

Admissions, Fees and Funding Policy at Daisychain Nursery

This policy is in addition to the general [Terms and Conditions](#) of the Nursery and may be subject to change.

Funding Information

- We operate on an 'All Year Round' basis and receive funding for 47.5 weeks of the year. However, we stretch the funding over 52 weeks a year.
- Our opening hours for funded hours are Monday to Friday 8.00 am until 6.00 pm (we ask that parents arrive at 5.50pm to enable staff to 'handover' and discuss your child's day).
- Funding is applied to the child's first 24 hours of attendance per week. For example, a child attending a Monday, Tuesday and Thursday, their funding will be allocated as follows Monday – 10 hours of funding, Tuesday – 10 hours of funding and Thursday – 4 hours of funding.
- Bank Holidays are not funded by Bristol City Council. If a child's funded hours fall on a bank holiday, the time will not be rescheduled.
- Funding for universal and / or extended hours only cover the delivery of the [Early Years Foundation Stage](#) (the curriculum) and parents are expected to pay for all consumables, trips and extra activities etc. See our fee structure for a detailed breakdown.
- 'Universal hours' are available to all 3- and 4-year-olds living in England, from the term after their third birthday (terms = Sept, Jan, April). Each child is eligible for 570 universal hours per year, which is delivered on an 'all-year-round' basis equating to a maximum claim of 12 funded hours per week. A maximum of 10 funded hours may be claimed on any one day.
- Additionally, some 0-3-year-olds can access Working Parent Entitlement hours (up to 24 hours per week) if their parents are eligible. To check eligibility and apply for a place, please visit [Homepage | Best Start in Life](#)
- 'Working Parent Entitlement hours' refer to the additional hours made available to the children of working families. If eligible, parents will be issued with an 11-digit eligibility code. This enables their child aged 3-to-4 years to access an additional 570 funded hours per year, which is again delivered on an 'all-year-round' basis. Together, the universal + Working Parent Entitlement funded hours deliver up to 24 funded hours per week. A maximum of 10 funded hours may be claimed on any one day.

Furthermore, eligibility codes must be reconfirmed every 3 months. The code will remain unchanged, once reconfirmed. It is the parent/carer's responsibility to always keep their child's eligibility code valid.

Verification checks will be made on Bristol City Council's Provider Portal, using the following data:

- Your 11-digit eligibility code
 - Your National Insurance Number
 - Your child's date of birth
 - Your written consent from your signed EYR01 Parental Declaration Form to verify eligibility.
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- **Grace Period** – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their Working Parent Entitlement hours. Once the grace period has expired, your child can only access their universal 12 hours, if they are aged 3-to-4 years old.
 - Universal hours only do not apply to children aged 0-3 years. Codes which are already in their grace period must be reconfirmed before claims can be made for Working Parent Entitlement hours.
 - 'Additional hours' refer to any hours attended over and above the Universal or Working Parent Entitlement hours for which parents will be charged in accordance with our terms and conditions.

Admissions Priorities (all ages)

Children are admitted to the nursery on the following priorities:

- Children with siblings attending the setting
- Children requesting a full-time placement
- Children that engage with full nursery opening hours
- Children are admitted throughout the year depending on availability

Children accessing Universal Hours and or Working Parent Entitlement Hours Only (12 or 24 funded hours per week)

- A maximum number of 12 universal funded hours may be accessed in any week to be spread across 2 days. We prioritise children who want to attend two days per week, for those claiming 12 hours funding it can be used over two days, accessing 6 hours on each day. Those sessions are 8am – 2pm or 12pm – 6pm. For those claiming 24 hours funding, this can be accessed over three days, two sessions of 8am – 6pm and one session of 8am – 12pm.
- You will be invoiced monthly in advance for additional hours (hours over and above 12 universal funded hours).
- Invoices are calculated on a calendar monthly basis.

Children accessing hours over and above the Universal and Working Parent Entitlement Hours (e.g. 25 hours plus)

- Your invoice will show a breakdown of sundry charges and additional hours.
- Invoices are calculated on a calendar monthly basis.

Fees and invoicing breakdown

Calendar monthly charges as stated below, are subject to change from time to time.

A non-refundable enrolment charge of £250.00 is applicable and entitles you to your welcome pack and settle sessions, however this is not applicable for a funded only place. On acceptance of a place offered a further refundable fee of £500.00 is payable. Deposit refunds are issued at the end of the month in which a child leaves the nursery setting.

Due to high child/staff ratio we are unable to offer sibling discounts, however, when registering two children a reduction of £250.00 (enrolment charge) will be offered, a reduction of this charge will also apply when enrolling a second child whilst the sibling is in attendance.

