

## Our fees and charges

We offer childcare and early years education for children aged 3m to 5 years. A limited number of government funded entitlement places are available to qualifying families. We operate a Holiday Club for children aged 2-8 years outside term time. Spaces are limited and offered on a first come first served basis.

We operate all year around, except between Christmas and New Year, and most of our pupils attend throughout the year (known as **stretch offer**). A limited number of term time places (38 weeks a year) are available on a first come first served basis.

Funded entitlement for working parents, also known as **extended entitlement**, is available to children with a **valid HMRC funding code**, aged 9m to 5 years for up to 30 hours per week, **for 38 weeks a year**. If attending all year around, those hours (30 hours x 38 weeks = 1,140 hours per year) are distributed evenly throughout the whole year, and this equates to 22 funded hours per week (1,140hrs / 52weeks = 22hrs/week). If a child attends 30 hours per week on a stretch basis, then the extra 8 hours each week will need to be paid for by the parents/carers, as they are not covered by funding.

Funded entitlement includes up to 5 inset days per year. These days are critical for maintaining teacher qualifications and for providing training that cannot be completed outside of normal working hours. As funded entitlement includes inset days, no refunds are made for privately paying pupils for those days either.

The **funding code must have a start date that is valid prior to the start of the term**, for this code to be used during that term and **a valid Funding Loop form must be completed and signed by the parent/carer for us to be able to claim this funding for your child**.

All children aged 3 to 5 are entitled to universal government funded hours of 15 hours per week, starting the term after the child turns 3. This is independent of the parent/carer's tax or residency status and does not require a funding code. A valid funding form is still required to be able to claim this for your child but no funding code is needed. This is also for 38 weeks a year. On an all year around (stretch) basis, this equates to 11 funded hours per week. If your child is attending, two days, which is the government minimum for any funded place, the extra 4 hours will need to be paid for by the parent/carer.

Those with a valid working parent funding code, after their child turns 3, will continue to receive a total of 30 hours (22 hours on stretch basis) funded entitlement but it will comprise of 15 hours universal entitlement plus 15 hours of extended entitlement (or 11 hours and 11 hours on stretch basis).

Funding entitlement does not cover the cost of food, consumables, outings or additional experiences (such as forest school, foreign language lessons, etc.). Breakfast club and wraparound care outside of our main session are also not covered by the funded entitlement but are available at an extra cost. All our costs are listed below.

Any hours in addition to the funded hours are invoiced at the rates below, depending on the age of the child. In determining our fees for additional hours we are guided by the funding per hour that we receive from the local authority for funded hours for each age group. This ensures that we are as fair as possible. This means that if government funded hours increase, our fees will increase accordingly.

A minimum of 2 day sessions need to be booked per week. We invoice monthly for any outstanding charges and all invoices must be paid on or before the 7<sup>th</sup> of each month or late payment fees will apply.

Fees for children attending all year around are calculated as an annual cost and the amount is divided into 12 equal monthly instalments.

Fees for term time children are calculated on a term by term basis (as terms have different numbers of weeks), taking the weekly amount and multiplying by the number of weeks in that term. Our nursery management software then allocates funded hours and any remaining costs into monthly amounts.

We provide the following food during each day, depending on the session attended:

- During Breakfast Club Sessions – we provide a healthy breakfast
- During Day Sessions – we provide two healthy snacks and a hot lunch cooked by our own chef on site
- During Wraparound Sessions – we provide a hot afternoon tea

We do not currently charge babies for food, in addition to their session cost.

We are registered for Tax Free Childcare. Parents/carers are advised to check their HMRC Childcare Account to see if they are eligible and to follow the steps there to pay any outstanding invoices using Tax Free Childcare.

If you do not wish to pay for food, for example because you wish to provide your own, please make your nursery aware so next steps can be discussed.

For privately paying pupils a deposit equal to one month fees is taken at registration to secure a place. This deposit is returned once a final invoice is paid by the parent/carer.

A complete calendar month notice period is required to reduce sessions or to withdraw a child from the setting. If incorrect notice is served, we reserve the right to invoice in lieu of notice and to continue claiming funding for your child during notice period, which means another setting will not be able to do so until the end of the notice period.

Description	Price to parent/carer
<b>Funded (stretch)</b> entitlement hours – up to 22 hours per week, all year around, available during Day Sessions 9am to 4:30pm	£0/month
<b>Funded (term time)</b> entitlement hours – up to 30 hours per week, 38 weeks a year, available during Day Sessions 9am to 4:30pm	£0/month
<b>Additional Day Sessions:</b>	
Babies (0-2 year olds), 8am to 4:30pm	£95/session
Toddlers (2 year olds), 9am to 4:30pm	£66/session
Preschoolers (3-4 year olds), 9am to 4:30pm	£55/session
<b>Breakfast Club Sessions, 8am to 9am:</b>	
Toddlers (2 year olds)	£12.50/session
Preschoolers (3-4 year olds)	£8/session
<b>Wraparound Session, 4:30pm to 6pm</b>	
Babies (0-2 year olds), 8am to 4:30pm	£20/session
Toddlers (2 year olds), 9am to 4:30pm	£15/session
Preschoolers (3-4 year olds), 9am to 4:30pm	£12/session
<b>Additional costs - meals/snacks (toddlers, preschoolers and Holiday Camp pupils)</b>	
Breakfast (breakfast club)	£0 (breakfast is included in session cost)
Lunch and two snacks (day session)	£3.50/session
Hot afternoon tea (wraparound session)	£2.50/session
Holiday Camp food	£3.50/session
<b>Additional costs – late payment fees</b>	£20/day for every late day
<b>Additional costs – late collection fees</b>	£20 for the first 15 minutes or part thereof, £10 every five minutes thereafter
Additional voluntary services – trips (such as the annual Christmas Theatre outing)	Ad hoc, depending on actual cost

<p><b>Holiday Camp</b> – available to current term time pupils, subject to availability and to other children aged 2-8 years between 9am and 4:30pm</p> <p>Wraparound and breakfast sessions for holiday camps are available as per relevant session costs above.</p>	£50/session
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