muddy boots
DAY NURSERY

Fee Structure

The fees from September 2026 are detailed in the following tables: -

NURSERY FEES 2026-27
From 1 September 2026

ELIGIBLE WORKING FAMILIES

Age Group	Funded Hours pw	BCC funded rate	Hourly enrichment charge	Daily Charge	Days 1	2	3	4	5
		£	£	£					
3-4 year olds	24	6.01	2.5	85.1	25	50	111.06	196.16	281.26
2 year olds	24	8.42	2.5	109.2	25	50	125.52	234.72	343.92
under 2s	24	11.32	2.5	138.2	25	50	142.92	281.12	419.32

Weekly Charge

3-4 year olds	50	112	197	282
2 year olds	50	126	235	344
under 2s	50	143	282	420

Monthly Charge

3-4 year olds	200	448	788	1128
2 year olds	200	504	940	1376
under 2s	200	572	1128	1680

OTHER (NON-WORKING OR NON-ELIGIBLE) FAMILIES

Age Group	Funded Hours pw	BCC funded rate	Hourly enrichment charge	Daily Charge	Days 1	2	3	4	5
		£	£	£					
3-4 year olds	12	6.01	2.5	85.1	25	98.08	183.18	268.28	353.38
3-4 year olds	0	6.01	2.5	85.1	85.1	170.2	255.3	340.4	425.5
2 year olds	0	8.42	1.75	101.7	101.7	203.4	305.1	406.8	508.5
under 2s	0	11.32	0.5	118.2	118.2	236.4	354.6	472.8	591

Weekly Charge

3-4 year olds (12)	99	184	269	354
3-4 year olds (0)	171	256	341	426
2 year olds	204	306	407	509
under 2s	237	355	473	591

Monthly Charge

3-4 year olds (12)	396	736	1076	1416
3-4 year olds (0)	684	1024	1364	1704
2 year olds	816	1224	1628	2036
under 2s	948	1420	1892	2364

Muddy Boots Admissions and Payment Policy

For all year-round children

t: 0117 9684493
e: office@muddybootsdaynursery.co.uk
w: www.muddybootsdaynursery.co.uk

Thank you for choosing **Muddy Boots Day Nursery** as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

Opening Days/Hours

The nursery is open for children from 8.00 am to 5:45 pm all year round, except for a week at Christmas, a week at the end of August, public holidays.

Session Times

Our session times are:

- All day 08.00-17.45
- Morning 08.00 – 13.00 – Ad Hoc only
- Afternoon 13.00- 17.45 – Ad Hoc only

Operational Method

We offer free hours on the following basis:

- All Year Round (AYR)- 47.5 Weeks per year

All about Free Hours

We are registered with Bristol City Council to offer free hours to Under 2s from working families / 2-year-olds from working families / 3&4-year-olds – universal hours / 3&4-year-olds – Working Parent Entitlement hours

Tax Free Childcare (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk. Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare though the employer.

Under 2s from working families

Working Parent Entitlement hours are available to children from the term after their 9th month birthday.

Under 2s Birth Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9th month 'birthday'	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from…	Jan	Jan	Jan	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan

Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).
From September 2025, this will be the full 24 Working Parent Entitlement hours per week

2-year-olds from working families

Working Parent Entitlement hours are available to children from the term after their 2nd birthday.

2nd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).
From September 2025, this will be the full 24 Working Parent Entitlement hours per week

3 and 4-year-olds - Universal hours

Universal free hours are available to all children who are 3 or 4 (if they are living in England). Free hours are available to all children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We will be able to offer 12 universal free hours per week

3 and 4-year-olds - Working Parent Entitlement hours (from working families)

The Working Parent Entitlement hours are available to children who are 3 or 4 from the term after their 3rd birthday. Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

We will be able to offer 12 Working Parent Entitlement free hours per week.
Parents of 3- and 4-year-olds can use both Universal and Working Parent Entitlement free hours in combination (i.e. 24 free hours per week)

Eligibility Codes (for working families)

Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. 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(s)
- Your child's date of birth
- Your written consent(s) from your signed EYR1 Parental Declaration form to verify eligibility.
- Once the code is verified, you will be contacted to discuss sessions.

Grace Periods

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 / free hours. Once the grace period has expired:

- Under 2s from working families will have to pay for all childcare provision privately.
- 2-year-olds from working families will have to pay for all childcare provision privately.
- 3- and 4-year-olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.
- If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for Working Parent Entitlement.
- Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

Admissions

Admissions Methods

Admissions are made on the following basis:

- First come first served
- Siblings of existing children will be given priority
- Children need to attend a minimum of 2 days per week

Payments

Registration Fees

We charge a registration fee of £100 which must be paid before your child's 1st day.

Monthly payments

- Fees are payable for 48 weeks of the year (in 4-week invoices). This includes bank holidays and nursery closure days such as the closure week in August/inset days.
- The first payment is payable on your child's first day in nursery and will cover the period to the end of the month. **Please remember** fees and voucher payments should be paid in full by standing order on the **first working day of each month.**
- The fee remains payable for any periods of unexpected absences, such as sickness/holidays or nursery closures due to adverse weather and emergencies, such as pandemic etc.
- Fees are reviewed annually. Parents will normally be given two months' notice of any changes.
- The nursery reserves the right to withdraw the offer of the nursery place if there has been a breach of contract.
- If there is non- payment of nursery fees for a period of two months or more the nursery manager will request the withdrawal of the child until payment is made of outstanding fees
- Upon prompt payment the child will then be able to return to nursery and resume their normal hours of attendance at nursery.
- If payment is not made within the agreed timescale the child's place will be withdrawn fully
- Please arrange to meet with the Nursery Manager to discuss this further if you are having trouble with payments.

