

Fee Structure

Our Kindergarten believes 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, snacks and breakfast but not lunch and tea, these are charged separately.

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 current rates. Fee increase reviews will be in January 2025, September 2025 and annually in September thereafter.

In the event of any changes to the Provider Agreement there may be a further review of our charges. Any changes to current rates will be advised in writing at least one month in advance on the dates above, or two months, if there are any changes at any other time.

Term Time Only contracts are only available to parents who are either full time teachers or students, or who are **ONLY** attending the FEE (Free Early Education), WFE (Working Families Entitlement) or FF2 (Free For Two Year Old) hours.

We reserve the right to change our rates for the payment of the 16th and 31st hour for children in receipt of the WFE or 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.

From September 2024 notice to reduce, increase sessions or to terminate your contract must be given at least a term in advance and the following notice must be given:

Date of leaving	Notice required by
1 st September to 31 st December	1 st April of the same year
1 st January to 31 st March	1 st September of the previous year
1 st April to 31 st August	1 st January of the same year

In the event of a shorter notice period, full payment in lieu is required for termination of the contract to provide childcare.

For children who are new to the setting sessions that are booked on application will be chargeable for the first full term and will remain payable until the end of the first full term of attendance. Parents who are booking some time in advance, changes to their child's attendance may be made no later than 6 months before the start of their sessions, without incurring any penalties. and any changes to the booked sessions must be made clear during your child's settling in session.

ILLNESS/ABSENCE: No refund will be given in the event of a child's absence due to illness, holiday or any other reason, nor will alternative days be allocated.

Holidays, outside of Free Early Education (FEE) hours pre-booked at least 13 weeks in advance, will be subject to half fees for both hours and meals charged. Any discounts due will be itemised on your invoice for the relevant month. From September 2025 any discounts given will be limited to 2 weeks per academic year for each child. For children who are on a term time only contract there will be no reduction in fees for holidays that are pre-booked.

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Date to be reviewed: 1st January 2025

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CLOSURES: Should the pre-school/nursery be unable to open due to bad weather or any other unforeseen circumstances outside of our control, full fees are 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 10th (from September 2025 this will be the 5th) 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 10th (5th) day of the month in which it relates to may be subject to a 10% surcharge for that month, at the proprietor's discretion.

The deposit that is required to secure a place at the nursery will be based on the sessions that you require. This will equate to either the weekly cost of the sessions that you require or £150, whichever is the larger of the two. A deposit is NOT required for children who are **only** accessing the Working Family Entitlement, 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

WORKING FAMILIES' ENTITLEMENT and ADDITIONAL FEES: All children become eligible for Free Early Education the term after they become 3. Younger children may also be eligible for **Free For Two** funding or the **Working Families Entitlement**. Parents/carers are asked to check on the following website to find out if their child qualifies. We reserve the right to limit the spaces available for all children who are claiming on any of these schemes due to limitations of spaces.

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

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**) or Working Families Entitlement (**WFE**) 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 nurse is waived for this part of the fees.

A child is eligible for WFE or FEE at the start of the term after they turn 9 months, (if eligible), or third birthday in line with the Department for Education table below:

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

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1 st September and 31 st December	Start of term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of term 5, in April, following their 2 nd /3 rd birthday

There are currently two levels of Free Early Education for 3 and 4 year old children, 15 hours per week for 38 weeks a year and 30 hours a week over the same period. There is currently only 15 hours over 38 weeks entitlement for younger children.

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.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 or WFE 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 children accessing their FEE or WFE hours only, any hours from Monday to Friday after 1pm are available, as detailed below, unless otherwise agreed with the proprietor of the setting.

For 2 year old children accessing their Free For 2 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 scheme and this is determined by our current intake.

FEES FOR ADDITIONAL HOURS OUTSIDE THE FEE / WFE ENTITLEMENT DURING TERM TIME (38 WEEKS A YEAR)

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

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

For 3 & 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 16th hour will cost £27.50. The hourly rate, after the 16th hour, i.e. 17th 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, non term time (13 weeks) the hourly rate for all children aged 3 years and over is currently £7.40 for all hours attended.

For 2 year old children who are eligible for the 15 hours WFE and who attend outside of the WFE hours as stated above, we have a policy that they attend at least 16 hours per week

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and that the 16th hour will cost £13.15. The hourly rate, after the 16th hour, i.e. 17th hour and over, for children who are 2 years and above, is currently £7.90 per hour.

During non-WFE eligible weeks, non term time (13 weeks) the hourly rate for all children aged 2 years is currently £7.90 for all hours attended and £7.40 if 3 years old and not yet accessing their FEE hours.

For children accessing the WFE for 9 months plus funding there are no restrictions on how the hours are taken other than stated above regarding the number of daily hours that are eligible for WFE funding.

The policy for eligible parents that are eligible to access the extended WFE for 30 hours 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 31st 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 – 2024-25

Terms	Dates for Free Early Years Education	Half Term, not eligible for FEE	Number of FEE days
Terms 1 & 2, September – December 2024 Autumn Term	2 nd September 2024 – 13 th December 2024	28 th October – 1 st November 2024 inclusive	Term 1 – 40 days Term 2 – 30 days
Terms 3 & 4, January – March 2025 Spring Term	6 th January 2025 – 28 th March 2025	17 th – 21 st February 2024 inclusive	Term 3 – 30 days Term 4 – 25 days
Terms 5 & 6, April – July 2025 Summer Term	22 nd April 2025 – 29 th July 2024	5 th May Bank Holiday 27 th May to 1 st June 2024 inclusive	Term 5 – 23 days Term 6 – 42 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 but these hours need to be agreed and booked in with the setting. 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 to help the child's transition to school.

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Fee Structure from 1st 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 1st 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

Lunches and teas £3.60 for each meal taken

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

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