



The Mill Nursery

Fees Policy

Aim/purpose

To apply a fair policy on charging to enable all parents and carers to access our facility.

This policy comes into place from the 5th January 2026

Fees	
Babies aged 0-2 years	£7.00 per hour
Toddlers aged 2-3	£6.90 per hour
Nursery children aged 3-4	£6.50 per hour
Sessions	
Full Day (9 hours)	8.00-17.00
School Day (6.5 hours)	8.30-15.00
Morning Session (4.5 hours)	8.30-13.00
Afternoon Session (3 hours)	13.00-16.00
Short day (7.5 hours)	8.30-16.00
Early Bird (0.5 hours)	8.00-8.30
Tea Time (1 hour)	16.00-17.00
Consumables	
Lunch	£2.70- Children have the option to order a hot lunch or bring a pack lunch. Please note The Mill will pay for a hot meal for all pupil premium children & 2 year old funded children eligible due being in receipt of Government support. This does NOT apply to two year olds who are eligible through the working families route.
Tea	£1.70- All children staying until 5pm will have tea at nursery. Please speak to a member of staff about the menu.
Early Years Funding	
Children are able to access all government funding listed on www.childcarechoices.gov.uk here at The Mill Nursery. The hours claimed will be deducted from your invoice.	

The nursery is open from 8.00 am until 5.00 pm each week day for 48 weeks a year. Places are available for either 48 weeks (year round) or 39 weeks (school term time). The term dates follow the Somerset schools term dates. As the nursery is open year round for 48 weeks you may (subject to availability) book extra sessions during school holiday time. All Children must attend a minimum of at least two three hour sessions per week. This is to help your child become familiar with their friends, staff and the nursery.

Methods

- Fees should be paid online via the parents Arbor account, employee childcare vouchers or Tax-Free Childcare. Cheques or cash will not be accepted
- Fees are payable in advance.
- Invoices are created at the start of each term and are due to be paid seven days after the invoice has been sent. Payment can be split over the 2 months of the term if half is paid within the first 2 weeks after the invoice has been sent out. Invoices will be sent out from Tapestry to the correspondence email address given to us during registration.
- No extra bookings will be authorised unless the account is paid up to date.
- Late collection of a child will incur a charge, please refer to late collection policy.
- Late Payment of fees will incur a charge, please refer to late payment of fees policy.
- Parents must inform the nursery if a child is ill or will not be attending nursery on the first day of absence. You must inform the nursery staff as soon as possible if your child has an infectious disease.
- All absences must be paid for. The nursery implements a 48 hour exclusion time for all children affected by any contagious illness in accordance with the Health Protection Agency guidance on infection control in settings.
- Children receiving newly prescribed medication should have taken it for a minimum of 48 hours before returning to nursery, to ensure that they will not have any adverse reaction to it. Written permission will be required before nursery staff may administer creams, ointments or drugs. (See Medication Policy). Fees will be charged at the normal rate.
- We ask that families pay a voluntary £1 per session for every day consumables used in the nursery.
- Four weeks written notice is required should you wish to change any sessions. Failure of notice will result in fees being charged. Please see Reception for a booking form.
- The nursery will be closed on up to five days per academic year for staff training. On these days the parent will have to find alternative childcare. No fees will be payable. Parents/carers will be notified about these at the beginning of the academic year.
- If the nursery must close due to severe weather or unforeseen circumstances, parents will be offered to rebook their session free of charge, subject to session availability. No refund will be given.

- The nursery will be closed on all Bank Holidays, two weeks at Christmas, one week at Easter and one week in August. No fees will be payable.
- If childcare is no longer needed the nursery will require 1 months notice in writing or 1 months fees in lieu of notice.
- Parents are asked to supply nappies, wet wipes and any other creams their child will need.

Types of Funding

Universal Entitlement for Three and Four year olds

All three and four year old children are entitled to 570 hours per year of universal funding at The Mill. Children will become eligible for the early years entitlement from the term after their third birthday and will remain eligible until the end of the funding period before they start school. The funding periods start:

- 1st January
- 1st April
- 1st September.

(visit www.childcarechoices.gov.uk for more information). These hours can be used as 15 hours a week term time only or 11.5 hours a week all year round at The Mill.

Help for Working Families

- **15 hour extended offer for 3 & 4 year olds (30 funded hours)**

You may be able to claim the and additional 15 hours of funded childcare. This equates to 1,140 hours per year, which can be taken as up to 30 hours a week term time or 23 hours a week all year round.

- **30 hour offer for 9 months - 2 year olds of working families**

From September 2025 working families will be able to claim 30 hours a week term time or 23 hours per week all year round for 9 months - 2 year olds.

To check your eligibility please visit www.childcarechoices.gov.uk

If you are eligible for either of the Working Family funding, you will be issued with a code which you should give to the nursery administrator to verify. Once verified, the funding will be applied from the beginning of the following term.

These funding offers do not cover the costs of snacks, meals, other consumables, additional hours or additional activities. We may charge a fee for these additions.

It is the parent's responsibility to reconfirm their eligibility code every three months. Failure to do this will result in parents becoming ineligible and they will be subject to paying the full hourly rate set out in this policy.

Funding for 2 Year olds receiving some additional forms of government support

Please visit [Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-paying-for-childcare) for more information around eligibility.

If you are eligible for this funding, we will not charge you for snacks, consumables or lunch.

Fees are normally subject to annual review but may be revised at other times with reasonable notice.