

FEES, INVOICING AND FUNDING

Puffins Pre-School and Day Nursery operates a fee structure in line with this policy which is provided in our prospectus to all prospective parents upon their first enquiry to the nursery. A series of charges also apply for time used outside of booked sessions and late payment fees.

Fees

Nursery fees are payable monthly in advance on or before 1st of each month.

Invoices are sent out in the last week of each month in advance of the payment date.

Fees will be reviewed annually.

Extra 'ad hoc' sessions may be booked in addition to your regular sessions, subject to availability.

Please email the Nursery Manager to discuss this on:

windlesham@puffins-preschool.co.uk

We can accommodate late arrivals or early pick-ups, however we are unable to offer a reduction in fees, as we must be staffed from 7.15 am until 6.15 pm and places are reserved for the child's full session. Children present in the nursery prior to the start time of their booked session or are collected later than the end time of their booked session will be charged accordingly. We request that early drop offs or late collections are booking in in advance.

Deposit and Registration Fee

We require a deposit equal to the first months' fees, up to £500. This deposit is fully refundable on receipt of a written notice of one calendar month, and will be either used against your final invoice or refunded directly to you after leaving Puffins.

Late Collection Charge

The child will only be handed over to authorised person, whose details must be received prior to the child's first day of attendance. Any changed to authorised persons must immediately be given in writing to Puffin's. Children should be collected promptly. Puffin's must be telephoned if you are going to be late and a charge of £15 for every 30-minutes will be charged.

Notice Period

A minimum of one months' written notice to change a child's booking pattern or to remove a child from Puffins Pre-School and Day Nursery is required although we do appreciate as much notice as possible. Failure to provide at least one months' written notice will result in non-refunding of the deposit.

Sibling Discount

A 5% sibling discount is offered.

Holidays

Puffins Pre-School and Day Nursery is closed over Christmas and New Year, between the dates of 24th December-2nd January (inclusive), and Bank Holidays. Fees are not charged for these planned closures.

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Illness and absence

We regret that no reduction in fees can be offered due to absences through illness or holidays.

Adverse Weather / Unexpected Closure

The nursery will endeavour to open at all times. However, we regret that there will be no refund of fees should the nursery be closed unexpectedly due to adverse weather conditions, for example, extreme heat, heavy snow, flooding or storms. No refund will be given for unexpected closure due to failure of utility services.

Nappies

Parents are required to provide nappies for their child. A small number of spare nappies are kept at the nursery for emergencies, as children will not be left in a soiled nappy at any time.

Late or Non-Payment of Fees

If payment of fees becomes overdue after the 7th day of the month, a late fee of £25 will be charged. Puffin's shall also be entitled to recover the consequent administrative and legal costs and charge interest calculated on a daily basis at the rate of 1.5% per month, or such other rate as Puffin's shall consider reasonable. Puffin's reserves the right to refuse admission to the child if fees are overdue by more than 30 days.

Nine month, Two, three and four year old Early Years Education Funding

We are registered with Ofsted and Surrey County Council to receive nursery education funding.

All children are entitled to receive 15 hours per week (Universal Funding), for 38 weeks of the year, of free early years education starting the term following the child's third birthday. Some children are entitled to 15 hours funding the term after they turn 9 months. We stretch this over 51 weeks of the year which equates to 11.2 hours each week. This can cover the costing of half day or a full day sessions that equates to 11.2 hours. Any additional hours will be charged at the normal rate. Some children are entitled to this funding from the age of 2 years (FEET funding). Some families are entitled to an additional 15 hours per week (Extended Funding). In order to receive this, you must first apply using the link below:

[Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-30-hours-free-childcare)

The funding term dates for this purpose are set by the Secretary of State and are as follows:

Autumn Term: 1 September to 31 December

Spring Term: 1 January to 31 March

Summer Term: 1 April to 31 August

(These term dates do not depend upon moveable holidays such as Easter)

The nursery will claim the nursery education funding towards each child's fees from the Local Authority on the parents'/carers' behalf.

As Puffins Pre-School and Day Nursery is open for 51 weeks per year, we 'stretch' the funding across this time. This means that Universal Funding is provided for 11.2 hours per week for 51 weeks, and Extended Funding is provided for 11.2 hours per week for 51 weeks, in addition to the Universal Funding.

The number of funded hours per session are limited to the following:

Full Day = A maximum of 6 hours can be funded, leaving a minimum of 4 hours chargeable.

Half Day = A maximum of 3 hours can be funded, leaving a minimum of 1.5 hours chargeable.

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For more information or to ask any questions, please get in contact with Chrissie on info@puffins-preschool.co.uk.

Funded hours will be reflected on the monthly invoice.

Childcare Vouchers

We accept all childcare vouchers. We will register as a care provider with any voucher company that parents'/carers' employers may be registered with.

Childcare Vouchers are Non-Taxable and exempt from National Insurance Contributions (N.I.C.) for employees and offer National Insurance reductions to employers. Childcare Vouchers have become the recognised payment method for childcare. All eligible working parents, with children under 16 years of age, are entitled to Childcare Vouchers regardless of tax status.

Tax-Free Childcare

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

This policy was reviewed on:

Signed by:

Print: