

ABC NURSERY

FEES AND GRANT FUNDING INFORMATION, HOLIDAY PERIODS and TERM DATES



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1. TERM DATES, BANK HOLIDAYS and FUNDED WEEKS

Bank Holidays

ABC Nursery is open for 51 weeks of the year, excluding Bank Holidays. Payment is not required for Bank Holidays, and these will be credited back to you in the relevant monthly invoices. Bank Holidays for the 2022/23 year are as follows:

- Monday 25th December 2023 Christmas Day
- Tuesday 26th December 2023 Boxing Day
- Monday 1st January 2024 New Year's Day
- Friday 29th March 2024 Good Friday
- Monday 1st April 2024 Easter Monday
- Monday 6th May 2024 Early May Bank Holiday
- Monday 27th May 2024 Spring Bank Holiday
- Monday 26th August 2024 Summer Bank Holiday

Please note the contract for 2023-24 Academic Year runs until 30th August 2024. The nursery is also closed for staff training on Monday 2nd September 2024.

Term Dates

Are as follows (inclusive, excluding Bank Holidays)

Autumn Term

Tuesday 5th September 2023 - Friday 22nd December 2023.

Spring Term

Tuesday 2nd January 2024 – Thursday 28th March 2024.

Summer Term

Tuesday 2nd April 2024 – Friday 30th August 2024.

Fully Funded Weeks

Autumn Term- up to 225 funded hours over 15 funded weeks- (weeks commencing)

5th September, 11th September, 18th September, 25th September, 2nd October, 9th October, 16th October, 23rd October, 6th November, 13th November, 20th November, 27th November, 4th December, 11th December, 18th December.

Non funded weeks - School half term week (30th October) is NOT a funded week.

Spring Term – up to 165 funded hours over 11 funded weeks- (weeks commencing)

1th January, 8th January, 15th January, 22nd January, 29th January, 5th February, 19th February, 26th February, 4th March, 11th March, 18th March.

Non funded weeks - School half term week (12th February) is NOT a funded week.

Summer Term- up to 180 funded hours over 12 funded weeks- (weeks commencing)

15th April, 22th April, 29th April, 6th May, 13th May, 20th May, 3rd June, 10th June, 17th June, 24th June, 1st July, 8th July.

Non funded weeks - School half term week (27th May) is NOT a funded week.

2. EARLY EDUCATION ENTITLEMENT FUNDING INFORMATION

This information is to help you to plan your finances and help you look at costing for when your child is eligible for funding.

Early Education Entitlement Funding for 2-, 3-, and 4- year olds:

There are different funding entitlements available to children aged 2,3 and 4 years, starting the term after the child's 2nd or 3rd birthday. Funding for two-year-olds is available to children whose parents meet a specific economic criterion. Funding for 2-year-olds may also be available if the child has a diagnosed condition and is being supported by early years or health services. The national criteria for funding is set by the Department for Education, in addition to this Coventry operate local criteria to support families from a wider cohort. Further information is available at <https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2>

All children aged three and four are entitled to access up to 15 hours per week Early Education Funding, the term **AFTER** their third birthday. In addition to this, some children will be entitled to claim an additional 15 hours, making their total weekly entitlement up to 30 hours over a period of 38 weeks. This additional entitlement is known as the extended hours entitlement (30 hours) and is subject to eligibility criteria.

The nursery spreads your fee costs over the year (51 weeks) to help parents plan their childcare costs and make the level of funding approximately the same each month. (We are allowed as a nursery to do this).

For Sunshines group, (children who become eligible for a funded place partway through the academic year) please note that the cost will be spread over the remaining terms for the academic year. For example, if your child turns 3 in October, they will be eligible for funding from the following January, the cost will then be spread over the remaining two terms rather than the full academic year.

2 Year Funding Entitlement

There is a maximum of 15 hours over the 38 weeks of the year available for eligible children starting in the term after their second birthday. ABC offer three, funded places for two-year-olds. If you are interested in accessing one of these, please discuss with the management team.

Requests will be considered on a case by case basis.

