

## Charging & Admissions Policy

The fee structure from the 1<sup>st</sup> April 2023 will be calculated as follows:

	7.30-8	8-9	9-12/FE	12-1/FE	1-4/FE	4-6
	£3.50	£7.00	£21.00	£7.00	£21.00	£14.00
Meal Cost	B'fast	£2.00	Lunch	£4.00	Tea	£3.00
Session	8-1/1-6	8-3/9-4	8-4	9-3	9-6	8-6
Examples	£35.00	£49.00	£56.00	£42.00	£63.00	£70.00

### Free Entitlement

All children over the age of 3 years are entitled to 15 hours free childcare per week. This starts the term after their 3<sup>rd</sup> birthday, and continues until their transfer to primary school. Children can claim a maximum of 570 hours per year.

The 15 hour free entitlement will be offered over between the hours of 9am and 4pm. No session must be longer than 7 hours. If the free entitlement is used over 51 weeks, the hours will be 'stretched', giving a total amount of 11 hours per week. Parent declaration forms will be sent out the term before the child's eligibility. Full completion of these forms is required with proof of the child's date of birth in order to claim the free entitlement.

Some children will be eligible for an additional 15 hours free entitlement per week, giving a total of 30 hours term time or 22 hours stretched over 51 weeks. Families will have to apply through HMRC and continue to check their eligibility every 3 months, a code will be given to each family and the nursery will check with the Free Entitlement provider service. Free Entitlement must be used between 9am and 4pm.

We are open for 51 weeks per year and close over the Christmas week and bank holidays. There is no charge on these days. We give the option of 'all year round' care (51 weeks) or 'term time' (38 weeks).

In the event that session changes are required, 4 weeks' notice must be given. If convenient and the space is available sooner, a member of staff will advise you. Please fill in a "request to change sessions form".

Meals are optional although the hourly charge will remain the same if the child attends during that session. We give families the option of bringing in their own meals including a packed lunch if they prefer.

**Additional hours can be arranged, if needed, provided space and staff ratios allow for it. This will be charged at £7.00 per hour.**

### Discounts

We offer a holiday discount of 50% of the normal fees for a maximum of 4 weeks per calendar year; this is only applicable to families that opt for all year round care.

Parents must give one month's notice of their holiday, if they wish to get the discount. We offer a sibling discount of 10%. This discount is applied to the oldest child at the setting.

Children who attend on a full time basis (Mon-Fri 8-4, 9-6 or 8-6 who are not eligible for Free Entitlement) will receive a discount of £15.00 per week.

Extra sessions during the holiday periods will be charged at the full session price and added to your invoice unless you choose to pay in advance, or on the day of the session. If your child does not attend a pre booked session, you will still be charged.

The nursery has a late collection fee, which will be charged for children that are collected later than their booked session time. This fee is £10 per 10 minutes. We also have an early drop off fee, which will be charged for children that are dropped in earlier than their booked session time (without prior notice). This fee is £5 per 10 minutes.

We have a late payment charge which is calculated at 10% of the total of the bill. It will be added to your bill if payment is not received by the date specified on your monthly invoice.

Invoices will be created for each child and will specify the amount of FE hours used each month (in full weeks). Any additional charges for lunches or extra sessions will be detailed on the monthly invoice (per calendar month).

We charge a deposit of £50 for a part time space, or £100 for a full time space. It is refundable and will be taken off the first month's fees. The deposit is not applicable to children claiming Free entitlement.

We ask for a registration fee of £30.00, which is non refundable. This will not be applied to any child who is eligible for free entitlement (2, 3 & 4 year).

Children will only be considered for a place at the nursery once a completed registration form has been received. All forms are dated on receipt and filed. It is recommended that forms are returned as soon as possible to ensure they receive the sessions required. Places are subject to availability and a submission of a registration form in no way guarantees that a place will be available. We advise that children attend for a minimum of 2 sessions per week to aid settling and gain the most from their time at nursery.

We aim to be open and honest about availability, and if it is unlikely that a place will become available within a realistic timescale, parents will be informed during the initial enquiries.

If nursery fees are accrued and not cleared within 2 months then your child's nursery place may be forfeited and offered to someone else. Debt collection services may be used.

Children can still attend the nursery until the 31<sup>st</sup> August following their 5<sup>th</sup> Birthday.

Reviewed quarterly by Bright Starts Day Nursery Ltd. – April 2023  
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