The nursery is to be notified as soon as possible via email or to call if a child is going to be unusually late or absent from nursery.

Payments by Standing Order to:

Account Name: Trinity College Enterprises Ltd
Account No: 01736627
Sort Code: 30 99 38

Payment of Chargeable items (Enrichment charge)

The nursery makes an enrichment charge of £25 per day for the provision of items that are not covered by the free entitlement. This includes the provision of home-made meals throughout the day, of non-food consumables and resources, of trips and activities, including use of the college's extensive grounds, and of those things that enable us to offer a small home-like environment.
Participation in the enrichment charge is offered on an 'all-in' or 'all-out' basis, and partial participation is not available. While those with free entitlement can technically opt out of the enrichment charge, it will be evident why this will make our ability to offer a consistently high standard service to all children impossible. For this reason, we expect everyone to opt in. Please talk to the Nursery Manager if you had expected to be able to opt out.
Parents will be asked to make a termly commitment for all chargeable items as stated in the EYR01 Parental Declaration form.

To support the payment of chargeable items and private hours, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim Tax Free Childcare giving up to 20% government support for all childcare costs. For families claiming Universal Credit, there is up to 85% government support for all childcare costs, and you can claim in advance.

Enrichment charge

Meals including Three home-made meals plus two snacks per day	£12 per day
Non-Food Consumables Suncream, nappies, wet wipes, activity resources etc	£3 per day
Trips / Activities Including regular visits to college extensive grounds, botanical gardens and forest school etc	£5 per day
Above and Beyond We offer a small homely environment with a high proportion of qualified staff and often lower ratio of children to adults.	£5 per day

Late Collections

We reserve the right to impose a late collection charge in the event of repeated or consistent delays in collecting your child beyond the agreed collection time. While we understand that occasional delays may occur, persistent lateness places additional strain on our staff and operations. Therefore, a charge will be applied to cover the cost of extended supervision.

Notice Periods

Parents 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 your new childcare provider until the start following term (Sept, Jan, April).

- Should you wish to reduce the number of hours your child attends, or you wish to withdraw from the setting, you are required to give 4 weeks' notice, in writing.
- To increase your child's hours, you must email the office with your request as much in advance as possible.
- For ad-hoc additional sessions, please contact the Manager to check for availability.
- Our policy does not allow the exchange of workdays or allocation of days in lieu

GDPR and Appeals

The General Data Protection Regulation (GDPR) Policy

As a data controller, we must comply with the Data Protection Law. Hyperlinks to Bristol City Council's own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

Appeals Process

If you have any complaints about any aspect of my delivery of free hours, 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.

Further Nursery Terms & Conditions

Illness and Medication

For full details please read our Illness Policy.
A health and welfare information sheet in all about me forms is to be completed before your child starts nursery. Children cannot attend nursery if they are suffering from sickness, diarrhoea, an infectious illness, or they have a non-specific rash. This must continue until they are symptom free or have been cleared by a doctor to return to nursery.

- In the event of your child being injured or becoming ill while at nursery, we may administer first aid, arrange for your child to obtain medical assistance, or require an early collection. If nursery is unable to speak to a parent, then we will call an authorised person to collect. Parents will be notified of any accidents/incidents that their child has had at the nursery and will be asked to sign an accident/incident form.
- Parents will be contacted if a child has had a significant bump to the head.
- Nursery reserves the right to refuse to accept any child that is showing clear symptoms of being unwell.
- If a child has received any immunisations, we recommend having them later in the day. This will allow you to monitor any possible reactions at home. If your child has been prescribed with antibiotics, they must have the first dose administered at home to ensure they do not have a reaction.
- If your child is on medication, whether prescribed by GP or non-prescribed, the parents must complete a medication form to give authority for a staff member to administer it. All medicines must have the child's name, pharmacy label, the required dosage and date, clearly stated.
- Nursery **will not** administer medicine that will control temperature.
- If your child is on regularly prescribed medication, it is the parent's responsibility to inform us and to complete the necessary forms, consenting to the administering of such.
- Only the parents or authorised persons can collect a child from nursery unless this has been arranged with the nursery in advance.

Complaints

In the event of a complaint not being resolved you may contact OFSTED, National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD, Telephone: 03001 231231
(Please see our policies and procedures for full details

Providers Signature: [JCarroll]

Date: [01/07/2026]

Review Date: [01/07/2027]

Please cut off, complete, and return this box only to Muddy Boot Day Nursery

Terms and Conditions –COMMUNITY September 2026

I have read and understood the admissions, terms and conditions policy set out above, including the terms of the Illness Policy, and agree to abide by them. These terms, along with Registration Form, form part of the contract between Muddy Boots and parents.

I sign both for myself and on behalf of any others to whom I delegate responsibility for bringing my child/children to or collecting from nursery.

Name:
_____
___

Relationship to child:
_____

Child's name:
_____

Signature: _____ Date:
_____