The link below will take you to the website where you need to apply for a 2-year funding voucher. If you are eligible, then you will be given an eligibility code. Please present this to us to enable us to process your child's funding claim.

https://www.coventry.gov.uk/info/360/parents/2054/parents_and_carers_-_2_3_and_4_year_old_early_education_funding/2

Early Education Entitlement- Universal 15 hours Funding

The first 15 hours is a universal right to free childcare for all 3 and 4-year-old children starting the term after the child's 3rd birthday. It doesn't matter how much you earn, as your child is entitled to receive this level of free childcare each week over a 38-week funding term (this provides a total of 570 free hours per academic year).

Early Education Entitlement- Universal 15 hours Funding- Standalone Funded Places (entirely free)

It is our policy to offer two standalone, entirely free funded places, 1pm-4pm term time only per term. In addition to these standalone funded places, we also offer a variety of models which combine both 15 hours free funding and privately paid hours.

Early Education Entitlement- Extended 30 Hours Funding

The Extended 30 hours Funding Entitlement is an additional 15 free hours childcare provided by the Government and supplements the Universal 15-hour free funding that is available to every 3 or 4-year-old. The Extended Entitlement hours are available to working parents, subject to conditions. Parents will need to apply and where successful will be given an eligibility code to present to us. Please note eligibility codes will need to be reconfirmed every three months, as prompted by Her Majesty's Revenue and Customs (HMRC) and the nursery. Please find more information on the Government website www.gov.uk/apply-30-hours-free-childcare

Eligibility Code for Extended Hours Entitlement (30 hours)

Parents must make an application via the following website www.gov.uk/apply-30-hours-free-childcare Where a parent is eligible a code will be issued which you will be able to use, from the start of the following term or other start date specified on the letter. Once you have obtained a code please present this to the nursery immediately.

It is really important that you have this code and send it to us well before your invoice is raised as we may not be able to claim back the funding for reasons out of our control. In such cases you will be charged the full amount of monthly Nursery Fees as per our Fees List. You are required by HMRC to obtain your Eligibility Code prior to the start of the next funding period/ term.

In addition, we require your National Insurance number to accompany your Eligibility Code to support us in validating your code with Coventry City Council.

Deadline Dates for obtaining (or re-confirming) 30 Hour Funding Codes

- Parents apply for/ reconfirm by the 31st August to access a place in the Autumn Term- you need to get your code to us well before 31 August.
- Parents apply for/ reconfirm by the 31st December to access a place in the Spring Term- you need to get your code to us well before 18th December.
- Parents apply for/ reconfirm by the 31st March to access a place in the Summer Term- you will need to get your code to us well before 31st March.

Length of Guaranteed Funded Place for Extended Entitlement (30 hours)

Once your eligibility for 30 hours has been confirmed by HMRC, we will offer you a place. At present, we can only guarantee these funded sessions for 1 term and will re-confirm the following term's sessions 6 weeks in advance.

What Happens If You Are No Longer Eligible For 30 Hours upon reconfirmation

If you fall out of eligibility for the 30 hours free childcare you will be required to pay the Nursery fees in full. There is a grace period applied by HMRC for the funding so if you fall out of eligibility during a "funding term" you will be funded until the end of that funding term.

For example, you fall out of eligibility on 5th January your child will be funded until the end of the funding term on 31st of March. At the end of the grace period you can amend your child's sessions

if required. However, as per our terms and conditions, you will need to provide the Nursery with 4 weeks' notice of any changes required in either the days or sessions attendance.

It is your responsibility to reconfirm your Eligibility Code and provide it to us in good time ahead of the next funding term. If you do not provide the Nursery with this Code then we are unable to claim any funding from the local authority and therefore you will be charged the standard Nursery Fees for your child's attendance.

Extended Entitlement Fully Funded Place- Standalone Funded Place

The nursery offers one standalone entirely free term time only place for the extended entitlement per term. This would be for the hours of 10am- 4pm term time only. Meals, snacks, sundries and additional services, may be purchased at a further cost. In addition to this standalone fully funded place we also offer models which combine both the 30 hours free funding and privately paid hours, please see below for more information.

Delivery Models for children not accessing a standalone 30 hours place

To access the 30 hours funding offer your child needs to attend Nursery on a minimum of the following:

- Two full days with late care or
- Three full days 8am- 4pm

Our nursery funding model

Please note that, as a Nursery:

a. It is not our policy to 'stretch' the funding over the non-term time weeks. The 38 funded weeks will be as set out in section 1 of this document.

b. We **ONLY** offer the free funded hours between 10am – 1pm and 1pm- 6pm Monday to Friday.

