



The University of  
**Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

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## Contact us

For further information on fees and financial support  
please contact us:

**e:** [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk)

**t:** +44 (0)115 951 5222

**w:** [www.nottingham.ac.uk/childcare](http://www.nottingham.ac.uk/childcare)



The University of Nottingham has made every effort to ensure that the information in this booklet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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**Childcare  
Services**



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

# Fees and financial information 2015-2016



# Applying for your child's place

## Eligibility criteria

To be eligible to apply for a place at The University of Nottingham Day Nursery and/or the Playcentre Day Care, you must meet one of the following criteria:

1. You are employed by The University of Nottingham on a University of Nottingham permanent or fixed-term contract of employment
2. You will be employed by The University of Nottingham on a permanent or fixed-term contract of employment
3. You are a full-time registered student with The University of Nottingham
4. You are intending to be a full-time registered student with The University of Nottingham

Places will be allocated only to those persons meeting the above criteria.

## Completing the application form

Please make sure that you have read the Childcare Services Prospectus before completing the application form. If any information provided on this form is subsequently found to be misleading we have the right to terminate your childcare place with immediate effect. The form must be completed by the person who is (or will be) the staff member or student.

If you require any assistance, advice or clarification please contact Sue Mellors, Childcare Services Manager at the Day Nursery.

**t:** +44 (0)115 951 5222

**e:** [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk)



## Day Nursery fees (4 months-5 years): August 2015-July 2016

Please note that a session is half a day; two sessions are a full day and 10 sessions is a full week.

<b>Staff</b>		
Per session	Child under 3 years	Child 3 years and over
Full-time	£23.13	£21.80
Part-time	£27.40	£25.45
<b>Students (with subsidy)</b>		
Full-time	£12.11	£15.38
Part-time	£14.47	£18.55
<b>Students (without subsidy)</b>		
Full-time	£17.81	£16.79
Part-time	£21.10	£19.60

## Playcentre Day Care (15 months-5 years): August 2015-July 2016

<b>Staff</b>		
Per session	Child under 3 years	Child 3 years and over
Full-time	£19.14	£17.26
Part-time	£22.18	£20.41
<b>Students (with subsidy)</b>		
Full-time	£10.98	£13.41
Part-time	£12.54	£15.65
<b>Students (without subsidy)</b>		
Full-time	£14.74	£13.41
Part-time	£17.08	£15.72

## Playscheme (4-12 years): August 2015-July 2016

There is a fixed fee per session for the Playscheme: staff – £16.96, student with subsidy – £13.30, student no subsidy – £16.96.

## Session times

Setting	Morning session	Afternoon session
Day Nursery	8am-1pm	1-6pm
Playcentre Day Care	8.15am-1pm	1-5.45pm
Playscheme	8.30am-1pm	1-5.30pm

# How to pay

To ensure viability and sustainability on a longer-term basis, we have to be very strict in our collection of fees. If for any reason you experience problems in paying your fees, please arrange to see the Childcare Services Manager as soon as possible. Non-payment of fees could result in your child's place being terminated.

Fees are due in advance and payable by:

- standing order mandate (payable on 23rd of the month prior to that within which a service will be received; eg, pay on 23 June for services in July)
- Childcare Vouchers (payable by the end of the month prior to that within which a service will be received; eg, pay at end of June for July)
- deduction from payroll (payable by the end of the month prior to that within which a service will be received; eg, pay end of June for July)
- Nursery Tax Scheme (payable in arrears; reduced salary applies from the end of the month in which you receive services). You must submit a 'deduction from payroll' form when considering entering the tax scheme as we may not get your application for the scheme processed quickly enough for you to join straight away and we would therefore take a payment from your payroll.

