



Fairytale Day Nursery

FEE STRUCTURE – Terms and Conditions 2017

- **Registration**
 - A non-refundable registration fee will be charged at the time of registration - £50 per child, We require a copy of your child's birth certificate as a form of identification
 - Your child's place will not be guaranteed until the registration fee has been received and a start date confirmed with the Nursery Manager. We reserve the right to re-allocate your child place to another family if you fail to take up the place on the agreed start date without prior notification to the nursery manager.

- **Regular sessions**
 - Minimum of 8 sessions per month
 - All invoices are paid in advance
 - Invoices will be sent via email on 25th of preceding month
 - Late payment fee - £25 applied for any outstanding amount on 5th of month
 - We require a minimum of one full month's notice of any decrease in the number of sessions your child attends nursery in writing.

- **Holidays**
 - Holiday year runs from the child's start day for the whole of the year.
 - Family holidays – 2 weeks per year at 50% or 1 week Free.
 - All Bank holidays are invoiced at 50% unfortunately swaps are not granted.
 - For government funded holiday terms please see page 3

- **Absence**
 - Sickness is invoiced at your normal session rate see http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902 for incubation periods, swaps are not accepted for sickness days.
 - Additional Family holidays other than as above are invoiced at your normal session rate.

- **Voucher schemes –**
 - Employment – we accept all employment salary schemes. Vouchers are to be received before the 1st of each month to coincide with our payment terms.

- **Tax Credit funding**

We reserve the right to inform the Inland Revenue of any non-payment of fees if you are receiving tax credit funding.

- **Notice period**
 - Session swops – 1 week notice
 - Leaving the nursery – 1 month in writing or via email.
 - We reserve the right to review the fees at any time but will give you no less than one months’ notice prior to any change taking effect. As of September 2018 nursery fee’s will automatically increase by £1 per full day and 50p per half day each year.

- **Payment method**
 - Monthly by BACS, a 50p charge for any card payments.
 - Payment must be made on time, in full, and without any deduction, set off or counterclaim. In the event an account is outstanding we will refer the matter to our debt collection agents, BFL Debt recovery, any costs which are incurred to collect the debt will be added to the debt plus VAT at the prevailing rate. You agree you are legally liable to pay us that surcharge and that payment of the same can be enforced against you in court.

- **Session rates**
 - Early bird 7.45 – 8am = £4 additional charge, sessions must be booked in advance for ratio purposes.
 - Children must be collected before the end of each session a Late payment fee of £5 per 15 minutes will be charged
 - 5% discount for a 2nd child or more, 2 full days attendance is required for both children, deduction from 2nd child’s invoice
 - Registration Fee £30 – non- refundable.
 - A session is classed as a half day am or pm.

FEES	Early bird	Morning	Afternoon	Day	Full time
Under 2 years	£4.00	£26.50	£26.50	£39.00	£175.50
Over 2 years	£4.00	£24.50	£24.50	£37.00	£166.50

Any additional hour - £6.00 all ages.

FREE Breakfast, lunch, tea and snacks are included for all regular nursery sessions.

..... please cut and return signed slip to nursery

ACCEPTANCE FORM

Child’s name(s) I agree to

the terms and conditions relating to the fee and payment structure and all information regarding the funded sessions.

Parent/Guardian signature Date

I would like to claim government funding for my 2 / 3 / 4 year old Term Time / Stretched Initial of parent

Educational funding Terms and Conditions

- **Nursery Educational Funding (NEF) 15 hours**

Our government funded sessions for 2, 3 and 4 year old run from: -

- **08:00 to 13:00 and 13:00 to 18:00**
- **08:00 am – 18:00pm.**

These may used be over the 38 weeks of the school terms. During funded sessions there is an additional charge for lunch and tea, meals are still payable for any days absent when funded sessions are booked, alternatively a packed lunch can be brought in daily

If a term time only place is requested and the hours meet up to 15 funded hours Only, no additional fee will be charged during non-term time plus no registration fee is payable however in the instances where the nursery is full and have children waiting, we will favor taking a child wanting a full-time all year-round place over a child wanting term time only.

For a place requiring over the 15 funded hours the additional sessions in non-term time are still payable at regular nursery fees.

- **Nursery Educational Funding (NEF) 30 hours at Fairy Tales.**

30 hours government funded sessions for 3 and 4 year old children comes into place from September 2017.

After much deliberation over the 30 hours we have decided we will be offering this service at Fairy Tales day nursery, this does however differ slightly from the above 15 hour option.

To check if you are eligible please follow this link www.childcarechoices.gov.uk once eligibility has been confirmed you will receive an 11 digit code to pass onto nursery along with your child's name, d.o.b and your national insurance number please note the code only lasts for 3 months at a time and needs refreshing for this to continue

Our 30 hour sessions run term time 3 full days per week for 38 weeks per year **08:00 am – 18:00pm.** For stretched funding this will differ slightly and cover 51 weeks per year. Meals charges and terms are as above.

Funded hours terms and conditions – Please initial each section after reading.

- Lunch and tea prices are not included in the funded hours and will be charged separately, lunch is £2.00 and tea id £1.50 (a packed lunch/tea can be provided by yourselves if preferred). Meals are still payable on days of non-attendance.
- Any additional hours taken after the funded allocated hours will be charged at nurseries normal fee's. These additional sessions will run all year and be charged for regardless of term time or not, If you chose not to attend these extra sessions in non-term time they will still be invoiced.
- For children attending 15/30 hours funded time only no family holiday reduction will be granted.
- If 30-hour eligibility is not refreshed or cancelled due to a change in circumstances the parent will require to pay the nursery all sessions after cancelation date at normal nursery fee as funding will have been reclaimed back from the setting.
- Sessions falling on bank holidays cannot be swapped as funding is not granted on these days from the government.
- I will provide a completed EY1 form for the setting along with a copy of my child's birth certificate red book or passport.

My child's funded term commences in

Parent / Carer Signature

..... (month / year)