Funded session options will be as follows:

- 10am- 1pm morning session
- 1pm- 4pm afternoon session
- 1pm- 6pm afternoon session with late care

c. Our fee payments continue to be annualised even when your child comes into free funding. Therefore, payments will be calculated over 51 weeks of the year (not including Christmas week) and divided by 12 to ensure a consistent monthly amount for budgeting purposes.

d. Should you choose for your child to attend:

- *A morning session or a full day session (with or without late care)* then these will be chargeable for the whole year. Under our current funding model, there is no option to attend either mornings or full days on a term time only basis. In addition, with the exception of the entirely free funded places, the morning 8am-10am non-funded slot will be chargeable for the full year.
- *Only afternoon sessions 1pm- 4pm* then there is the option to undertake this on a term time only basis, or to pay an additional charge of £29.00 per session to attend these in non-term time.
- *Afternoon sessions 1pm-6pm*, then these are chargeable for the full year

e. For children in receipt of a funded place, there is the option to bring packed breakfast, lunch, dinner when your child attends a funded session- please see the 'meals, snacks sundries' section below.

Funded sessions are allocated in the following order:

- 1 Afternoon sessions 1pm- 4pm
- 2 Morning session 10am-1pm
- 3 Late care session 4pm- 6pm

Sessions will be allocated to earlier days in the week first.

For example, a child who is in receipt of 15 hours funding and attends nursery for 3 full days, 8am-4pm Monday to Wednesday. This equates to 5 funded sessions which will be allocated as follows:

- Monday 10am- 1pm, 1pm -4pm
- Tuesday 10am- 1pm, 1pm- 4pm
- Wednesday 1pm- 4pm. The morning of the Wednesday will be fully chargeable.

There is a degree of flexibility over sessional hours, but this is strictly by prior arrangement with the nursery management team.

Any session that does not include funded hours will incur additional care and food charges as per the nursery funding model.

Length of Guaranteed Funded Place for Early Education Entitlement for 2-3- and 4- year olds

Parents will be informed of a successful application for a free place no later than four weeks prior to the start of a new term.

Parents can request days/sessions, we will do our best to accommodate.

Once a place has been allocated and accepted by a parent. That place and those days/sessions are granted until the funding entitlement ends of the parent notifies us of a request to change, which will be subject to notice periods.

Children Attending More Than One Setting

Government regulations allow your child to attend a maximum of two sites in a single day and if your child attends more than one setting the funding can be split between the settings. You will be asked to provide the following information for the nursery your child attends- nursery name, entitlement hours attended per day, total number of hours per week and total number of weeks per year (38/51). By signing a Parental and Carer Agreement/ declaration, you are confirming where your child will use your funded hours. It is your responsibility to only use the hours you are entitled to. If we are informed by Coventry City Council that you have accessed more hours than you are entitled to claim at our nursery, you will receive an immediate charge for the hours used at our normal hourly rate. If this is not paid immediately, your place will be withdrawn.

Minimum Nursery Attendance Per Week

We deliberately choose not to offer a crèche or babysitting style Nursery. As such all children must meet our minimum attendance requirements. We also believe that any less attendance at Nursery would invalidate our core values and our sustainable business plan which is centred around providing the highest levels of care, security and education provided by our highly qualified and experienced Nursery Staff.

Please note that there is a minimum requirement of 3 sessions per week (or 1 day + 1 session) throughout our nursery unless accessing a standalone funded place.

ADDITIONAL FUNDING AVAILABLE ALONGSIDE THE 15 OR 30 HOURS

DAF - Disability Access Fund

This is additional funding that is paid directly to the nursery, to help support children with Special Educational Needs and Disabilities, who are aged 3 & 4, who are in receipt of Disability Living Allowance (DLA) and accessing some or all of their Early Education Entitlement.

DAF is an annual payment, for each eligible child and can be applied for the term following the child's 3rd or 4th birthday.

