



FEES, FUNDING

# Muddy Boots

AND SESSIONS

# How we Calculate Fees

Here at Muddy Boots we want to make things as simple and easy to understand as possible, especially when it comes to those all-important fees and finances. We understand that as a parent you want peace of mind when it comes to paying your nursery fees. For this reason, we have put together this guide where we will hopefully answer some frequently asked questions about fees.

## SESSION FEES

### 'All Year Round' sessions

Sessions	Times	Fees
Breakfast Club	7.30am - 8am	£3.50
Morning or Afternoon Session	8am - 1pm or 1pm - 6pm	Poppleton: £31 Acomb: £30.75
Full Day Session	8am - 6pm	Poppleton: £57 Acomb: £56

'All Year Round' Fees are calculated according to a monthly average, to create a fixed monthly fee:

**Weekly fee x 52 / 12 = Monthly Fee**

For example, if Jack attends nursery 3 full days per week at Acomb, his monthly fees would be:

**(3 x £56) X 52 / 12 = £728 per month.**

### 'Term Time Only' sessions

Sessions	Sessions	Sessions
Short Morning Session	9am - 12pm	£23
Short Afternoon Session	12pm - 3pm	£23
Short Full Day	9am - 3pm	£43.50

'Term Time Only' Fees are calculated according to a monthly average, to create a fixed monthly fee:

**Weekly fee x 52 / 12 = Monthly Fee**

For example, if Jack attends nursery 3 short full days per week his monthly fees would be:

**(3 x £43.50) X 52 / 12 = £565.50 per month.**

## Discounts

Full Week Discount	5% (taken off monthly bill)
Sibling Discount	10% (off eldest child's total bill)

## Other Fees

Registration Fee (Per Child)	£50
Late payment fee	£10 (Every 10 days fees are late)
Bounced Direct Debits	£10 (Admin Charge)
Extra Hours	£6
Additional Fees for funded hours	£1.50 (Poppleton) or £1.30 (Acomb)

## Key Dates in the Month

When you register your child you will be asked to fill in a Direct Debit mandate. This means that payments are withdrawn from your bank account on the first working day of the month, giving you peace of mind that fees are taken care of automatically.

All fees are due monthly in advance prior to the start of the month:

20th of the month previous	- Invoices for next month are emailed out to parents (please double check invoices and let us know if you see any discrepancies) - Any partial or full payment of fees (including those made by childcare vouchers) must be received before this point before the direct debit is initiated.
1st of the month	All fees due - direct debits withdrawn

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## Frequently Asked Questions

### **Q. What happens if my child starts nursery, changes their sessions or leaves nursery part-way through the month?**

The fee for that particular month will be calculated based on actual sessions booked in the month, then a new monthly average would resume the following month. This is the case even if the number of sessions per week is the same e.g. a child changing from Full Days Mondays, Tuesdays and Wednesdays to Full Days Wednesdays, Thursdays & Fridays.

### **Q. What if my child is ill or on holiday and therefore doesn't attend nursery for some of the month?**

Fees are based on the reservation of a place for your child, not on actual attendance. Therefore, all fees are payable even if your child does not attend nursery for all their booked sessions.

### **Q. What happens on Bank Holidays/over Christmas when the nursery is closed?**

The nursery is closed on the working days between Christmas Day and New Years day and all public bank holidays. Although no deductions shall be made to monthly fees for these days, we instead offer the option to 'swap' those sessions at no extra cost, subject to availability. If your child attends full time, you already receive a discount to take account of these closures.

### **Q. What happens if I want to pay via Childcare Vouchers?**

We are able to accept payment through all Childcare Voucher providers. If you wish to pay via vouchers, please email [info@muddybootsnursery.co.uk](mailto:info@muddybootsnursery.co.uk) to let us know. You will need our Ofsted Registration number – EY440563 to set up your account with the voucher company. Please ensure that if you are paying through childcare vouchers, that you order the vouchers to come to the nursery account by the 20th of the month previous, so that they payment is accounted for on your invoice.

### **Q. My child is now 3 years old – how do I access the Free Early Years Entitlement Funding?**

Please see our info sheet regarding funding for three year olds. When your child is eligible (from the start of the term after their third birthday), nursery will pass you a copy. The funded hours will be deducted from your fees automatically every month.

# Guide to Funded Hours at Muddy Boots

'Early Education Entitlement' is funded education for all 3 and 4 year olds (and some 2 year olds who meet certain criteria), paid for by the government.

Starting from the term after their third birthday, all children are entitled to 15 hours at nursery per week, 38 weeks of the year, and some children are eligible for the Extended Entitlement of 30 hours, again over 38 weeks of the year, under the following criteria:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000

You are able to book additional hours on top of your free hours if you would like to.

