

## Our fees and charges

We offer childcare and early years education for children aged 2 to 5 years. A limited number of government funded entitlement places are available to qualifying families. Spaces are limited and offered on a first come first served basis.

We operate term time only, for 38 weeks a year.

Funded entitlement for working parents, also known as **extended entitlement**, is available to children with a **valid HMRC funding code**, aged 2 to 5 years for up to 30 hours per week, **for 38 weeks a year**.

Funded entitlement includes up to 5 inset days per year. These days are critical for maintaining teacher qualifications and for providing training that cannot be completed outside of normal working hours. As funded entitlement includes inset days, no refunds are made for privately paying pupils for those days.

The **funding code must have a start date that is valid prior to the start of the term**, for this code to be used during that term and a **valid Funding Loop form must be completed and signed by the parent/carer for us to be able to claim this funding for your child**.

All children aged 3 to 5 are entitled to universal government funded hours of 15 hours per week, starting the term after the child turns 3. This is independent of the parent/carer's tax or residency status and does not require a funding code. A valid funding form is still required to be able to claim this for your child but no funding code is needed. This is also for 38 weeks a year.

Those with a valid working parent funding code, after their child turns 3, will continue to receive a total of 30 hours per week as funded entitlement but it will comprise of 15 hours universal entitlement plus 15 hours of extended entitlement.

Funding entitlement does not cover the cost of food, consumables, outings or additional experiences (such as forest school, foreign language lessons, etc.). All our costs are listed below.

Any hours in addition to the funded hours are invoiced at the rates below. In determining our fees for additional hours we are guided by the funding per hour that we receive from the local authority for funded hours for each age group. This ensures that we are as fair as possible. This means that if government funded hours increase, our fees will increase accordingly.

A minimum of 3 sessions, attending at least two days per week, are need to be booked per week. We invoice termly, in advance, for any regular fees and re-invoice at the end of each month for any extras that may have accumulated over the preceding month.

Outstanding charges and all invoices must be paid on or before the first day of term and for any extras no later than the 7<sup>th</sup> day from the date of the invoice, otherwise late payment fees will apply.

Fees for term time children are calculated on a term by term basis (as terms have different numbers of weeks), taking the weekly amount and multiplying by the number of weeks in that term.

We do not provide food at this setting and children bring their own snack and lunch from home.

We are registered for Tax Free Childcare. Parents/carers are advised to check their HMRC Childcare Account to see if they are eligible and to follow the steps there to pay any outstanding invoices using Tax Free Childcare.

An admin fee of £30 is taken at registration to secure a place.

Description	Price to parent/carers
<b>Funded (term time)</b> entitlement hours – up to 30 hours per week, 38 weeks a year	£0/month
<b>Additional AM or PM Sessions</b>	£25/session
<b>Additional sessions - Full Day – Option A (8:30am to 2:30pm)</b>	£50/session
<b>Additional sessions - Full Day - Option B (8:30am to 3:00pm)</b>	£55/session
<b>Additional sessions - Lunch Club (11:30 to 12:00)</b>	£5/session
<b>Additional costs – late payment fees</b>	£20/day for every late day
<b>Additional costs – late collection fees</b>	£20 for the first 15 minutes or part thereof, £10 every five minutes thereafter