EYPP - Early Years Pupil Premium

This is a payment that is paid directly to the nursery, to help enhance your child's early years education with them. There are certain criteria to meet, to enable the nursery to obtain this payment and your child will be eligible if the parent or carer is in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you receive

3- and 4-year-olds will also be eligible if:

- they are currently being looked after by a local-authority in England and Wales
- they have left care in England or Wales through an adoption
- they have left care in England or Wales through a special guardianship or a child arrangement order aid for weeks after you stop qualifying for Working Tax Credit

Where parents or carers are found to be eligible, this provides a termly payment to your child's nursery, which funds valuable support such as, extra training or resources to help raise the quality of your child's early education.

Nursery Registration Fee and Deposit

The registration fee for a fee-paying nursery place is £60. This is a non-refundable fee which is used to cover administration and settling in sessions for your child.

Children in receipt of a fully funded 'standalone' place will not be charged a registration fee. However, a deposit of £60 will be charged to secure a child's funded place. This will be refunded at the end of your child's first funding term, following the termly submission of nursery information to Coventry City Council (known as Headcount date). This deposit will not be refundable should

you choose to not take up your child's funded place with ABC Nursery before the termly headcount date.

Please note: as we do not require a 'Registration Fee' from parents whose children are accessing a funded place, please be advised that settling in sessions will not begin until the start of the child's funding period. If you would like your child to complete 'settling sessions' prior to the commencement of their funding, you can opt to pay a £60 registration fee so that your child can seamlessly begin their funded place at the start of the funding period. This would not be refundable. A deposit will not be taken where a child is accessing a funded 2-year-old place.

Moving to Our Nursery Mid-Term

If you move to our nursery mid-term, your child will not be eligible to claim funding until the start of the next term (assuming all eligibility criteria is met). Early Education Entitlement funding is awarded on a term-by-term basis, so if your child starts after the termly headcount date, we cannot claim your child's funding until the start of the next term.

For example:

- Children joining nursery in February would not be eligible to access their funding entitlement until the start of the next funding period, which begins in April
- Children joining the nursery during school holidays will not be eligible to access their funding entitlement until the start of the following term.

You will be required to pay full nursery fees for the sessions/ days of your child's attendance until we receive your funding approval from Coventry City Council.

Nursery Responsibilities

We must ensure that all funded children are admitted to the nursery and attending regularly before the termly funding headcount date. This is a set date each term when we are required to provide information about funded children to Coventry City Council. e/g/ how many hours/ sessions/ days are attended in respect of children for whom we wish to claim funding.

Early Education Entitlement Funding Allocation

ABC will provide your child with a pre-agreed number of funded hours, as recorded on Coventry's Parent and Carer Agreement, which must be completed by you, prior to us sharing your child's details with Coventry City Council. We cannot claim funding for your child if this form has not been fully completed and returned to us, well in advance of your child starting their funded entitlement hours. Childcare providers are required to ensure funded hours are delivered 'free at point of delivery'. This means that we will never represent this funding as a monetary amount on your invoice. Invoices will show the number of funded hours that your child is entitled to claim during the invoice period, alongside any 'paid for' hours and agreed charges for meals, snacks and sundries. If you require any further explanation, please do not hesitate to contact us for advice.

3. MEALS, SNACKS AND SUNDRIES

The nursery has a daily fee structure that is broken down as per the funding table (Appendix 1). The table shows daily/ sessional costs. For children accessing privately paid hours the cost of all meals, drinks, snacks any extra hours and other sundry costs is included in the daily/ sessional rate. This is all included in your monthly fee calculation for ease of payment.

Where a child attends funded hours, there is the option for you to provide meals, snacks and sundries, rather than purchase those provided by us. All our meals are cooked on site and are healthy and nutritious. The nursery also caters for all dietary requirements and food preferences. Parents who choose to purchase these additional items will agree to do so on a termly basis. You must provide us with 4 weeks' notice if you do not wish to opt into these additional services for the following term.

Please note that all meals provided by parents must adhere to the nursery Nutrition and Mealtimes Policy, and all packed meals should be age appropriate, so that the child can eat independently and should not need preparing by the staff. Please speak to the Nursery Manager if you wish to bring packed meals for your child.

Sundry items include, but are not limited to- trips out of nursery on public transport, special events (e.g. nativity and party days), wipes, sun cream, extra-curricular activities (e.g. Drama Tots), snacks and drinks, protective equipment such as sun hats, special food events (e.g. Chinese New Year tasting) If you wish to opt out of these sundry charges, please speak to a member of the management team to confirm alternative arrangements.