0 – 2 YEAR OLDS - £97 per day		
Days	Monthly Fees (invoice amount if not eligible for funding)	Your monthly invoice amount including 24 hours per week of funding
*2 Days	£840.67	£240.00 Sundry charge only *20 hours per week of funding applied
3 Days	£1261.00	£329.80
4 Days	£1681.33	£750.13
5 Days	£2101.67	£1170.47

2-3 YEAR OLDS - £89 per day		
Days	Monthly Fees (invoice amount if not eligible for funding)	Your monthly invoice amount including 24 hours per week of funding
*2 Days	£771.33	£240.00 Sundry charge only *20 hours per week of funding applied
3 Days	£1157.00	£392.84
4 Days	£1542.67	£778.51
5 Days	£1928.33	£1164.17

3 – 4 YEAR OLDS £87 per day			
Days	Monthly Fees (invoice if not eligible for funding)	Monthly invoice amount including 12 hours per week of funding	Monthly invoice amount including 24 hours per week of funding
2 Days	£754.00	£500.56	£240.00 Sundry charge only *20 hours per week of funding applied
3 Days	£1131.00	£877.56	£624.12
4 Days	£1508.00	£1254.56	£1001.12
5 Days	£1885.00	£1631.56	£1378.12

Late collection charges will apply when a child is collected later than the end of their session time i.e., after 6pm, these charges are £10.00 for every 10 minutes.

We accept payment from 3rd parties i.e., Colleges and Universities. Payments from Tax Free Childcare and/or Childcare Vouchers are also welcomed.

The four charge categories are: Food and Snacks, Non-food Consumables, Trips and Activities, Enchanted Daisychain	
Meals and Snacks	Cost (per funded hour)
<ul style="list-style-type: none"> - Meals (Breakfast, lunch and tea) - Snacks 	£1
Non – food consumables	Cost (per funded hour)
<ul style="list-style-type: none"> - Nappies, wipes and nappy sacks - Sun cream - Parent involvement events (we regularly invite parents in for a ‘tea party’ or ‘breakfast’ to celebrate occasions such as Mother’s/Father’s Day, Father Christmas Day etc. We invite parents to join us for breakfast or tea and often organise a stay and play session. Parents are offered drinks, food and snacks to enjoy with their children). 	£1
Trips and Activities	Cost (per funded hour)
<ul style="list-style-type: none"> - Enhanced Staffing Offsite experiences (Theatre trips, supermarket/ fruit and vegetable shopping trips etc) These sessions are carried out with an enhanced staffing ratio for safety). - Physical movement and music sessions - Sing and Sign Makaton sessions - Enchanted story telling - Children’s birthday celebration 	50P
Enchanted Daisychain	Cost (per funded hour)
<ul style="list-style-type: none"> - Enhanced Resources - Home support bags (Information bags on different topics such as ‘new home’, ‘new sibling’, ‘grief, ‘oral health’ etc for parents to borrow) - Parent lending library - Daisychain Welcome bag & wet clothes bag - Christmas gift to every child - Staff mental health and wellbeing focused gifts 	50P

Tax-Free Childcare is a UK government scheme that helps working parents pay for childcare.

How it works

- For every **£8 you pay into your childcare account**, the government adds **£2 (a 25% top-up)**.
- You can get up to **£2,000 per child per year** (or **£4,000** if the child is disabled).

- The money can be used to pay **registered** childcare providers (nurseries, childminders, after-school clubs, holiday clubs, etc.).

You may be eligible if:

- You (and your partner, if you have one) are **working** and each earning at least the equivalent of **16 hours per week at minimum wage**, and
- Each earns **less than £100,000** per year.
- Your child is **under 12** (or under 17 if disabled).

Find out more here: [Tax-Free Childcare - GOV.UK](#)

Notice Periods

All parents eligible for funding are asked to make a termly commitment. This means that once parents sign the EYR01 Parental Declaration Form, a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to the new childcare provider until the start following term (Sept, Jan, April). Please contact the nursery manager directly to discuss this. For children accessing additional hours (those in addition to the funded hours), the notice period will still apply. In the event you decide to leave the setting during the term, we are not obliged to release your funding, once you have instructed us to claim your child's funding for that term.

This also applies for notice to change the number of funded hours claimed per term. Once the submission has been made to Bristol City Council, it cannot then be amended until the beginning of the next term (start of Sept, Jan, Apr).

GDPR

As a data controller, we comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR01 Parent Declaration form.

Appeals Process

All complaints about any aspect of the delivery of funded hours should be raised with the nursery manager in the first instance. If the complaint remains unresolved, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.

Last reviewed: December 2025
Next review: April 2026