

## Full Day Care Prices:

**Full Day (7.30-6pm) £48.50**

**Half Day (7.30-12.30pm/1-6pm) £32**

**Hourly Rate £7**

A 15% discount is applied for children attending a full time week.

**Wrap-Around to local Nursery School** – We offer selected collections and drop offs to local Nursery schools at a cost of - **£7 hourly rate** (or part of) or **£3 Collection/Drop off fee** if using your funded hours.

**Funded places** - We offer the government funded places for children aged 2, 3 and 4 years free of charge, hours booked over and above the allocated entitlement will be charged at £7 per hour (or part of an hour). **Full day places will be charged 1hr - £7**

### WE'RE HERE TO HELP!

If you would like to discuss any of our places, or how best to utilise your Government Funded Hours, please call our team at Head Office on (0113) 2556394 or email [info@littlepeoplenurseries.co.uk](mailto:info@littlepeoplenurseries.co.uk).

## Terms and Conditions

**Opening times** The nurseries are open from 7:30am until 6:00pm for 51 weeks a year, closing at 6:00pm Christmas Eve reopening the day after New Year's Day Bank Holiday. We are also closed Bank Holidays, **including Good Friday and one day a year for staff training**. We charge for 51 weeks per year, there is no reduced fee during bank holiday weeks. It is at the managers' discretion subject to availability whether your day can be swapped within the week for an alternative. Days are not transferable from week to week. Term-time places are booked in line with the academic year of the settings Local Authority. **Absences must be paid for - Including holidays and sick.**

**Our prices include:** All meals whilst your child is in attendance, prepared by the Nursery cook including:

- Breakfast is served between 7:30am – 8:45am
- 2-course hot lunch at 11:30am
- 2-course afternoon tea at 3:30pm
- Mid-morning and mid-afternoon healthy snacks
- All nappies, wipes, sudocrem
- Whilst a weaning menu is fully included, you will need to provide your choice of formula/breast milk for your baby.

### 2<sup>nd</sup> Child Discount

We offer a 10% discount on your oldest child when a second or subsequent children starts with us, and waiver the booking fee. Please note the discount is for full day care only and not applicable to Funclub.

## **Additional Charges**

A non-refundable booking fee of £50 is required with your application. This includes 3 hours visits for your child and covers a home visit for your child before starting, we will discuss with you. The booking fee is waived for Fully funded FEEE places taking up no-extras, and siblings of existing customers with us.

*During Usual Opening Hours* – If you collect your child late, or bring them early for their planned session, we will charge **£4.50 for each half hour** or part of.

*After 6pm* – For collections after the nursery has closed, we will charge **£10.00 per 15 minutes**, per child.

**Termination of your contact with us** We need 1 months' notice to cancel a place, or for any reduction in hours, we accept email for this. If a child is leaving/changing mid-month the daily rate will be used to calculate their fees.

**Funded Places only** You are required to provide evidence of funding, and complete relevant paper work as requested by your nursery manager, failure to do this will result in a full charge for the Nursery Place booked. You will need to sign your contract for the funding BEFORE using your funded hours – failure to do so may result in you having to pay for the place. **PLEASE NOTE:** Regular attendance is expected or this may impact your funding.

**Payments and Invoicing** You will be invoiced on the 1<sup>st</sup> of the month and expected to clear this in full by 7<sup>th</sup> of the month.

All customers receive a Statement of Account, via email, on the 1<sup>st</sup> of each month to show this invoice has been added to your account, and to detail any over/underpayment from the previous month. If you have not received the email, or have any queries about your statement, or your invoice, please contact us on [finance@littlepeoplenurseries.co.uk](mailto:finance@littlepeoplenurseries.co.uk) or 0113 2556394. In

order to allow our Nursery managers to concentrate on the childcare our invoicing is managed by our admin team. We do our best to ensure that you are invoice the correct amount, and check this at internally at regular intervals. Please check your invoice as if you are attending more than you have been charged we will need to charge the additional attendance in arrears. Our managers send through extra attendance in arrears, and additional holiday attendance when you book.

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We accept payment by **Bank Transfer** – our bank details will be attached your welcome letter.

We accept **Childcare Vouchers**, please contact Head Office on (0113) 2556394 to find out any reference numbers you made need.

We accept payment from the Government **Tax Free Childcare** payment scheme, for more information on this please call Head Office or speak to your Nursery Manager.

**Charges for late payments** In order to minimise costs we do not allow credit. Fees are due in advance by the 7<sup>th</sup> of each month. Fees paid late will incur a "Late Payment Fee" of £25 on a monthly basis. Consistent late payments will result in your place being withdrawn. Should we need to pass your debt on for collection on our behalf you will be responsible for all costs added by the collection agency. Current costs are an administration cost of £50 and a referral cost of 50% of any amount outstanding.