Please see Appendix 1 & 2 for further clarification of how the fees are broken down. If you have any questions on this please feel free to speak to the Nursery Manager or our Finance Officer.

4. PROCEDURES FOR PAYING FEES

Payment Methods

- Our preferred method for payment of fees is by Standing Order on a monthly basis. We ask that parents set this up with their bank or building society. or set up themselves using online banking.
- Our bank account details are as follows:
 - Account Name:** ABC Nurseries (Coventry) Limited
 - Sort Code:** 40-18-17
 - Account Number:** 82786990
- Fees must be settled by the 7th of the month. Delays on payment cause problems in administration, and late payers will be subject to a surcharge of £10.00 per week or part thereof unless there are mitigating circumstances.
- Receipts to confirm payment will be sent by email upon request.
- Please note that we can only accept either work place vouchers or Tax Free Childcare payments and not a combination of the two.

Amount Payable

- You will be provided with a calculation of a monthly amount payable for your child before the start of the Academic Year (September to August)
- If your child becomes funded after the start of the academic year, fees will be re-calculated and spread over the remaining months of the academic year. The new amount due will be sent by email with an explanatory calculation. Thereafter, your standing order can be amended to reflect the reduced amount.
- The amount payable for your child will decrease with effect from the month following

their third birthday. This amount will likely decrease again when they become eligible for Early Education Entitlement Funding (the term following their 3rd birthday). Please keep an eye out for these changes.

- Accompanying invoice calculations will show the number of funded hours that your child is entitled to claim during the invoice period, alongside any 'paid for' hours and agreed charges for meals, snacks and sundries.
- For siblings attending the nursery, a 10% reduction in fees is applied to the child with the lowest costing invoice.
- A 5% discount will apply to a full-time place, either with, without, or a mixture of late care sessions throughout the week.
- Any parent who has not collected their child by the agreed pick-up time will be charged £10 per period of 15 minutes or part thereof.
- Please note it is the parent's responsibility to change any Standing Order amount, as we do not have control over these centrally.

Examples of how our fees are calculated are set out below:

1. A child aged 10 months, attending 3 days per week 8am- 4pm (£59.60 per day)
 $(£59.60 \times 3 \times 51) / 12 = \text{total monthly charge} = \mathbf{£759.90 \text{ per month}}$
2. A four-year-old child with access to Early Education Funding (up to 15 hours), attending two days per week 8am- 4pm
 - a) 12 hours per week funded entitlement, delivered across 38 weeks = £0.00
 - b) Paid for hours during the funded period = £15.54 per day for 38 weeks of the year $(£15.54 \times 2 \times 38) / 12 = £98.42$
 - c) Optional meals, snacks and sundries = £13.80 per day for 38 weeks = $(£13.80 \times 2 \times 38) / 12 = £87.40$
 - d) Paid for hours outside the funding period = £58.20 per day for 13 weeks = $(£58.20 \times 2 \times 13) / 12 = £126.10$Total monthly charge b+c+d = **£311.92 per month**
3. A four-year-old child with access to the 30-hour funding attending 3 days per week with late care
 - a) 24 hours per week funded entitlement, delivered 38 weeks = £0.00
 - b) Paid for hours during the funded period = $(£15.54 \times 3 \times 38) / 12 = £147.63$
 - c) Optional charge for meals, snacks and sundries for children in receipt of a funded place = £18.18 per day for 38 weeks of the year = $(£18.18 \times 3 \times 38) / 12 = £172.71$
 - d) Paid for hours outside the funded period = £72.20 per day for 13 weeks of the year = $(£72.20 \times 3 \times 13) / 12 = £234.65$Total monthly charge b+c+d = **£554.99 per month**

Bespoke calculations are sent to parents for their child's specific sessions.

Work Place Vouchers

- Once we know the monthly amount of your work place vouchers, please adjust your Standing Order accordingly.
- If your work place vouchers have not yet been finalised when your child starts at ABC, we will charge you full fees until we have received your first voucher payments.
- Vouchers must be paid in advance by the 7th of each month, as per fee payment.

