

## **Fees, Terms and Conditions**

### **Opening Hours:**

The nursery is open from 8:00 – 18:00, Monday to Friday, for 52 weeks of the year.

During the festive season in December, the nursery will close early at 16:00 on Christmas Eve and New Years Eve. The nursery will be closed on all bank holidays throughout the year.

### **Booking Procedure:**

Minimum booking per child is two full days for babies and two sessions per week for children two years and above. This is to ensure that your child has the opportunity to settle in and enjoy their time at nursery and maintain a routine. To register, please fill in the registration form and send it to us including a £100 registration fee.

Once a place has been confirmed you will need to pay £300 deposit which will be refunded by the 20th of the following month of your child's leaving date. A starting date that has been confirmed cannot be changed.

### **Fees:**

Fees are payable monthly on the 28th in advance, failure in doing so will result in a penalty of £20 added on to the bill and £2 for every day until payment is made.

Fees are charged for the 52 weeks of the year that the nursery is open. All bank and public holidays are payable in full. Monthly fees are calculated by calendar month and not per session per month and are worked out as follows:

Sessions per week x cost x 52 weeks

12

This will keep the monthly nursery fees same throughout the year to make budgeting easier and allow parents to set up Standing Order payments.

Late pick up will result in a charge of £10 for every 15 minutes or part of.

The nursery reserves the right to increase the price of sessions and will inform parents in writing giving one month notice.

### Free Entitlement (FE) for 3 & 4 year olds

Children become eligible to Free Entitlement (FE) from the term after their third birthday:

A child who turns three between:	Will become eligible for funding from:
1 <sup>st</sup> January – 31 <sup>st</sup> March	1 <sup>st</sup> April
1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> September – 31 <sup>st</sup> December	1 <sup>st</sup> January

At the Nursery children can access their FE for a maximum of 15 hours per week, for 38 weeks per year, i.e. at sessions attended during school term-time only. As the Nursery is open for 52 weeks, FE funding and the cost for non funded hours are spread evenly over the year, so the amount payable monthly for nursery fees remains the same throughout the twelve months. For example, for a child attending three days per week, the FE and non FE hours will be spread as follows:

30 hours per week attended x 52 weeks = 1560 hours attended during the year

15 FE hours per week x 38 weeks = 570 FE hours per year

Hours payable in full = 990 per year

The monthly invoice will show how many hours are funded by FE within the month, and how many additional hours are left to be paid, along with their cost.

Please note that the charge for additional hours is set by the childcare setting, therefore it is important that you are fully aware of the costs before registering your child. A table with a list of weekly charges after FE is provided below, and additional information is available via contacting the accounts department at [supersaurusnursery@gmail.com](mailto:supersaurusnursery@gmail.com)

Families can request for their child to attend only FE funded hours, and these will be free of charge, term time only, Monday to Friday from 13.45 to 16.45 and are subject to availability. For children attending term time only, FE hours only, the payment of the £100 registration fee and £300 deposit will not be required.

The nursery's criteria for allocation of FE hours are as follows:

- Funding cannot be applied to a timetable shorter than 6 hours a week
- A maximum of 6 hours can be claimed per day
- A maximum of 15 hours can be claimed per week
- FE is accessible at sessions attended during school term-time only
- There is no FE funding available for school leavers during the month of September before they start primary school/reception

### **30 hours free childcare**

The 30 hours free childcare scheme was introduced by the government to support working parents with the costs of childcare. The government has set up a website where parents can check if they are eligible; parents will be able to check eligibility from the term before their child turns three.

If you are eligible, you will be given an eligibility code, which you will need to pass onto the Nursery.

For more information and to find out if you are eligible, please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

The fees will be structured in the same way as with the 15 FE hours scheme, for example, for a child attending three days per week, the FE and non FE hours will be spread as follows:

30 hours per week attended x 52 weeks = 1560 hours attended during the year

30 FE hours per week x 38 weeks = 1140 FE hours per year

Hours payable in full = 420 per year

At this Nursery, for parents requiring only the 30 free hours/term time, the sessions will be available Monday to Friday, at the following times:

Monday	10.45 to 13.45 - 13.45 to 16.45
Tuesday	10.45 to 13.45 - 13.45 to 16.45
Wednesday	10.45 to 13.45 - 13.45 to 16.45
Thursday	10.45 to 13.45 - 13.45 to 16.45
Friday	10.45 to 13.45 - 13.45 to 16.45

These are available term time only, are free of charge and are subject to availability.

