



## Fees and Funding Policy

### Manor House Nursery School

Thank you for choosing Manor House Nursery School as your preferred childcare provider. Please see below the Fees and Funding Policy which will provide important information about this provision. Please keep a copy for your future reference.

#### Key information

Opening days/hours are: 8am to 6pm Monday to Friday, term time.

We also offer Holiday cover for current pupils.

Funded hours can be accessed in the afternoon, between 12:30pm and 3:30pm daily.

At Manor House Nursery School you can access a term time only place over 34 weeks.

Term dates and fees are published on the school website.

#### Fees and funding

##### Fees

Nursery fees are charged termly in advance and are exempt from VAT.

##### **Termly fees: 2–3-year-olds without EYFE funding<sup>(1)</sup>**

Number of Days		1	2	3	4	5
Morning only <sup>(2)</sup>	8am to 12:30pm	£615	£1,225	£1,840	£2,450	£3,065
Full Day	8am to 3:30pm	£980	£1,960	£2,935	£3,915	£4,895
Extended Day	8am to 6pm	£1,195	£2,390	£3,585	£4,780	£5,975

##### **Termly fees: 3–4-year-olds without EYFE funding**

Number of Days		1	2	3	4	5
Full Day <sup>(2)</sup>	8am to 3:30pm	£980	£1,960	£2,935	£3,915	£4,895
Extended Day	8am to 6pm	£1,195	£2,390	£3,585	£4,780	£5,975

<sup>1</sup> Subject to eligibility, session rates with EYFE funding are available upon request

<sup>2</sup> The morning session includes lunch and other enrichment activities

### **Termly fees: 3–4-year-olds with EYFE funding**

Number of Days		1	2	3	4	5
Full Day (2)	8am to 3:30pm	£725	£1,455	£2,180	£2,890	£3,615
Extended Day	8am to 6pm	£940	£1,885	£2,830	£3,775	£4,720

### **Flexible Attendance**

Any combination of sessions is available throughout a week as long as the minimum number of sessions is met, as follows:

- 2-3 sessions or 1-1.5 days from the second birthday.
- 4 sessions or 2 days from the start of the term in which the third birthday falls.
- 5 sessions or 2.5 days from the start of the term in which the fourth birthday falls.

Morning sessions are available for 3-4 years olds upon request.

### **Funded Early Education (EYFE)**

Manor House Nursery School is registered with Surrey County Council to offer funded early education (EYFE) for children aged two to four year olds. The maximum EYFE is 15 hours per week, during term time.

Funding for two year olds is subject to eligibility and will cease when the child becomes eligible for the Universal Entitlement. The **Universal Entitlement (15 hours)** is available for all three and four year olds the term after the child's 3<sup>rd</sup> birthday

At the beginning of each funded period (term), the Nursery School will send a Parental Declaration Form which must be completed and returned along with the required identification (such as eligibility code, birth certificate and passport), to confirm that funded entitlement can be claimed on your behalf. The Nursery is unable to claim funding without receiving the completed form and required documentation.

These funded hours can be accessed in the afternoon, between 12:30pm and 3:30pm daily. The funded hours can be accessed independently, without the requirement to book additional paid sessions, and are provided without any mandatory extra charges.

The school term for the academic year 2026-27 is 34 weeks long and therefore the maximum entitlement for the year is 510 hours.

### **Deposits, Registration and other fees**

The registration fee for reserving a nursery school place is £75. This is a non-refundable fee and accompanies the registration form.

A registration fee is not due to reserve a funded place.

Before a child's place is secured at Manor House School, a deposit payment of £600 is required, and this is refundable, less any outstanding costs, upon leaving. For families accessing only the afternoon funded hours, the deposit will be refunded in full, once the child's data has been submitted on the initial headcount to Surrey County Council.

The deposit is not refundable if your child does not take up their Nursery or Kindergarten place. In addition, you must give a term's notice in writing if you are not taking up the place otherwise the full term's fees will be due.

### **Invoicing**

Invoices are raised 3 to 4 weeks before the start of each term, and payment is due on or before the first day of term.

### **Tax-Free Childcare**

At Manor House School we accept Tax-Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax Free Childcare is the system that has replaced the previous childcare voucher scheme.

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You'll need to set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as funded childcare if you're eligible for both.

### **Late Collections**

A late collection fee may be charged based on an hourly rate.

### **Notice Periods**

If you wish to withdraw your child from the School (other than at the normal leaving date), you shall either give a term's written notice to that effect or shall pay to the school a term's fee in lieu of notice, at such a rate as would have been charged for the final term of provision if a term's notice had been given.

If you are accessing a fully funded place, funding is not automatically transferred to a new provider if you choose to leave mid-way through the term. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, that may require for funding to be released to a new provider. Please speak to the Finance Department to discuss in more detail.

### **The General Data Protection Regulation (GDPR) Policy**

As a data controller, we must comply with the Data Protection Law. Links to Surrey County Council's own Data Protection Policy and Privacy Notice will be shared via the Parental Declaration form.

### **Appeals Process**

If you have any complaints about any aspect of our delivery of funded hours, please contact us as soon as possible to discuss. Should you have any further concerns or complaints please contact Surrey County Council - Early Years Commissioning Team directly [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk).

Review Date: 13<sup>th</sup> May 2026