

FEES for 2yr – 5yr olds

From September 2018

We are open 50 weeks of the year

(only closed Bank Holidays and the Christmas period)

START TIMES		FINISH TIMES		PRICE PER HOUR
Mornings	8am, 8.30am, 9.00am	Mornings	11.30am	£5.75
Afternoons	1.30pm	Afternoons	1.00pm, 4.30pm, 6.00pm	£5.75

Except for children claiming Early Years Funding (EYF) - All fees include nappies, sun creams etc., As well as extra curriculum activities E.G. Forest School, Yoga, Cooking Sessions, Outdoor Learning, Science Club, Dance & Movement, PE Sessions, Parties to celebrate cultural and festivities. These services and consumables are **not included as part of the free entitlement and are charged at the rate of 55p per funded hour your child attends per week.**

Meals

Funded children will be a charged £2 per day for Lunch and £1 per day for Tea.

Invoices

All fees are invoiced within the first few days of the calendar month and are to be paid within 14 days of receipt of invoice. Fees can be paid by bank transfer (details on our invoice), cheque (payable to Little Tots Nurseries Ltd), cash (payable only directly at the nursery, please ensure you obtain a receipt, do not post any monies) or through a childcare voucher scheme. Please ensure your child's name is clearly referenced on any payment made to us. You can pay your invoice by Bank transfer (A/C 13821005 sort 20-05-00), Cheque (payable to Little Tots Nurseries Ltd), Cash (Payable only directly at the Nursery, please ensure you are given a receipt, do not post any monies) or through your company's childcare voucher scheme (let us know which voucher scheme you will be using and we will give you our account number we have with them). Please ensure you always quote your child's name on any payments you make to us.

Deposit / Administration Fee

To accept a nursery place, we will require a non-refundable Administration Fee of £50 and a refundable Deposit of £50 (the £50 Deposit will be refunded when your child leaves Nursery subject to your account being settled and that you have given one month's written notice).

Late Payments

Little Tots Nurseries Ltd reserves the right to charge a late payment fee of £25 plus 8% interest each and every month on any unpaid balances not cleared in full by the end of the calendar month. If the outstanding amount is not settled within a 2 month period then Little Tots Nurseries have the right to instigate small claims proceedings and will terminate the child's registration until the amount is paid in full. Any unpaid or unrepresented cheques will incur a £10 fee.

Absences

Fees are payable during periods of absence from the nursery, including sickness, holidays, closure due to bad weather and unexpected events or maintenance.

Collecting Children Late

A late collection fee will be charged for late pick up of your arranged session time. The Nursery will issue parents with a warning letter on the first late pick up. If a further late pick up occurs, then an invoice will be issued with a fine for lateness. Lateness fees will be charged at a rate of £10 for the first 10 minutes and then £10 per 5 minutes thereafter. If your child has not been collected within half an hour from closing time, the Nursery has a duty to inform Social Services who will then take over care of your child. We are not insured to provide care for your child out of the nursery hours. In an emergency it

is vital that you alert us to your problem ASAP, so we can make timely arrangements. The fee is to cover the costs of paying two staff to stay on the premises, until the child has been collected and for additional insurance costs.

Sibling Discount

A 10% discount will be given to the 2nd child when two siblings attend at the same time, until either child is entitled to the Early Years Grand Funding.

Grant Funding

The EYS Grant entitlement is available to all children the term after their 3rd birthday. This entitlement is for 15 hours' free childcare over 38 weeks per term (term time only). This is a universal offer. An additional 15 hours funding is on offer for families eligible, totalling 30 hours funding for 38 weeks of the year.

The Reading nursery is open for 50 weeks of the year and funding will be stretched over the year – approx.. 11 hours or 22 hours per week – depending on your eligibility.

For eligibility please check <https://childcare-support.tax.service.gov.uk/par/app/applynow>.

We provide additional services and consumables, both inside and outside of the nursery, such as – Forest School, MAD Academy, Yoga, Language Lessons, Cooking, Art & Crafts, nappies, sun cream, sports activities, parties and celebrations. These services and consumables are **not included as part of the free entitlement and are charged at the rate of 55p per funded hour your child attends per week.**

Parents who do not wish to pay for the extra services and consumables, can supply their own consumables and opt out of all additional services offered at no extra cost.

Any queries regarding invoicing or funding should be directed to the Finance Office – Paul Lewis at Finance@little-tots.co.uk.

All queries regarding children admissions to Lisa – Admin Manager at Lisa@little-tots.co.uk

Fees will be revised annually.