

## Full Day Care Prices:

<b>Full Day (7.00-6pm)</b>	<b>£46.95</b>
<b>Half Day (7.00-12.30pm/1-6pm)</b>	<b>£28.70</b>
<b>Hourly Rate</b>	<b>£6.50</b>

A 15% discount is applied for children attending a full time week all year round (Place booked for 51 weeks)

**Funded places** - We offer the government funded places for children aged 2, 3 and 4 years free of charge on our set sessions only. The hours available can be discussed with the nursery manager.

If your attendance is above the free funded hour's you will be charged at the £6.50 per hour (or part of an hour).

**Wrap-Around to local Nursery School** – We offer selected collections and drop offs to local Nursery schools at a cost of - **£6.50 hourly rate** (or part of) or **£3.10 Collection/Drop off fee** if using your funded hours.

## Terms and Conditions

**Opening times**, the nurseries are open from 7:00am 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**, it is at the managers' discretion subject to availability whether your day can be swapped within the week for an alternative. These days are not transferable from week to week.

**We are closed for one day a year for staff training** we may be able to offer this day in lieu subject to availability. We charge for 51 weeks per year, there is no reduced fee during bank holiday weeks or staff training days. 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.**

**Term-time places** are booked in line with the Local Council's Academic Calendar for that site. Any additional holiday care is charged at the term time full day rate.

**6-week holidays and holiday periods:** We do not allow a cancellation of your child's place, and subsequent rebooking, to avoid paying for holiday periods.

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

- Breakfast is served between 7:00am – 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 **£6.00** or part of an hour.

*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 20<sup>th</sup> of the previous month and all payment must be made by 1<sup>st</sup> of the month, We will send you a statement of account via email, this will show the monthly 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 finance team. We do our best to ensure that you are invoiced the correct amount and check this internally at regular intervals. Please check your invoice as if you are attending more than what has 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. Please note if your account is in credit, we will complete an account audit at the request of a Refund.

### 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).

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

We accept childcare vouchers and **Tax-free childcare** (this could save you £2000 per year per child on childcare if you do not qualify for Tax credits or universal credits) if you are not sure what these are then please visit our website at Frequently ask Questions and click on the link to see if you qualify. Our finance team are on hand if you have any questions.

**Charges for late payments,** In order to minimise costs we do not allow credit to accumulate on accounts. Fees are due in advance by the 1<sup>st</sup> of each month. Monthly fees paid late will incur an additional interest charge of 8% above current base rate per week until all money owed is paid. Consistent late payments will result in your place being withdrawn.

These terms and conditions are subject to change, we will always endeavour to give parents as much notice as possible for an upcoming change, but always more than one calendar month.