**Fees policy-September 2024**

**Non-funded places**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Per day | Per month | Full time discounted rate at £53.00 per day |
| Full day | £54.50 | £1,158.12 | £1,126.25 |
| Morning | £34.50 |  |  |
| Afternoon | £32.50 |  |  |

To calculate your monthly fees, you will need to multiply the weekly amount by 51 and then divide it by 12. All invoices will state the same payment to be paid each month/week. One free week at Christmas is included. Please note, bank holidays are payable.

Term-time only places are charged in full for 39 weeks and at 50% for 12 weeks. This is a retainer fee to keep the place open. You will be charged 50% of what you pay in term-time.

We offer a 50% discount for long -term holidays which are 4 weeks or more. Anything less will be charged in full.

A non-refundable registration fee of £45.00 is required along with a deposit of one week’s fees which will secure the place for you, this will then be deducted from your first month’s fees. Should you decide you no longer need a place at the nursery after your deposit has been paid, the nursery will not be able to refund you. Funded only places are not charged any fees.

**Nursery fees should be paid a month in advance by the 7th of the month or weekly in advance. Invoices will be distributed in the middle of each month for the following month. Invoices will be sent by email. Late payments will incur a £10.00 per week charge. Absences, holidays, bank holidays, sickness & extreme weather closures are payable.**

10% will be deducted from one month’s fees should a place be booked through your recommendation of the nursery. We accept payment by standing order, cash, cheque, childcare vouchers or the government Tax free childcare scheme. The nursery account details are available upon request. Please inform the finance manager of your method of payment before your child’s start date.

**Funded places- Charges from April 2024**

Our setting offers all types of funded places such as 9-month, 2-year funding, 3 & 4 year old funding and the 30 hours extended entitlement.

We offer all year round and term time places.

All funded only spaces are charged a £30.00 refundable deposit. This will be refunded once your child starts.

Funded places which include additional hours will be charged a non-refundable £45.00 registration fee. You will also be required to pay a deposit of 1 week’s fees to secure your place which will then be refunded in your first invoice.

We offer a limited number of free spaces in each room, please ask the manager for more information - Please note that these are limited and subject to availability.

**Nursery fees should be paid a month in advance by the 7th of the month or weekly in advance. Invoices will be distributed in the middle of each month for the following month. Invoices will be sent by email. Late payments will incur a £10.00 per week charge. Absences, holidays, bank holidays, sickness & extreme weather closures are payable.**

**All year-round funded places**

Funding is only provided for 38 weeks of the year. The nursery is open for 51 weeks of the year. Should your child be attending all year round and from the beginning of the academic year (Autumn term) we will give you the option to stretch the available funded hours for the year. Any additional hours per week will be broken down into equal monthly amounts and charged at £7.00 per hour. Should you wish to pay weekly, your monthly invoice will be broken down into weeks.

All invoices will state the free funded hours, and how many additional hours for the month.

Any other costs such as lunch and consumables will be stated.

If you require your invoices to be month by month, please let us know. Please be aware that each month will vary especially where there are non-funded weeks.

Should your child start after the beginning of the academic year, we can stretch the available funded hours for the remaining academic year. This will mean that should your child still be with us at the beginning of the next academic year, your stretched funding hours will change.

Should your child leave part way through the year, your costs will be re calculated to ensure there is no underpayment/overpayment. Any overpayment will be reimbursed.

**Term time only place**

A term time, funded only place is for 38 weeks per year. Should you require additional hours, these will be charged at £7.00.

All invoices for a term time only place with no additional hours but include lunch and consumables will be charged month by month. This will mean that your invoice will vary each month.

Invoices which include additional hours can be done month by month but will vary.

Should you wish to have your payments broken down into equal monthly payments. Please be aware that should your child start after the academic year (Autumn term) your additional hours monthly payment will be calculated based on the rest of the academic year.

Should your child continue at the nursery for the following full academic year, your monthly fees will change.

Please be aware that any additional hours for a term time only place will be charged at a rate of 50% during the non-funded weeks. This is the retainer fee required to keep your childs place open.

All invoices will state any additional hours if applicable and charges for lunch and consumables if applicable.

All parents will receive a calendar stating the funded weeks for the year.

**9 months-23 months funding & 2 year funding**

15 hours per week for 38 weeks per year are available.

You will be required to obtain an eligibility code which will need to be checked by the nursery.

We can offer these places as term time or all year round. Term time will be 15 hours per week.

A stretched term time only place can be offered at 10 hours per week due to session timings.

A stretched all year-round place with additional hours will be offered at 11 hours per week. Please be aware that as stated above, this may vary depending on when your child starts.

The extra 1 hour per week will be banked by the nursery for you to use throughout the year where possible.

**3- & 4-year-old funding**

15 hours per week for 38 weeks per year are available.

Your child will be automatically entitled the first term after their 3rd birthday. You will not be required to obtain a code.

We can offer these places as term time or all year round. Term time will be 15 hours per week.

A stretched term time only place can only be offered at 10 hours per week due to the session timings. A stretched all year-round place with additional hours will be offered at 11 hours per week.

The extra 1 hour per week will be banked by the nursery for you to use through the year where possible.

Please be aware that as stated on the above page, your stretched hours may vary depending on when your child starts during the academic year.

You will be required to either pay £3.00 for a hot lunch or alternatively provide a packed lunch for your child on funded days only.

There is also a voluntary consumable charge to cover the costs of breakfast, snack, tea, suncream etc. as the funding rate does not cover the cost of everything. This is charged at £3.00 per half day & £6.00 for a full day. Should you wish to opt out of the voluntary payment, please discuss that with us and we will support you with an alternative solution.

**30 hours extended entitlement**

30 funded hours per week for 38 weeks per year are available.

To access the free 30 hours, you will need to apply online through the Childcare choices website to check if you are eligible. Once you receive your code you will need to give this to the nursery to check. Please be aware you must reconfirm your eligibility every 3 months as prompted by the HMRC. If we do not have a reconfirmed code, we will not be able to claim for your free hours next term.

We can offer these places as term time or all year round. Term time will be 30 hours per week.

A stretched 30-hour place can only be offered at 20 hours per week due to the session timings. The extra 2 hours per week floating hours will be banked by the nursery for you to use through the year where possible.

A stretched all year-round place with additional hours will be offered at 22 hours per week.

Please be aware that as stated on the above page, the stretched hours may vary depending on when your child starts during the academic year.

You will be required to either pay £3.00 for a hot lunch or alternatively provide a packed lunch for your child on funded days only.

There is also a voluntary consumable charge to cover the costs of breakfast, snack, tea & suncream as the funding rate does not cover the cost of everything. This is charged at £3.00 per half day & £6.00 for a full day. Should you wish to opt out of the voluntary payment, please discuss that with us and we will support you with an alternative solution.

Any queries regarding invoicing should be emailed to [finance.stokegreen@hotmail.com](mailto:finance.stokegreen@hotmail.com)

**All invoices must be paid by the 7th of each month.**