

## **Fees Structure**

This fees structure is to assist understanding charges made.

**Opening times:** We operate for 38 weeks per year, closing on bank holidays. We are open Monday to Friday from 9am to 4pm, except on Thursdays when we are open 9am-1pm.

**Pricing:** Fees are payable 6 times a year in advance and are reviewed annually in the month of March. Any changes to current rates will be advised in writing. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities. Current fees are detailed in the table below. A child's hourly charge is altered with effect from the new term following their third birthday, in line with KCC funding eligibility dates.

Full Day 9am to 4pm	£32.27 for 3 and 4 year olds £37.73 for 2 year olds
Morning Session 9am to 12pm OR Afternoon Session 1pm to 4pm	£13.83 for 3 and 4 year olds £16.17 for 2 year olds
Lunch hour 12pm-1pm	£4.61 for 3 and 4 year olds £5.39 for 2 year olds
Hourly rate for additional hours accessed	£4.61(3 or 4yo) or £5.39 (2y)

**Illness/absence:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**Closures:** Should the pre-school/nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Children funded by KCC will be offered a replacement session. Should closure need to take place part way through a session, a refund will not be given in this instance.

**Late pick up:** Children must be collected promptly at the end of a session/day. After a 30 minute period of delayed collection, if we are unable to make telephone contact with parents/emergency contacts, Social Services will be informed.

**Late payments:** Fees are to be paid within 7 days of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the director or finance administrator so that alternative payment arrangements can be made. If without negotiation fees are not settled, a £5 per week charge will be levied until the account is settled. Ongoing non-payment could result in restricting your child's attendance to their Free Early Education only.

**Deposit:** A £100 fee is due on registering for place unless the child is accessing Free Early Education or Free For 2 hours only, in which case the fee is waived. £50 of the registration fee is a returnable deposit to be refunded within the first half term of attendance, and £50 is retained as an administrative charge.

£50 will only be returned to those never starting at Mr Noah's if a full term's notice (six terms per annum) is given before the expected date of entry.

**Payment methods:** Invoices can be settled by cash, cheque or BACS payment. We are also registered for the on-line Government Tax Free Childcare Scheme. Please speak to the finance administrator for our bank details if you wish to pay by BACS, or see details provided on your invoice.

**Snacks and meals:** Please note our voluntary charge for snacks is £1 per session and for lunch is £2.90 per day. Children in receipt of Free Early Education will be able to purchase snacks and meals or bring in their own.

### **Free Early Education and Childcare for two, three and four year olds**

**Three and four year olds (The Universal Entitlement):** All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.

**Three and four year olds of working parents (The Extended Entitlement):** Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria.

**Two year olds:** Some two year olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria. Eligible date ranges are shown in the table below. Eligible two year olds can start in a FF2 place at any point during the term, in accordance with the eligibility confirmed start date.

For more information about Free Early Education please speak to the finance administrator

<b>A child born on or between</b>	<b>Will become eligible for a free place from</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	The Start of Term 5 following their second or third birthday (after April Holiday)
1 <sup>st</sup> April and 31 <sup>st</sup> August	The Start of Term 1 following their second or third birthday (after Summer Holiday)
1 <sup>st</sup> September and 31 <sup>st</sup> December	The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday)

**Our delivery patterns:** The following information details some examples of how your child could access their Free Early Education hours at Mr Noah's Nursery School CIC. We try to offer as much flexibility as possible to families, so will endeavour to offer your Free Entitlement to suit your requirements, within our opening hours and session times. Please discuss your preferred pattern with the director. Please note that entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

**Totally free Universal pattern over 38 weeks:** Two, three and four year olds will be funded to a maximum of 15 hours per week.

One Full Day 9am to 4pm plus two mornings or afternoons with lunch hours (4 hours each)	15 hours free over 38 weeks (term time)
5 Morning or afternoon sessions (3 hours each) without lunch hours.	15 hours free over 38 weeks (term time)

**Totally free Extended pattern over 38 weeks:** Eligible three and four year olds will be funded to a maximum of 30 hours per week. At Mr Noah's we are able to provide a maximum of 29 hours totally free. A full 30 hours of free early education can be accessed if some wrap around (privately funded) hours are also attended in order to complete the final weekly session.

4 full days 9am to 4pm = 28hrs	28 hours free over 38 weeks (term time)
3 full days 9am to 4pm <u>plus</u> 2 morning sessions with lunch hours	29 hours free over 38 weeks (term time)

Children accessing days or sessions outside of their Free Early Education will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child has accessed in that period and what the additional charges are.