For those attending free hours only, lunches can be pre-booked and bought at nursery at the cost of £9 each.

A table with prices payable for non funded sessions is available below. For more information and quotes please email the accounts department: [supersaurusnursery@gmail.com](mailto:supersaurusnursery@gmail.com)

<b>Weekly Fees After FE (3 to 5 years)</b>				
<b>Sessions</b>	<b>When eligible for up to 15 FE hours per week/term time and attending all year round</b>		<b>If eligible for up to 30 FE hours per week/term time and attending all year round</b>	
	Number of FE hours per week (38 weeks)	Weekly fees payable after FE if attending all year round	Number of FE hours per week (38 weeks)	Weekly fees payable after FE if attending all year round
<b>Full Days 08.00 to 18.00</b>				
1	6	£38.47	10	£27.45
2	12	£76.94	20	£54.90
3	15	£123.67	30	£82.35
4	15	£178.67	30	£137.35
5	15	£233.67	30	£192.35
<b>Half Days AM 8.00 to 12.30 PM 13.30 to 18.00</b>				
1	n/a	£31	n/a	£31
2	9	£37.20	9	£37.20
3	13.5	£55.80	13.5	£55.81
4	15	£82.67	18	£74.41
5	15	£113.67	22.5	£93.01
<b>Half Days with lunch AM+L 8.00 to 13.30 PM+L 12.30 to 18.00</b>				
1	n/a	£40.50	n/a	£40.50
2	11	£50.70	11	£50.70
3	15	£80.17	16.5	£76.04
4	15	£120.67	22	£101.39
5	15	£161.17	27.5	£126.74
<b>FE only sessions 38 weeks per year, Term time only</b>	13.45 to 16.45 Monday to Friday	Free of charge	10.45 to 13.45 - 13.45 to 16.45 Monday to Friday	Free of charge

The monthly cost is calculated following the formula:

Weekly cost x 52 weeks / 12 = monthly cost for nursery fees after funding

**\*Please note that the number of FE hours claimed cannot be changed mid-term.**

## **FE for Two Year Olds**

Some two year olds may be eligible to receive up to 15 hours per week (term time) of free childcare. Parents can contact the Family Information Service to check eligibility from the beginning of the term during which their child turns two. Eligibility criteria and FIS contact details can be found on <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/>

Eligible families can request for their child to attend only FE funded hours, and these will be free of charge, term time only, Monday to Friday from 13.30 to 18.00 and are subject to availability. For children attending term time only, FE hours only, the payment of the £100 registration fee and £300 deposit will not be required.

The nursery's criteria for allocation of FE hours are as follows:

- Funding cannot be applied to a timetable shorter than 6 hours a week
- A maximum of 6 hours can be claimed per day
- A maximum of 15 hours can be claimed per week
- FE is accessible at sessions attended during school term-time only

As the nursery is open 52 weeks per year, eligible two year olds can also receive their FE and attend all year round, for this option the distribution of funded and payable non funded hours will work in the same way as for 3 & 4 year olds (please see page 2).

A table with the current costs payable for non funded hours is available here below.

<b>Weekly Fees After FE (2 year olds)</b>		
<b>Sessions</b>		
Full Days 8.00 to 18.00	Number of FE hours per week (38 weeks)	Weekly fees payable after FE if attending all year round
1	6	£35.34
2	12	£70.68
3	15	£116.85
4	15	£173.85
5	15	£230.85
Half Days 08.00 to 12.30 or 13.30 to 18.00		
1	n/a	£32
2	9	£31.38
3	13.5	£47.26
4	15	£73.85
5	15	£105.85
Half Days with lunch 8.00 to 13.30 or 12.30 to 18.00		
1	n/a	£41.50
2	11	£43.29
3	13.5	£70.35
4	15	£111.85
5	15	£153.35
FE only session	13.30 to 18.00 Monday to Friday	Free of charge

The monthly cost is calculated following the formula:

Weekly cost x 52 weeks / 12 = monthly cost for nursery fees after funding

**\*Please note that the number of FE hours claimed cannot be changed mid-term.**

**Sickness:**

If your child is unwell, we ask you to keep them at home and inform nursery that they won't be attending. If your child is unwell at nursery you will be contacted and asked to collect your child, if necessary.

To help prevent the spread of infection and disease, we refer to the latest guidelines from the Health Protection Unit. This guidance includes recommended periods to be kept away from nursery in the instances of certain illnesses, e.g. vomiting and diarrhoea, chicken pox. In cases of notifiable illnesses or outbreaks, we liaise closely with the local HPU and follow statutory procedures. This guidance is displayed in both entrance halls of the nursery.