Tax Free Childcare Account

- If you are eligible to receive Tax Free Childcare, we also accept payment of fees through this account. You should apply via the Government website below. If you are eligible then you will be given a reference number, which you need to pass onto the nursery. <https://www.gov.uk/apply-for-tax-free-childcare>

5. EXTRA SESSIONS

- If you would like your child to do an extra day, session, or late care at nursery, please check with the Nursery Manager that this is possible.
- Payment will be due by the 7th of the following month, ideally by bank transfer. An itemised invoice will be provided.
- Payments for extra sessions can also be made either by cash (up to the value of £20.00)
- If you wish to pay up front for an extra session by cash, please ensure that this is given to a senior member of staff, and that you receive a receipt for your payment.

6. ILLNESS AND HOLIDAY

No refund will be given in the event of the Child's absence due to illness, holiday or for any other reason. This is because the Nursery has to reserve a place for the child with appropriate staffing in advance. Any extended absence through sickness will be charged at the discretion of the Nursery Owner

7. ARREARS

In respect of privately paid hours, where there are outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child. Any charges associated with cancellation of payment mandate, the re- instatement of a payment, or similar schemes, or Bank or Head Office administrative charges, will be refundable in full by the parent/guardian. Where a child is accessing a model that includes paid for hours, wrapped around funded hours, the nursery will continue to provide only the funded entitlement hours, until payment issues have been resolved.

ABC Nursery will apply a minimum charge of £30.00 to be allocated to a child's fees, for any unauthorised cancellation of a payment resulting in non-payment on the due date of advance fees.

8. CANCELLATION/TERMINATION

(i) After an offer of a place has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of eight weeks' notice in writing as per the nursery contract. During that said eight week period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies. Where a child is accessing a model that includes paid for hours, wrapped around funded hours, the nursery will continue to provide only the funded entitlement hours during this period.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery eight weeks fees in lieu of notice.

Failure by the parent/guardian to provide eight weeks or any notice at all shall render the parent/guardian liable to the nursery for eight weeks fees.

(iv) Notice must be in writing and posted or emailed to the Nursery Manager.

(vi) The Nursery reserves the right to terminate any Child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of the Nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the Nursery, or its staff, will be cause for termination at the discretion of the Nursery Owner. Where a child is in receipt of Early Education Entitlement Funding, ABC will contact Coventry City Council's Early Years Team.

(vii) Any overpayment made to a child's account will be reimbursed to the parent/ guardian on the month following the child's departure from the nursery. This is subject to all the relevant notice periods above being met.

(viii) In the event that the nursery is open on Christmas Eve, late care will not be offered, and the parent/ guardian of any child due to attend will be reimbursed.

(ix) The nursery is closed for one paid staff training day per year. The cost of this training day is included in the nursery fee calculations.

9. FURTHER TERMS & CONDITIONS

Early and Late Collection Surcharge

Parents/guardians either dropping off early or collecting beyond the booked session times will be subject to an additional surcharge, details of which are displayed in the nursery contract.

Infections & Illnesses

ABC Nursery cannot normally undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with contagious illnesses and certain diseases. The exclusion will remain in force until the child's Doctor has cleared the condition. Please see our Illness and Exclusion Policy at the Health Protection Agency guidelines displayed in the nursery. As noted above no refund will be given in the event of the child's exclusion due to illness.

Opening Times

Normal opening times are 0800 hrs to 1800 hrs. The nursery will be closed for weekends and all Public Holidays.

Force Majeure (unforeseeable circumstances)

ABC Nursery are unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third-party action, inclement weather, fire, flood or any other event beyond our control.

Personal Property

ABC Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

Comments, Compliments and Complaints

ABC Nursery welcomes all feedback. Please email any feedback to abc20@btconnect.com

Comments - we would like to hear from you if you have any suggestions on how we can improve our childcare service.

Compliments – if you are happy with any part of the childcare service, please tell us.

Complaints – we aim to provide the best possible childcare service. However, if we get it wrong, we want to know about it and we will try to put things right as quickly as possible. Please refer to our Complaints Policy on our website.

10. DATA PROTECTION ACT 2018

By signing the nursery contract, and the acceptance of the Terms & Conditions you give ABC Nursery express consent to retain and process that information provided by you, the parent/guardian, which directly relates to the child, for the sole purpose of the provision of childcare. Such information will remain with ABC Nursery for up to 6 years and may be transferred to a school of your choice, once your child leaves the Nursery.

