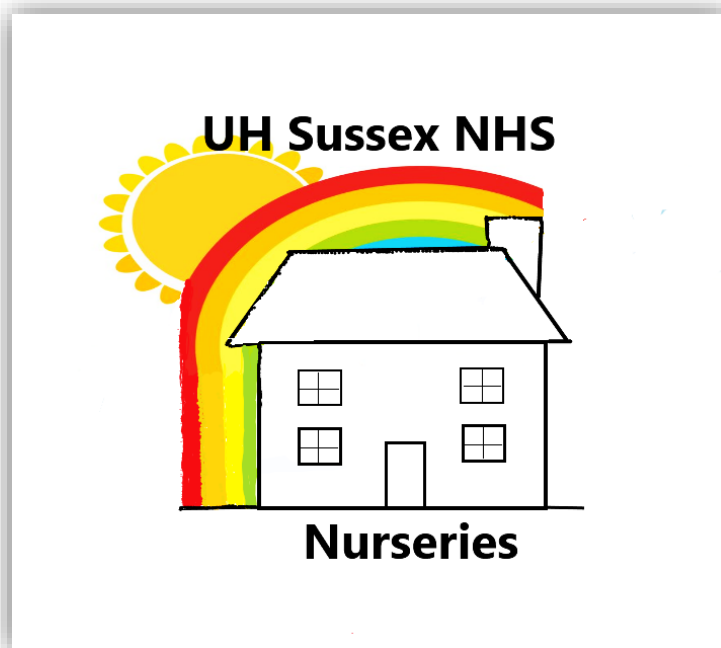


TRUST POLICY

Nursery Handbook – Childcare Fees Policy



Approval		
Director Approval	Date approved:	13 th March 2026
Ratification		
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1. Introduction

On registering a child with the nursery, a contracting Parent or Carer will sign to say they agree with the nursery policy on fee payment.

2. Policy Statement

University Hospitals Sussex NHS Foundation Trust recognises the cost of childcare may seem expensive to parents and carers. To ensure the nurseries operate to a continuous high standards and sustainability we ask that parents and carers comply and respect the fee payment process.

As a workplace nursery the fees are calculated to support NHS employees in line with their Agenda for Change pay scale.

General public places are allocated for non-NHS staff subject to our waiting list.

There are no hidden charges in our nursery fees to parents and carers for consumables such as meals, snacks, drinks, wet wipes and sun lotion. Parents and carers will be required to supply nappies, wet wipes if they have a brand preference and items of food if the child has an allergy or intolerance. This will not affect the session charges.

3. Fee Calculation

As the Trust subsidises the nursery fees, the subsidy received by parents is calculated on a sliding scale that depends on the full-time equivalent salary of the parent. Where both parents work for the Trust, the salary of the higher earner is used.

The fees are broken down over the length of the relevant academic term, for example Autumn Term, Spring Term and Summer Term. The nurseries must accommodate changing fee formulas in line with the Local Education Authority for those children eligible for the 2-, 3- and 4-years funding (9-month funding from September 2024), therefore all the fees are calculated on the lengths of weeks in a term and divided by the number of months within that period.

For Example – Autumn Term is September to December approx. 16 weeks and divided by 4 equal month payments.

Parents will be notified per term the length of week and is division of months.
Parent/Carer are fully refunded for Public Holidays and Nursery Closure Days

4. NHS Staff Fee Rates

For NHS Staff fees are calculated on the Agenda for Change (AFC) salary banding.

The fee rate is of the highest Band if both Parents work within the NHS or Health Sector.

If your banding should alter due to changes in your employment this will be reflected in your fee rate.

If your employment ends within the NHS than you child can remain in the nursery however you will be charge at the General Public rate.

For those families that use the nursery with an extended family member being employed by the NHS i.e. Grandparent then the fee deduction will be taken from their salary, otherwise a charge of General Public rate will be issued.

5. Additional Sessions

Extended hours of sessions agreed as part of the contractual agreement will be calculated within the term's fees.

Extra sessions attended will be calculated and added to the following months' fee.

6. Changes to Sessions and Termination of Place

If you require reducing your attendance of hours/sessions, then a 4 week notice period will be required in writing. A new contractual agreement will be required for you to complete. Termination of the nursery place will require a written notice of 4 weeks.

7. Absence of Nursery Attendance

If your child is absent from the nursery all charges will still apply for example sickness and annual leave. However, in Special / Exceptional circumstances you may request a meeting with the Nursery Manager or Childcare Service Manager to discuss your child's absence. Long term absence i.e. foreign trip should the parent/carer wish not to continue to pay the full nursery fee to secure the nursery place then the place will be cancelled, and the child will be added to the waiting list.

8. Methods of Payment

When your child commences at the nursery you will sign a 'Contractual Agreement' of the sessions your child will be attending. The person who has signed this agreement will be responsible for childcare fee. If sessions are altered for permanently than you will have to renew the agreement.

Deduction from Source (Salary)

UH Sussex nurseries would advise all employees to have fees deducted from their salary. The deduction is from your net salary (after Tax and N.I.) and therefore a straightforward deduction of the fee with no implications on pensions or other schemes.

Your wage slips each month will show the deduction of nursery fees.

Salary Sacrifice

Only for UHSussex Employees

Your nursery fee deduction will be taken from your Gross salary (before Tax and N.I.). This allows up to a third of your nursery fees however advice will be given as this does impact on employment benefits such as pension and maternity allowance.

You will not be able to be on this scheme if you are in receipt of Tax-Free Childcare or other child/universal tax credits.

Invoice:

For non-UHSussex staff, General Public and Tax-Free Childcare Accounts.

