

## Fee Structure

At our Kindergarten we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks but not lunch and tea, these are charged separately according to take up.

We are open for 51 weeks per year, closing on Bank Holidays and the time between Christmas and New Year. Our fees includes all our normal week to week daily routines such as French and dance activities.

**FEES:** Fees are payable monthly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in January of each year, or in the event of any changes to the Provider Agreement. Any changes to current rates will be advised in writing at least one month in advance, if it is in January, or two months if there are any changes at any other time.

We reserve the right to change our rates for the payment of the 16th and 31st hour for children in receipt of the Free Early Education (FEE) should there be a change in the rate of funding for which we are not notified in advance. This change will be applied at the same time as any change in our funding rate and any notice period required by the nursery is waived for this part of the fees.

At least 6 weeks' notice, or payment in lieu, is required for termination of the contract to provide childcare.

**ILLNESS/ABSENCE:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason. Holidays, outside of Free Early Education (FEE) hours and pre-booked by at least 6 weeks in advance, will be subject to half fees for both hours and meals charged.

**CLOSURES:** Should the pre-school/nursery be unable to open due to bad weather or any other unforeseen circumstances outside our control, full fees are still payable.

**LATE PICK UP:** Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child on time at the end of their session, a late collection after hours fee of £30.00 will be charged for the first half hour, and a further £30.00 per every half hour thereafter.

**LATE PAYMENTS:** Fees are to be paid by the 10<sup>th</sup> day of the month in which it refers to. If you are experiencing financial hardship please speak, in confidence, to the owner/manager so that alternative payment arrangements can be made. If, without negotiation, fees are not settled, we will be left with no alternative but to withdraw your child's place and, if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled. In the event that we have to take legal action all costs and interest incurred will be paid by the signatory (ies) on the application form. Any fees not paid by the 10<sup>th</sup> day of the month in which it relates to may be subject to a 10% surcharge for that month, at the proprietor's discretion.

We ask for a £150 non-refundable deposit upon acceptance of the place, this deposit will be refunded on the first invoice if your child starts the nursery on the date that they were originally booked in for when the deposit was paid. A deposit is NOT required for children who are **only** accessing the Free For 2 or Free Early Education funded hours.

**PAYMENT METHODS:** Invoices can be settled by internet banking, our account details are as follows:

Santander Account: Radnor Park Kindergarten  
Sort Code: 09-01-27  
Account number: 76400333

**FEE (Free Early Education) and ADDITIONAL FEES:** All children become eligible for Free Early Education the term after they become 3. Some 2 year olds may also be eligible for funding. Parents/carers are asked to check with the setting manager to find out if their child qualifies and we reserve the right to limit the spaces available for Free for 2 children.

We reserve the right to change our rates for the payment of the 16th and 31st hour for children in receipt of the Free Early Education (FEE) should there be a change in the rate of funding for which we are not notified in advance. This change will be applied at the same time as any change in our funding rate and any notice period required by the nursery is waived for this part of the fees.

A child is eligible for FEE at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

<b>A CHILD BORN ON OR BETWEEN</b>	<b>WILL BECOME ELIGIBLE FOR A FREE PLACE FROM</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term 1, in September, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term 3, in January, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term 5, in April, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday

There are currently two levels of Free Early Education, 15 hours per week for 38 weeks a year and 30 hours a week over the same period.

There are certain criteria for parents that are able apply for the 30 hours FEE and this can be found on the following websites:

<https://www.childcarechoices.gov.uk>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

<https://www.gov.uk/childcare-calculator> *Those*

The policy for children that are eligible for the 15 hours FEE is as follows:

Each child will be funded to a maximum of 15 hours per week over a minimum of 2 days. No session is to be longer than 10 hours per day or shorter than 3 hours per day for 38 weeks per year.

For all 3 and 4 year old children accessing their FEE hours only, any hours from Monday to Friday after 1pm are available, unless otherwise agreed with the proprietor of the setting.

For 2 year old children accessing their FEE hours only there are limited sessions from 8am-1pm every day as well as after 1pm each day. There are a maximum number of children we are able to take on the Free For 2 FEE scheme and this is determined by our current intake.

## **FEE OVER 38 WEEKS**

Children attending non-funded days/sessions, in addition to their FEE, will be charged at our current rates as shown in the table below. You will be invoiced in the usual way showing how many Free Early Education hours your child is receiving in that period and what the additional charges are.

Please note that FEE can be split between 2 providers up to a maximum of 15 hours per week for 38 weeks a year, or for eligible parents, 30 hours a week up to a maximum of 38 weeks a year. Parents who are eligible for the 30 hours FEE can split their FEE between more than 2 providers.

For 3 and 4 year old children who are eligible for the 15 hours FEE and who attend outside of the FEE hours as stated above, we have a policy that they attend at least 16 hours per week and that the 16<sup>th</sup> hour will cost £27.50. The hourly rate, after the 16<sup>th</sup> hour, i.e. 17<sup>th</sup> hour and over, for children who are 3 years and above, is currently £7.40 per hour.

