

Scale of Charges for the Academic Year 2019-2020 St Andrew's Prep Nursery

Children can start at St Andrew's Prep Nursery from the age of nine months to four years old. The Nursery is open from 8am to 6pm 50 weeks per year, with the exception of the Christmas period and Bank Holidays. Parents may opt for term time only if desired. Sessions should be booked in advance and there is the opportunity to increase sessions, subject to availability, on a termly basis.

The Nursery is split into four year groups: Sparrow class is for babies aged nine months to 18 months; Robin class is for children aged 18 months to two and a half years; Nightingale class is for Autumn term or Spring term-born children from two and a half years until the year before they start Reception, when they will join either Chaffinch or Kingfisher class.

The Nursery Fee Structure 2019-2020 Fees for nine months to four year olds

Sessions	Daily rate for nine months to two years	Daily rate for two to three year olds	Daily rate for three to four year olds claiming three EYEE hours a day (maximum 15 hours per week)	Daily rate for three to four year olds claiming six EYEE hours a day (maximum 15 hours per week)
8am to 1pm	£41.00	£39.50	£27.50	N/A
1pm to 6pm	£35.00	£34.00	£22.00	N/A
8am to 4pm	£53.50	£50.00	£38.50	£30.50
8am to 6pm	£62.00	£60.00	£48.00	£39.00

Registration Fee

The first stage of the admissions process is to complete a registration form and pay a fee of £75. The payment of the registration fee, which is for the administration process, reserves a place for your child at St Andrew's Prep Nursery. This is a one-off payment and is non-refundable.

Deposit

A deposit of £400 is requested to secure a place for your child at St Andrew's Prep Nursery. Deposits are due one year before entry or upon registration for late entries. The deposit is held by the school as security and is refundable when the pupil leaves the school, providing all financial commitments to the school have been met, and due notice (one full term) is given.



Payment of Fees

Payment of fees are requested a term in advance and are payable on the first day of each term. However, if your child is attending Sparrow class 50 weeks a year, then fees are payable monthly in advance on receipt of a monthly invoice. Payment can be made by cheque or by credit/debit card or bank transfer. We also accept payment under Salary Sacrifice Schemes and details of this can be obtained from the finance department.

Please note: No remission will be given for missed sessions due to illness, holidays or otherwise. Likewise, no sessions in lieu of the aforementioned will be given.

Early Years Educational Entitlement

St Andrew's Prep Nursery is a recognised provider participating in the Early Years Educational Entitlement scheme (EYEE) which provides Nursery Education Grants for three and four year olds. Funding is available the term after a child turns three years old until their fifth birthday. The EYEE funding is reflected in the price charged for the session. St Andrew's offers particular flexibility in this respect to ensure that parents are able to maximise the full 15 hours of funding per week.

Taster Days and Settling-in Sessions

To help parents choose the right nursery for their child, we offer taster sessions. We also offer children two free settling-in periods, morning or afternoon, to ensure a smooth transition. These may be taken during the week prior to a child starting at the Nursery, subject to availability.

Nursery Holiday Club

St Andrew's Prep Nursery offers a holiday club throughout the holidays with the exception of the Christmas period and Bank Holidays. Holiday care should be booked and paid in advance. Please note that the Baby Rooms runs throughout the year.

Transferring

If your child transfers from the Nursery to our Pre-Prep, then a further top-up deposit is due to secure a place in one of our Reception classes. Deposits are held by the school as security and are refundable when a child leaves, providing all financial commitments to the school have been met and due notice (one full term) has been given.

Specialist Subjects

St Andrew's Prep Nursery offers specialist subjects each day for children aged two to four years old which are taught by our own specialist teachers. These are on offer during term time only and are inclusive of the fees. The specialist subjects include: Cookery, Dance, Forest School, ICT, Music, Physical Education, Swimming and Tennis. Music is also offered to children in the Sparrow class. Alongside the specialist subjects, children enjoy a variety of other structured topics which include structured free play, topical activities, circle time, visiting the on-site library and joining the Pre-Prep for assemblies, concerts and themed events.

Meals in the Nursery

Lunch is served at 11.45am and tea is served at 4.30pm. All meals are included in the fees. The younger children (Sparrow, Robin and Nightingale) are served lunch in the dedicated dining room in the Nursery, while the older children (Chaffinch and Kingfisher) have their lunch in the Pre-Prep dining room in the Prep School. Morning and afternoon refreshments are also provided free of charge. During the holidays, the under two-year-olds are provided with a hot meal while the over two-year-olds are required to bring in a packed lunch.



Minimum Requirements

For children aged nine months to three years we advise attending St Andrew's Prep Nursery for at least two sessions per week as this gives children continuity and helps them to settle in more quickly. For children aged three to four years old we recommend a minimum of five sessions so that children can benefit fully from the topics being covered in the Nursery timetable, rising to a recommendation of seven or more sessions in preparation for Reception.

Additional Hours/Sessions

Additional hours can be booked, subject to availability, at a rate of £10 per hour. Extra hours or sessions will be charged in arrears on the termly bill. Please note that if your child is eligible for the EYEE funding no extra funding can be claimed after the headcount day which is set by East Sussex County Council each term.

Holiday Entitlement in Sparrow class

Any child who attends the Sparrow class and who is full time, Monday to Friday, 8am to 4pm or 8am to 6pm, 50 weeks a year, will be eligible to receive two weeks' holiday entitlement at any point during the academic year by prior arrangement, as long as a notice period of at least one month is given. This entitlement is in addition to the two week Christmas break and bank holidays which are already offered as part of the package.

Late Collection Charge

A charge of £10 per hour or part thereof is made for any late collections.

Notice of Withdrawal

One term's notice in writing is required if your child is going to leave the school, otherwise a term's fees will be due.