Once the invoice is raised for that month's fee you have 30 days to settle the balance in full.

9. Late Payments

UH Sussex nurseries will try to avoid any situation which would lead to a dispute between the nursery and parent/carer over the late payment or, in extreme cases, non-payment of fees.

As part of the contractual agreement parents and carers understand that non-payment of fees may jeopardise the place.

All fees Deducted by Source or Salary Sacrifice will be deducted from an employee's salary on the 24th of each month or at the earliest point UHSussex pays employees per month

Invoices are to be paid in FULL 30 days after it has been raised by UHSussex Income Department

Invoices raised provide details of the breakdown of fee and methods of payment

Overdue Payment

- Parent /Carer has 30 days to pay the invoice from the date shown
- After 30 days the Nursery Manager or Deputy Manager will give a verbal reminder
- 1 week later from the verbal reminder a written reminder will be sent explaining the terms and conditions of payment
- 1 week later a final reminder will be sent with a termination letter of a 2 week notice period.

Under exceptional circumstances, the nursery manager may agree to allow the child to continue attending the nursery if an agreed payment plan is put in place or the session is fully funded by a Local Authority grant.

Persistent Late payments or those that are on Payment Plan will not be allowed to attend additional sessions. Any prearranged additional sessions will be cancelled.

If fees are paid consistently late with no explanation the nursery will consider terminating the child's place.

After a child has left the nursery should there be outstanding payments on the account and UHSussex Income Department is unable to retrieve payments this will be referred to a third part agency.

10. Additional Funding

Early Years Entitlement (Please refer to separate policy)

For 9-month-olds to 3 years old which are eligible and the extended 3–4-year funding, you will be required to apply online for 15/30 hours free funded hours and provide an E-Code to the nursery manager.

Please go to www.childcarechoices.gov.uk for more information.

Those in receipt of 3-4 years funding universal funding this will be arranged by the Nursery Manager and an E-Code will not be required.

A Parent Declaration form provided by the Local Education Authority must be completed. This will be given to you by your nursery manager and must be returned to them before the date given as funding maybe delayed or not approved for the term ahead.

Parent/Carers will be informed of the non-funded hours and sessions and will be pay at the normal nursery rate. This information will be provided in nursery letters and parent information board.

Below are the eligibility months for funding.

Child born in	Will be 9 months old in	First Funding Term	Will be 2, 3, 4 years old in	First Funding Term
January	October	Spring	January	Summer
February	November	Spring	February	Summer
March	December	Spring	March	Summer
April	January	Summer	April	Autumn
May	February	Summer	May	Autumn
June	March	Summer	June	Autumn
July	April	Autumn	July	Autumn
August	May	Autumn	August	Autumn
September	June	Autumn	September	Spring
October	July	Autumn	October	Spring
November	August	Autumn	November	Spring
December	September	Spring	December	Spring

Tax Free Childcare

A new Tax-Free Childcare scheme is open to all parents who work a minimum of 16 hours a week and who pay for an Ofsted registered childcare for children under the age of 12 years (16 if the child is disabled)

Those families eligible for the Tax-Free Childcare will be able to receive up to 20% of their yearly childcare costs paid for by the Government for childcare below £10,000 per year. To apply for this scheme, you need to complete the relevant application form online and provide details to the Nursery Manager.

Further information on suitable Childcare Savings please refer to the online tax credit calculator www.gov.uk/tax-credits-calculator

Salary Exchange scheme (UHSussex staff only)

University Hospitals Sussex NHS Foundation Trust has introduced a flexible benefits scheme called Salary Exchange to help staff with the cost of their childcare. As the Trust runs and manages the childcare provision for our staff, we were able to obtain HM Revenue and Customs approval to designate our Nurseries 'Workplace Childcare'. This allows us to offer the parents who use this provision an opportunity to save Tax and National Insurance on the full cost of their childcare costs.

Childcare Vouchers scheme (existing customers only, ended for new customers October 2018)

Childcare vouchers are an employee benefit for all eligible working parents.

They're a government-approved, tax-efficient way of paying for childcare. If you join the scheme, you can exchange up to £243 (Basic tax rate) or £124 (higher tax rate) per month of your gross salary for childcare vouchers.

The part of your gross salary you exchange for childcare vouchers is tax-free and exempt from National Insurance contributions (NI).

11. Fee Terms and Conditions

Fees are charged from the Parent/Carer with the Highest AFC Band or Health Sector Banding

Funded only sessions will have a zero charge and termly statements will display this.

Fees must be paid within 30 days of an Invoice being raised.

Fees will be charged in the event of a child being absent, for any reason, as our operational costs remain the same.

Parents will be asked to provide an email address so we can send invoices electronically via University Hospital Sussex NHS FT.

Annually Parents will be required to complete an up-to-date Admission Form providing any amendments of personal information. A salary Banding check will be asked to ensure that fee payments are correct.

It is the responsibility of the parent/carer to inform the nursery manager to any financial changes which may impact on their fee charge.

University Hospitals Sussex NHS FT reserves the right not to admit children whom fees are in arrears within the terms of this policy.

University Hospitals Sussex NHS FT reserves the right to increase its fees annually with a 12 week notice period.

University Hospitals Sussex NHS FT reserves the right to review the Fees Policy annually with a notice period of four weeks.

University Hospitals Sussex NHS FT Income Department reserves the right to pass on any outstanding arrears to a third party should all reasonable requests not be met

12. Links to other Trust policies

UHSHN002 Nursery Handbook - Early Years Free Entitlement Policy
UHSHN006 Nursery Handbook - Admissions Policy