Children who have been enrolled for at least a year prior to accessing their 3 & 4 year old FEE sessions, may be exempt from attending the minimum of 16 hours, subject to the proprietor's discretion.

During non-FEE eligible weeks the hourly rate for all children aged 3 years and over is currently £7.40 for all hours attended.

The policy for eligible parents that are eligible to access the 30 hours FEE is that:

- a. Parents who would like to access the 30 hours FEE entirely free of charge are able to do so from 12 noon to 6pm Mondays to Fridays for which there are a limited number of spaces and subject to the proprietor's discretion.
- b. For parents that would like to access any other hours the policy is that children must attend for at least 31 hours a week and that the 31<sup>st</sup> hour costs £35.00 All other hours will remain at £7.40 per hour.
- c. During weeks which are not eligible for FEE, the fees will be £7.40 per hour for all hours attended.

Please note that for non-funded children the minimum hours for each session is 5 hours, to ensure a settled environment for the children.

Term Dates – 2023-24

<b>Terms</b>	<b>Dates for Free Early Years Education</b>	<b>Half Term, not eligible for FEE</b>	<b>Number of FEE days</b>
Terms 1 & 2, September – December 2022 Autumn Term	4 <sup>th</sup> September 2023 – 15 <sup>th</sup> December 2023	23 <sup>rd</sup> - 28 <sup>th</sup> October 2023 inclusive	Term 1 – 35 days Term 2 – 35 days
Terms 3 & 4, January – March 2023 Spring Term	5 <sup>th</sup> January 2024 – 28 <sup>th</sup> March 2024	12th - 16th February 2024 inclusive	Term 3 – 26 days Term 4 – 29 days
Terms 5 & 6, April – July 2022 Summer Term	15 <sup>th</sup> April 2021 – 22 <sup>nd</sup> July 2024	6 <sup>th</sup> May Bank Holiday 27 <sup>th</sup> May to 1 <sup>st</sup> June 2024 inclusive	Term 5 – 29 days Term 6 – 36 days

**From January 2022 for all new children that are enrolling at the nursery we will be providing 2 sessions per day, 8.00am to 1.00pm or 1.00pm to 6.00pm, or full days from 8.00am to 5.00pm, 9.00am to 6.00pm or 8.00am to 6.00pm. Parents are welcome to drop off at any time between 8.00am to 9.00am for the morning sessions and pick up from 5.00pm to 6.00pm for the afternoon sessions. The rates for children attending outside of these sessions will be at an enhanced hourly rate to encourage consistency in the care of the children and to avoid interruptions in letting children in and out of the setting.**

**We provide a 9.00am to 3.00pm session for those children who attend the Caterpillar or Butterfly sections as this is to help the child's transition to school.**

**Fee Structure from 1<sup>st</sup> January 2024 – daily fees for non-FEE eligible children and non-eligible FEE weeks for children eligible for FEE – for children who started before 1<sup>st</sup> January 2022.**

	Under 2 years old	2 year olds	3 years olds and over
Hourly rate	£8.40	£7.90	£7.40
Four hour session	£33.60	£31.60	£29.60
Four and half hour session	£37.80	£35.55	£33.30
Five hour session	£42.00	£39.50	£37.00
Five and half hour session	£46.20	£43.45	£40.70
Six hour session	£50.40	£47.40	£44.40
Six and half hour session	£54.60	£51.35	£48.10
Seven hour session	£58.80	£55.30	£51.80
Seven and half hour session	£63.00	£59.25	£55.50
Eight hour session	£67.20	£63.20	£59.20
Eight and half hour session	£71.40	£67.15	£62.90
Over nine hour/full day session	£75.60	£71.10	£66.60

Lunches and teas £3.60 for each meal taken

**Fee Structure from 1<sup>st</sup> January 2024 – daily fees for non-FEE eligible children and non-eligible FEE weeks for children eligible for FEE – for children who started on or after 1<sup>st</sup> January 2022.**

	Under 2-year-olds	2-year-olds	3-year-olds and over that are non FEE funded
Hourly rate outside of sessions	£9.40	£8.90	£8.40
Hourly rate	£8.40	£7.90	£7.40
Morning session without lunch	£42.00	£39.50	£37.00
Morning session with lunch	£45.60	£43.10	£40.60
Afternoon session without tea	£42.00	£39.50	£37.00
Afternoon session with tea	£45.60	£43.10	£40.60
9am to 3pm session without lunch	N/A	£47.40	£44.40
9am to 3pm session with lunch	N/A	£51.00	£48.00
Full day session with lunch	£79.20	£74.70	£70.20
Full day session with tea	£79.20	£74.70	£70.20
Full day session with lunch and tea	£82.80	£78.30	£73.80
Full day session without meals	£75.60	£71.10	£66.60

Please speak to either Ting or Brenley if you require any further clarification of our FEE structure.