If your child has a prescribed medicine, please give it to a member of staff who will ask you to complete a medicine administration form. Please do not leave any medication in your child's bag, as this could be potentially dangerous if a child found it. We are not allowed to administer non-prescribed drugs to your child, other than Paediatric Paracetamol (i.e. Calpol) on the occasions when your child may be suffering from a raised temperature.

Fees are payable in full when your child is sick or absent.

**Change of Sessions:**

If you would like to change the sessions your child has with us, you will need to do so in writing, one calendar month in advance. A waiting list is in place if places are not available at that time. The waiting list operates on a first come, first served basis. Please note that we do not allow nursery sessions to be exchanged for other days- we receive many requests for one off swaps and as it would not be possible to facilitate them all, it is not something we feel we can fairly offer. If you do require your child to attend on a day that is not their usual timetable, please contact the nursery manager who will inform you of the availability to book an extra session (please see below).

One calendar month's notice, in writing, is required prior to your child leaving the nursery. Fees must be paid in full for the notice period even if your child does not attend. The nursery reserves the right to terminate the contract without notice in cases of unpaid fees or misconduct.

**Extra Sessions:**

From time to time you may wish to book your child in for an extra session at nursery. Requests for these should be submitted in writing to the Nursery Manager or Administrator. Extra sessions will be allocated on a first come, first served basis with the proviso that there is space for us to take on additional children under the EYFE and Ofsted staff to child ratios. We will aim to respond to your requests as soon as possible. Extra sessions are payable at the usual rate and will be charged for

after they have taken place. We do ask that if you find you no longer require an extra session that you inform the nursery of this at your earliest convenience.

### **No Smoking, Alcohol or Drugs:**

We operate a non smoking policy in the nursery and in the surrounding grounds. Persons under the influence of alcohol or drugs will be refused entry to the premises and asked to leave.

### **Webcam:**

We provide a webcam service for parents to login and see their child whilst they're at nursery. We find it to be most useful for parents' peace of mind, or for special occasions; for example many parents like to login on or around their child's birthday to watch while we sing and celebrate their birthday with their friends. We also provide an additional account to parents who might like to give an extra login to grandparents or their families overseas, - this way all the family can be involved in their child's time at nursery.

Login details are supplied to parents at their child's first settling in session. Parents can login for up to 60 minutes per day of their child's usual nursery timetable, and each family is allocated a maximum of two passwords. More details on this can be found in the Technology and Communications section.

### **Shoeless Nursery**

The Nursery aims to promote children's well being and safety at all times. For non mobile and small children it is essential that they have the opportunity to explore their environment safely. To help us do this we have shoeless guidelines that will:

- Prevent contaminated items from being walked into rooms and on to floors where children lay, crawl or play.
- Prevent injury to the children from visitors or staff treading on fingers or toes.

Staff, parents and visitors entering the building will be asked to remove their shoes in the entrance. If children require shoes to support their walking, we will ask parents to provide suitable indoor footwear. Shoes can be worn in the garden.

### **Correspondence**

Your child will get a bag and a diary for daily correspondence. If you arrange for someone else to drop off or collect your child, we will require this to be written in the diary. We operate a personal password collection system which will be used when someone unfamiliar to the staff collects a child.

Parents will be informed via email of any nursery news. All financial statements will be sent via email.



**Personal Properties:**

When your child starts nursery, he/she will be given a bag for his diary that will be updated every day. Could you please bring in the following items with their name on the label:

- Full change of clothing.
- Plenty of extra underwear and socks during potty training.
- Warm hat and gloves (for colder weather)!
- Any comforter your child cannot be without, i.e. dummy or blanket.
- Shoes and coat.
- Suncream, if you would prefer not to use the nursery suncream, which is Boots factor 50.

**Employment of staff:**

If, during this Agreement and for a period of 6 months after the termination of this Agreement, you (directly or indirectly):

- Employ or otherwise engage the services of any member of our staff who has had contact with your child under this Agreement in the last 6 months; and/or
- Allow or permit the provision of any childcare services to your children by any member of our staff who has had contact with your child under this Agreement in the last 6 months; then you shall pay us a figure representing 20% of the relevant member of staff's gross annual salary at the time they leave our employment and/or services. This figure represents the costs incurred upon us to replace and recruit a suitable member of staff.