We follow the Data Protection Legislation and parents may have access to all information held by ABC Nursery concerning their child - please see our Data Protection Policy and Confidentiality Policy for more information.

11. CONTACTING THE FINANCE OFFICER

Please note that our Finance Officer, Joanne Jamieson can be contacted by email or telephone.

Telephone- 02476 672660 option 1

Email- finance@abcnurseries.co.uk

If the situation is urgent and you are unable to contact Joanne, please speak to the Nursery Manager. Please note that other nursery staff are not trained on how fees are calculated, but they will do everything possible to answer your query.

Our full Admissions Policy is available online.

APPENDIX 1 – FEE TABLE FOR 3-and 4-YEAR OLDS

Type of Care	Hours of session	Early Care 8:00am- 10:00am	Breakfast *	Mornings 10:00am- 1:00 pm	Lunch *	Afternoons 1:00pm- 4:00pm	Tea *	Late care 4:00pm- 6:00pm	Sundry Charge *	Maximum Charge for day/ session
Morning session including funded hours*	8:00am- 1:00pm	£15.54	£2.50	FREE	£4.80				£4.50	£27.34
Morning session for non-funded children	8:00am- 1:00pm									£41.77
Afternoon session standalone fully funded**	1:00pm- 4:00pm					FREE				FREE**
Full day										
Session including 6 funded hours*	8:00am- 4:00pm	£15.54	£2.50	FREE	£4.80	FREE			£6.50	£29.34
Session including 3 funded hours*	8:00am- 4:00pm	£15.54	£2.50	£14.43	£4.80	FREE			£6.50	£43.77
Cost per day non - funded	8:00am- 4:00pm									£58.20
Full day with late care										
Session including 8 funded hours*	8:00am- 6:00pm	£15.54	£2.50	FREE	£4.80	FREE	£4.38	FREE	£6.50	£33.72
Session including 6 funded hours*	8:00am- 6:00pm	£15.54	£2.50	FREE	£4.80	FREE	£4.38	£9.63	£6.50	£43.34
Session including 3 funded hours*	8:00am- 6:00pm	£15.54	£2.50	£14.43	£4.80	FREE	£4.38	£9.62	£6.50	£57.77
Cost per day non - funded	8:00am- 6:00pm									£72.20
-										
Standalone fully funded day**	10:00am- 4:00pm			FREE	*	FREE				FREE**

Fees for children who are not in receipt of funded hours, attending a full day/ full week will include a cooked meal, milk, and a snack mid-morning and mid-afternoon. Additionally, a tea is provided during late care.

* Where a child attends funded hours, there is the option for parents/guardians to provide meals and sundries, rather than purchase those provided by us.

** Indicates standalone, fully funded sessions.

FEE TABLE FOR CHILDREN UNDER THE AGE OF 3

Type of Care	Hours of session	Early Care 8:00am- 10:00am	Breakfast *	Mornings 10:00am- 1:00 pm	Lunch *	Afternoons 1:00pm- 4:00pm	Tea *	Late care 4:00pm- 6:00pm	Sundry Charge *	Maximum Charge for day/ session
Full day										
Cost per day non - funded	8:00am- 4:00pm									£59.60

Full day with late care										
Cost per day non - funded	8:00am- 6:00pm									£73.20

Fees for children who are not in receipt of funded hours, attending a full day/ full week will include a cooked meal, milk and a snack mid-morning and mid-afternoon. Additionally, a tea is provided during late care.

Where a child attends funded hours, there is the option for parents/guardians to provide meals and sundries, rather than purchase those provided by us.

Please note that we do not tend to offer half day sessions in our upstairs Raindrops group as this crosses over with sleep time and does not easily fit into our children's routine. We are, however, happy to discuss a pattern of funded hours that may suit your child under 3, better than those mentioned on page 6 under 'Our Nursery Funding Model'. This is only in relation to children in receipt of the 2-year funding entitlement.

As mentioned in page 4 of this document, we offer three funded places for 2-year-olds each term.

The nursery offers one standalone entirely free term time only place for the two-year funding entitlement per term. This would be for term time only. Meals, snacks, sundries and additional services, may be purchased at a further cost. In addition to this standalone fully funded place we also offer models which combine both the free funding and privately paid hours.

Please speak to the Nursery Manager regarding your options and to receive a detailed calculation showing your entirely free funded hours.

