

## Fee Schedule and Policy

### Registration Fee

A registration fee of £100 is payable in order to secure a nursery place for your child. The registration fee will only be refunded if we are unable to provide a place on the required commencement date. This is not payable if your child is just accessing funded entitlement hours.

### Hourly Fees

At Kiddie Capers Childcare we charge our fees on an hourly basis as follows:

Children aged 0-2 years £8.00 per hour

Children aged 2-5 years £7.50 per hour

### Ad Hoc Fees

Ad hoc care is offered at £9.00 per hour.

This is the rate payable for children who do not have regularly contracted hours, short term placements, holiday only care or additional hours for those with a regular booking pattern.

### Funded Entitlement

We offer funded entitlement hours for eligible 9 month, 2, 3 and 4-year-old children, on either 15 hour or 30 hour entitlement.

Any sessions between the hours of 08:30-18:00 across any number of days

Funding can be used 11/22 hours per week over 51 weeks if 'stretched' or up to 15/30 hours per week over 38 weeks (term time only – please be aware schools open 39 weeks per year, so there will always be one week a year where there is no funding available).

The maximum allowance per day of 10 hours may not be available at locations where the opening hours are more limited or where our patterns of delivery do not meet or exceed 10 hours.

Please note that providers are not able to claim more than 10 hours per day of funding.

Those using 30 hours funding, term time only, may access 3 x 10 hours sessions of 07:00-17:00, 07:30-17:30 or 08:00-18:00

Chosen days may not be available at the nursery because the nursery needs to balance funded entitlement bookings across the week. The sessions we have available will be dependent on our available spaces.



## **Sibling Discount**

We offer a sibling discount of 10% when both children are attending 10 fee paying hours or more per week. The discount is applied to the oldest child's bill.

## **Bank Holidays**

Your usual charges will apply for Bank holidays. However, there are no charges for the week between Christmas and New Year, when the setting is closed.

## **Absence and Holidays**

Any sickness, absence or holidays are chargeable at our standard hourly rate. This doesn't affect children claiming funded entitlement. If a child is unable to attend due to sickness or a parent chooses to take them out on holiday, they cannot accrue these hours to be used at another time. However, they can be included in the headcount and funded entitlement claims.

## **Late Payment Charges**

Invoices are due for payment, in advance, on the 1<sup>st</sup> of the month. If fees remain outstanding for more than 5 days, the nursery reserves the right to charge a late payment fee of 10% on any outstanding balance as per our terms and conditions. This 10% late payment charge will be applied to the fees each calendar month that they remain overdue. Non-payment of fees may result in the termination of care, as per our policies.

## **Advanced Bookings**

Places will only be confirmed in advance for the following bookings:

For a start date under 4 months away:

Bookings meeting our minimum booking and funded hours criteria

For a start date over 4 months away:

Bookings of over 16 hours All Year Round *or* over 20 hours Term Time Only

For a start date over 7 months away:

Bookings of over 22 hours All Year Round *or* over 30 hours Term Time Only

Bookings can be a combination of funded entitlement and/or fee paying to meet the criteria above.

## **Minimum Booking**

We recommend a booking pattern of at least 8 hours per week and 5 hours per day.

## **Making Changes to your Booking before Starting**

If you need to increase/decrease the days or hours before the booking commences, we cannot guarantee the availability or your space. 4 weeks' notice is required for any change to take effect. We reserve the right to invoice an existing pattern for the 4 week notice period.



## Consumable Charges

A consumable charge of £1 per funded hour of childcare will be applied to your invoice for those in receipt of funded entitlement. This charge covers the cost of breakfast, morning & afternoon snack, tea, suncream (SPF 50) and the variety of activities we do over and above the EYFS, such as Forest School, as well as our trips out of the nursery.

If you do not wish to pay the consumable charge, it is voluntary, please email your setting manager, who will remove this from your bill. However, this means that you will need to provide any of the meals, as listed above, for your child during their time at nursery and pay extra for certain activities and trips if you wish your child to take part. These food items provided, will need to adhere to the company's healthy eating policies.

## Lunches

Parents can opt to pay £4.00 daily for a hot lunch to be provided for their child or alternatively, they can provide a cold packed lunch (as we are not able to reheat food). Packed lunches must also adhere to our healthy eating policies.

## Working Family Eligibility Codes

These codes need to be applied for or reconfirmed before the term starts **by the parent/carer**. The cut off dates are as follows:

- 31<sup>st</sup> of December for Spring Term
- 31<sup>st</sup> March for Summer Term
- 31<sup>st</sup> August for Autumn Term

Each code must be renewed every 3 months, for it to still be valid.

The Operating Guidance from the DfE says that there will be between half, to one term, grace period for children who become ineligible, where their extended funding can still be claimed. However, a child should not start accessing their Extended Funding Entitlement at their current or new provider whilst in their grace period.

## Terms And Conditions

As part of our registration process all parents are required to sign our terms and conditions, you will be provided with a copy of these. Either party may terminate this contract by giving four weeks' notice in writing.