## When can my child access their funded hours?

All children can begin to receive their funded educational hours from the term after their third birthday:

A child born on or between...	Can access their free entitlement...
1st April - 31st August	Beginning of the Autumn Term
1st September - 31st December	Beginning of the Spring Term
1st January - 31st March	Beginning of the Summer Term

Funding then continues at Muddy Boots until your child starts Reception Class at school, in the year they turn 5.

## How do the Funded hours appear on my bills?

### 'All Year Round' Attendance

If your child attends all year round, funding is spread evenly throughout the year, giving you an equal amount to pay each month. The yearly entitlement paid for by the government is:

- 15 hours x 38 weeks (term time) = 570 total hours per year. This stretched over the whole year (divided by 52 weeks) = 11 hours per week, to be deducted from each monthly bill at the hourly rate.

OR

- 30 hours x 38 weeks = 1140 total hours per year. This stretched over the whole year (divided by 52 weeks) = 22 hours per week, to be deducted from each monthly bill at the hourly rate.

If paying for hours over and above your funding, this will continue to be worked out as a monthly average to spread the costs evenly over the year;  $\text{Weekly Fee} \times 52 / 12 = \text{Monthly Fee}$ .

For Example:

- 3 Year old George attends nursery 4 days per week.
- His monthly bill will therefore be  $(4 \times £54) \times 52 / 12 = £936$  per month.
- He is entitled to '30 hours' funding – this equates to 22 hours per week across the year. This will be deducted from his bill as:  $22 \text{ (hours)} \times £5.40 \text{ (hourly rate)} \times 52 / 12 = £514.80$  (regular monthly funding)
- Therefore total bill will be:  $£936 - £514.80 + £57.20 = £478.40$  per month

## Term Time Only Attendance

If your child attends only during term time, funding is spread over 38 weeks and remains at 15 or 30 hours per week. If your child does additional hours over and above the funded hours, this is calculated as:  $\text{Weekly Fee} \times 38 / 12 = \text{Monthly Fee}$ , again giving you an equal amount to pay each month.

## What do I have to do to access the Early Education Entitlement?

Around the beginning of each term, you will be asked to sign a Parent Declaration Form, setting out the agreed hours and pattern of access to the funding. Your entitlement may be split with another provider if you wish – if you decide to access your funded hours at more than one provider you will be asked to sign a parent declaration at both settings.

Signing the parent declaration commits parents and the nursery to a termly contract. Due to the rules set down by the Local Authority, it is not possible to change the pattern of your funded hours or change to a different provider during that term, except under exceptional circumstances and with the agreement of the Local Authority

## What happens if my child already attends Muddy Boots?

If your child already attends Muddy Boots, once you are eligible for funding we will assume you want to continue your pattern of attendance unless you tell us otherwise, and we will automatically convert some of your childcare hours to funded hours. You will be asked to sign a Parental Declaration Form each term.

For any queries regarding funding, please contact [acomb@muddybootsnursery.co.uk](mailto:acomb@muddybootsnursery.co.uk).

# Understand Your Bill

We realise that understanding your bill can be a little tough sometimes... navigating the different figures, discounts and details can cause a little bit of a confusion, so we have produced this handy document to walk you through all the different sections and their purpose.

As always, if you have any questions or queries, please don't hesitate to get in touch with the office at your Muddy Boots site using the following channels, or by just stopping by!

Muddy Boots Acomb | 01904 784675 | [acomb@muddybootsnursery.co.uk](mailto:acomb@muddybootsnursery.co.uk)  
Muddy Boots Poppleton | 01904 289291 | [info@muddybootsnursery.co.uk](mailto:info@muddybootsnursery.co.uk)

**Muddy Boots Poppleton**  
The Gardens, Boroughbridge Road  
York  
YO26 6QD

Mr Matthew Allton  
YO26 5TF

**Invoice**  
Invoice No. 347  
Invoice Date 17 December 2020  
Due Date 1 January 2021

Description	Hours	Total Price
<b>Grace Elizabeth Allton</b>		
1 January 2021 - 31 January 2021		£286.00
3 x Full Day	30h 0m	

Invoice Total £286.00  
Debit Brought Forward £0.00  
**Payment Due £286.00**

Bank Details for online payments:  
Account Name: Muddy Boots Nursery  
Sort Code: 20-99-56  
Account Number: 83123324

[www.muddybootsnursery.co.uk](http://www.muddybootsnursery.co.uk)  
[info@muddybootsnursery.co.uk](mailto:info@muddybootsnursery.co.uk)  
[www.facebook.com/muddybootsnurseryyork](https://www.facebook.com/muddybootsnurseryyork)

**Bill Details** - The invoice number, the date of invoice and when it is due

**Monthly details** - Here you will find the details for this months invoice, including the dates it applies to, the hours & sessions utilised each week & the total cost.

**Final Month Figure** - Here you will find your final amount, as well as any owed finances brought forward

**Deductions** - If your child is eligible for funding, or receives any discounts it will show up here.

**Payment Details** - Here you will find your sites payment details. You can pay online, but we highly recommend setting up a direct debit to allow us to do the work on your behalf!