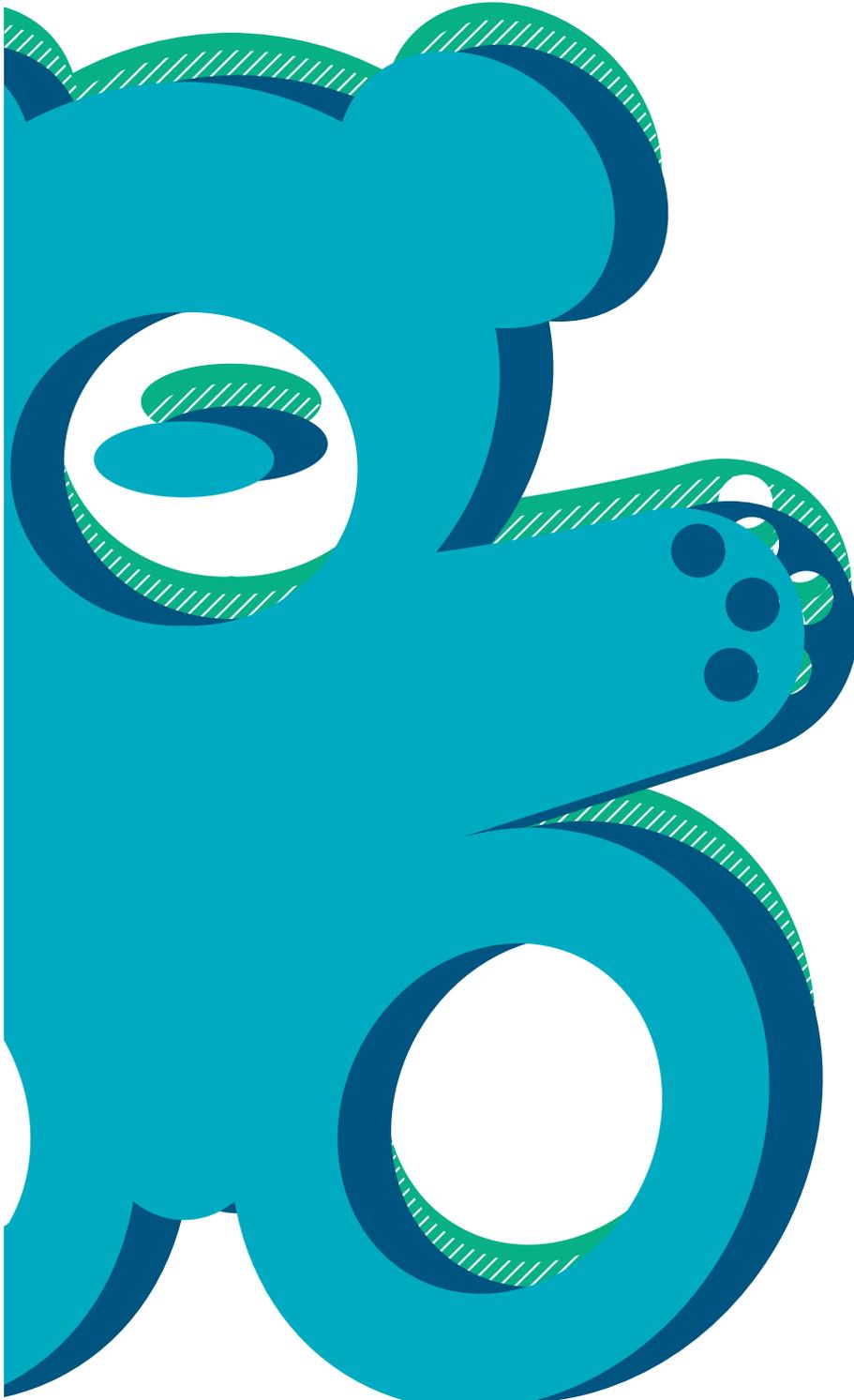
Please note that cheques and cash payments are only accepted for additional sessions, registration fees and the first childcare fee payment. In exceptional circumstances we are able to accept one-off payments by debit or credit card. There may be a charge for this service.

## Fee calculations – Day Nursery and Playcentre

**(Please note that this does not apply to the Playscheme)**

We use a fee spreadsheet system that will show the fees due each month. The spreadsheet will show the number of sessions that are booked for each week of the month, the total number of hours per week, less any 'free hours' (education-funded hours – see Nursery Education Funding on page 5) and the total of hours that have to be paid for. The total weekly cost is the hours to be paid for multiplied by the hourly rate (this excludes meal costs) plus meal costs less any other deductions.

When weekly fees have been calculated, they are added together for the University financial year (August to July) and divided by the number of months in the financial year remaining to give an average monthly payment. This is the fee that is due on a monthly basis.



If a child leaves our services part way through the year, we will recalculate the fees due up to the end of your child's notice period, deduct any monies that have been paid to date and determine whether there has been an overpayment or underpayment of fees due.

You will be given a revised fee spreadsheet showing the balance on your account. For children attending on a full-year basis, fees are payable for the full year including bank holidays and University days. For children attending the Playcentre on a term-time only basis, some bank holidays are charged for. Please see the year plan for full details.

If you have any queries about fees, please do not hesitate to contact either the Administrator for Childcare Services or the Childcare Services Manager using the details on the back cover.

