



Admissions, Fees & Funding Policy

*To be read in conjunction with our **Nursery terms and conditions** and **Meals & Snacks Policy***

Admissions

At **Bear's House Nursery, St Leonards** we care for 62 children between the ages of 3 months and 5 years.

Our nursery is open Monday to Friday from 7.30am to 6pm over 51 weeks of the year. We close on public holidays and the working days between Christmas and the New Year.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

We operate an Inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Fees

We review our fees in September of each year, providing parents at least one calendar months' notice of any increase or change of sessions. Full details can be found in the Nursery terms and condition, acceptance of which is a condition of your child's entry.

From September 2025, our full day fee is **£74.50**, which includes a **£7.50** 'Meals and Snacks' package.

Our school day (8.30am – 4pm) fee is **£66.50**, which includes a **£6.50** 'Meals and Snacks' package.

Parents eligible for Early Years Funding, may opt to supply their own meals and snacks, subject to the provisions of our Meals & Snacks Policy.

At **Bear's House Nursery St Leonards**, we include all consumable items within our nursery fees. We also make **no extra charge for extracurricular activities**, not covered by the Early Years Funding entitlement.

A **discount** of 10% is offered to children attending 5 full days per week (*all year round*) and for the older child of siblings. One discount only may be claimed per child.

A non-refundable **registration fee of £50**, and a **deposit of £400** per child's place are paid. The deposit will be credited to your first month's invoice (does not apply to funded only places).

Early Years Funding

Since September 2025, **eligible parents**** in England are able to access 30 hours of free childcare per week, across 38 weeks per year, from the term after their child is 9 months old, to when they start school.

For parents not eligible to receive the 'extended funding' all children are entitled to receive 'universal funding', equivalent to 15 hours of free childcare per week. This will be for 38 weeks per year, from the term after their child is 3 years old, to when they start school.

Some parents may be entitled to funding for 2 year olds, equivalent to 15 hours of free childcare per week.

At Bear's House Nursery, we 'stretch' the funded hours across 51 weeks of the year, offering 22 hours per week (*extended*) and 11 hours per week (*universal*) funding.

The funded hours are delivered in blocks of 5.5 hours per day, and a maximum of 4 funded days may be accessed each week. To access Early Years Funding, children must attend a minimum of 2 days per week.

Funding will be allocated as follows:

Number of days attended	Number of funded hours per week
Two	11
Three	16.5
Four	22
Five	22

To access the maximum number of funded hours per week, a child must attend nursery on **four or more days**. Subject to availability, there are no restrictions on which weekdays funding may be accessed.

Parents can access funding from the following dates:

Children who turn 9 months between	Parents eligible to access funding from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

**for further details on eligibility, please refer to <https://www.childcarechoices.gov.uk/>

Funded Only Sessions

From September 2025, a limited number of fully funded 'term time only' spaces are available.

For parents eligible to the universal funding, and funding for 2 year olds (*15 hours per week*), the sessions available are in the afternoon, from 1pm until 6pm.

For parents eligible to the extended funding (*30 hours per week*), the sessions available are full days, from 8am until 6pm.

Parents should contact **The Nursery Manager** at the earliest opportunity to enquire about availability.

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE).

For **Bear's House** to be able to claim for your child, you will need to provide the following information:

- Your full legal name, date of birth and National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that your child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Bear's House Nursery will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from the local authority for best use.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For Bear's House Nursery to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like us to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

Support for children with Special Educational Needs and Disabilities (SEND)

Bear's House Nursery is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, we will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or we identify.

Targeted Setting Support

Should any additional needs be identified, support is available from the local authority. We will consult with parents and carers before seeking this support.

Inclusion Funding

Bear's House Nursery can apply for Inclusion Funding to support them in allowing children with additional needs to access their EYFE. We will consult parents and carers before applying and seek their input into the action plan for the child. We will share this action plan with the local authority, who will then determine if Inclusion Funding can be provided and how much.

Please contact the Nursery Manager to request information about our Local Offer.

Alteration/Cancellation of Reserved Place

Prior to your child starting, two month's written notice is required to either change or cancel your child's place (one month for funded only places).

Alteration/Termination of Allocated Place

Once your child has started nursery, one month's written notice is required to either change or terminate your child's place.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>April 2026</i>	R Cotton	<i>September 2026</i>