29	30			2

May-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
					1	2	
CLOSED	4	5	6	7	8	9	3
10	11	12	13	14	15	16	4
17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	6
CLOSED							

Jun-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
	1	2	3	4	5	6	
7	8	9	10	11	12	13	7
14	15	16	17	18	19	20	8
21	22	23	24	25	26	27	9
28	29	30					

Jul-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
			1	2	3	4	10
5	6	7	8	9	10	11	11
12	13	14	15	16	17	18	12
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Aug-27							
Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Funded Weeks
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
CLOSED	31						

The following days are when nursery is closed and therefore you are not charged and no funding is applied. To compensate for these days, the funding will be allocated on an alternative day as follows:

- Tuesday 01/09/26 will be allocated to Tuesday 22/12/26
- Friday 26/03/27 will be allocated to Friday 02/04/27
- Monday 03/05/27 will be allocated to Monday 19/07/27

APPENDIX 2 – CHARGES AND FEES

FOR CHILDREN UP TO 3 YEAR OLDS (table below applies until the term after your child turns 3) **(9M >TA3)**

All-inclusive non-funded hourly rate: £9.30 per hour. This includes all meals, drinks, snacks and sundries.

Non-Funded Options	**Daily Rate**
Full Day	£74.40
Full Day plus late care	£93.00
Late care	£18.60
Morning	£46.50 *
Afternoon 1:00pm- 4:00pm	£27.90 *
Afternoon 1:00pm- 6:00pm	£46.50 *

*These sessions are only available once your child is in our Sunshines group downstairs.

Funded Session Charges. Please note there is the option to opt out of any of these charges - please see page 12 for more details.

Funded Session Charges	**Rate**
8:00am- 10:00am	£18.60
Breakfast	£1.80
Lunch	£2.95
Snacks	£1.20
Non-Food Consumables	£1.20
Extra Curriculum Activities / Trips	£1.20
Tea	£3.00

FOR CHILDREN AGED 3 and 4 (table below applies from the term after your child turns 3) **(TA3)**

All-inclusive non-funded hourly rate: £9.15 per hour. This includes all meals, drinks, snacks and sundries.

Non-Funded Options	**Daily Rate**
Full Day	£73.20
Full Day plus late care	£91.50
Late care	£18.30
Morning	£45.75
Afternoon 1:00pm- 4:00pm	£27.45
Afternoon 1:00pm- 6:00pm	£45.75

Funded Session Charges. Please note there is the option to opt out of any of these charges- please see page 12 for more details.

Funded Session Charges	**Rate**
8:00am- 10:00am	£18.30
Lunch	£4.75
Snacks	£2.40
Non-Food Consumables	£3.00
Extra Curriculum Activities / Trips	£4.15
Tea	£3.50