## Nursery Education Funding

We claim this on your behalf from the local education authority. Each child is entitled to a maximum of 15 hours per week, for a minimum of 38 weeks per annum, of free education (for a maximum of 570 hours per annum) from the term following their third birthday.

Snacks are provided free of charge during education-funded sessions; however, if your child's free hours are over other meal times, these are not covered and you will be charged for these meals unless you indicate to us that you wish to provide your own food.

Please note that we are unable to reheat or prepare food sent from home. You can use your child's free education hours at more than one provider but you cannot exceed more than the figures quoted above for your child. Parents provide lunch for children attending the Playcentre and therefore no charge is made for lunch in this setting.

Please note that in the event of recurring absences or extended absence from free sessions (generally for more than 15% of the total hours scheduled in each term), we are required to notify the authority who will use its discretion in deciding whether, and to what extent, it is appropriate to reclaim education

funding for the child that we, as the provider, may have received.

Should any funding be reclaimed that covers sessions accessed by your child or reserved for your child that you subsequently do not access, you will be charged in full for these sessions as detailed in the Childcare Services contract you will receive on accepting a place.

## Financial support Staff

### Nursery Tax Scheme

University staff who use University-owned and -managed services or the Busy Bees Nursery based at University Park are eligible to apply to join the Nursery Tax Scheme with savings of up to 23% off the full cost of your childcare fees.

You will take a reduced salary in return for free childcare thus making tax and national insurance savings on the full value of your childcare. Strict terms and conditions apply. For more details, please contact the Childcare Services Manager using the details on page 1.

### Edenred childcare vouchers

Edenred and the University are working together to provide all staff members of the University, using any registered childcare provision, with access to this scheme to make National Insurance (NI) and tax savings on the cost of your childcare. The maximum value you can have in childcare vouchers, per parent, is £243; your actual childcare fees may be higher. However, in the tax scheme, the full cost of your childcare can be in the scheme, subject to your tax/NI contributions being sufficient to cover the value of the fees.

For further information please contact Edenred:

**t: 0800 247 1233**

**w: [www.childcarevouchers.co.uk](http://www.childcarevouchers.co.uk)**

Both the Day Nursery and Playcentre accept childcare vouchers from other companies in addition to Edenred.

## Tax Credits

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Working Tax Credit is now available if you work 16 hours or more per week – HM Revenue and Customs for more information.

Within Working Tax Credit there is a childcare element and depending on your circumstances, you may be eligible for up to 75% of approved childcare costs up to a maximum of £175 per week (so the maximum benefit you could receive would be £122.50).

In addition, if your joint family income is less than £50,000 per annum you may still be entitled to claim the family element (£545 per annum) of [Child Tax Credit](#) whether you are a lone parent or part of a couple, whether you are in work or not, with at least one child aged under 16.

For more information and up to date details you can phone the Tax Credit helpline on 0845 300 3900 or visit: [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

**Please note that when using the Nursery Tax Scheme or childcare vouchers you are deemed to be paying zero fees for the value in each scheme.**

## Financial support Students

### Student Subsidy

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A number of places within The University of Nottingham Day Nursery and the Playcentre are offered at a subsidised rate to eligible students (see page 2 for rates). This is means-tested.

For further information please see the Student Subsidy application form.

### Childcare support scheme

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This scheme is administered by the University and provides some financial assistance to eligible students who use registered childcare provision. This is means-tested.

For eligibility criteria and application form please visit: [www.nottingham.ac.uk/financialsupport](http://www.nottingham.ac.uk/financialsupport) and follow the link to Factsheets and Forms.

### Access to Learning Fund

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This fund provides discretionary financial assistance to help students access and remain in higher education. It is only available to home students.

For more information and an application form, please visit: [www.nottingham.ac.uk/financialsupport](http://www.nottingham.ac.uk/financialsupport) and follow the link to Factsheets and Forms.

### Childcare grant

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This grant is available to home students on low family incomes and is worth up to 85% of childcare costs. For further information please visit: [www.direct.gov.uk](http://www.direct.gov.uk) and follow the links to Education and Learning, University And Higher Education, Student Finance and Help for Students With Childcare.

### Child Tax Credit

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You may be eligible for support through Child Tax Credit. You can be a lone parent or couple, in/ out of work and have at least one child. For further details please visit: [www.hmrc.gov.uk/taxcredits/start/who-qualifies](http://www.hmrc.gov.uk/taxcredits/start/who-qualifies) and follow the link to Children and Tax Credits.



# Notes and calculations