



Little Learners Nursery - Fees 2017/2018

Fees are reviewed on an annual basis on 1st September every year

Paid sessions	Sessions	Cost	Cost per week
	Full Day <i>8am till 6pm, includes morning and afternoon snack, lunch and afternoon tea</i>	£42.00 per day	£210.00
	Short Day <i>8am till 3.30pm, includes morning and afternoon snack and lunch</i>	£31.50 per day	£157.50
	Half day - AM <i>8am till 1pm, includes morning snack, lunch</i>	£21 per session	£105.00
	Half day - PM <i>1pm till 6pm, includes afternoon snack and afternoon tea</i>	£21 per session	£105.00
	Per additional hour <i>(additional hours may be added to meet the next specified session length)</i>		£4.20 per hour
	Two course meal <i>(provided by Edwards and Ward, applicable to funded sessions only)</i>		£2.20 per meal
	Nappy changing supplies or sun cream application		£1.50 per change/application
	Late collection charge		£10 for every 10 minutes, minimum charge £10
	Tapestry journal <i>(printed and presented in an A4 folder)</i>		£5.00

Free Early Education	Option A			Option B		
	Children entitled to statutory funding (570 hours per year)			Children entitled to extended entitlement (1140 hours per year)		
	Sessions attending	Hours per week	Hours per year	Sessions attending	Hours per week	Hours per year
	Two half days per week	10 hours	500 hours	Four half days per week	20 hours	1000 hours
	One full day per week	10 hours	500 hours	Two full days per week	20 hours	1000 hours
One short day per week	7.5 hours	375 hours	Three short days per week	22.5 hours	1125 hours	

- In addition to your child's funded Early Education hours, you may choose to pay for additional hours/sessions for to allow your child to attend Nursery for more hours per day, or more sessions per week. For example you may choose to add additional hours to your child's Short Day (funded) to allow them to stay for a Full Day i.e. 3.30pm-6.00pm = £10.50 (plus optional meal).
- If you would like to access less than your full entitlement of hours or you are/will be claiming some at another setting please speak to a member of the Little Learners Nursery Crew. Any hours not claimed at Little Learners or at another setting will be lost.

Terms and conditions:

Registering your child at Little Learners Nursery

- Confirmation of available sessions will be provided on receipt of a completed Expression of Interest form.
- Available sessions will be reserved for up to 5 working days and confirmed on receipt of a completed contract. If a signed contract is not received within this time, sessions will be reallocated to the waiting list.
- Upon completion of the contract, a non-refundable £50 registration fee is charged to secure your child's place with Little Learners Nursery. This is payable through ParentPay.
- For children accessing funded sessions only, a refundable £50.00 holding fee is payable to reserve your child's place. In the event of your child not taking up their sessions at Little Learners the holding fee will not be refunded.
- If another company or training provider will be liable for your child's Nursery fees (i.e. college or university), confirmation in writing will be required before sessions can be secured
- Little Learners is a 68 place Nursery operating three classes. Your sessions will be allocated in the first available classroom with space.
- Our minimum attendance is two sessions per week (two half days or one whole day).
- We offer two free one hour "Stay and Play" sessions prior to your child's start date. Stay and Play sessions will be allocated by Little Learners Nursery.

Early Years Education Funding

- The statutory funding entitlement for all three and four year olds (and eligible 2 year olds) is 15 funded hours per week during the normal school year of 38 weeks (term time only), so in total 570 hours per year. Little Learners Nursery is open all year (for 50 weeks), we provide 10 funded hours per week in order to give 500 funding entitlement hours per year.
- In line with the government guidelines, Little Learners Nursery offer funded Early Education hours "free at point of delivery". This means that funded hours are never charged and are deducted and shown at a zero cost for parents on invoices along with any fees payable for chargeable hours or additional items such as catering.
- A child isn't eligible for funding until the funding period after their third birthday. The funding periods are:
1st April – 31st August 1st September – 31st December 1st January – 31st March
- It is the parents' responsibility to inform Little Learners Nursery of how many hours are already being used or planned to be used at another setting. If the 570 or 1140 funded hours are exceeded, parents will be charged for the excess.
- Any funded education hours not claimed at Little Learners or another setting will be lost.

Early Years Education Funding - extended entitlement for three and four year olds

- The extended entitlement (additional 570 hours per year) is available to families who meet criteria as set out by the government.
- Parents/carers are responsible for checking and monitoring their own eligibility and will be required to provide their eligibility code to Little Learners.
- A child will not be entitled to start their extended entitlement until the term after eligibility has been confirmed. Please note this may be at a different time to their statutory entitlement.
- Little Learners will accept bookings in advance of confirmation of eligibility, however, parents/carers will be required to sign a disclaimer to accept and agree to our standard four week notice period which could result in parents being liable for fees during the notice period.
- In the event a change of family circumstance which results in a child 'dropping out' of eligibility for the extended entitlement, Little Learners will withdraw or reduce a child's booking after the specified government grace period has ended.
- Applications will need to be made in writing if a parent wishes to retain their child's sessions and they will become liable for the fees involved for sessions attended above the statutory entitlement. .

Fees

- Children attending for any part of a session will be charged the full session price.
- Fees are payable when a child is absent through holiday or sickness.
- Fees are payable within 7 days of receiving the monthly invoice (by the 1st of each month)
- Invoices are run monthly in advance and will be emailed to you.
- Invoices should be paid via www.parentpay.com, a ParentPay login will be created and shared with you.
- Childcare vouchers are accepted; please contact us with details of your scheme.

Late or non-payment of fees

- Any fees that are not paid on time will have an automatic £20.00 late payment fee added.
- Late payment of invoices will result in your child's place at Little Learners being put at risk. In the event of non-payment, Little Learners reserves the right to withdraw or reduce a child's booking on a temporary or permanent basis.
- Fees for meals provided by Edwards and Ward are invoiced in the same way as sessions and must be paid through your Parent Pay account. In the event of repeated late/non-payment of catering fees you will forfeit the option to purchase meals and be required to provide your child with a packed lunch/tea for their session.

Opening times and availability

- Little Learners Nursery is closed on Bank holidays and for two weeks at Christmas and no charges are made for these days.
- Fees are payable in the event of emergency closure due to extreme weather.
- Ad-hoc sessions are available on a first come first served basis and will added to your next invoice.
- Children must be collected within their allocated session. Parent/s who are late collecting will be charged via their invoice as stipulated above.

Your contract

- Contracts will end on the 31st August (or last working day) of the year your child is eligible to start primary school.
- We require 4 weeks notice in writing if you wish to change sessions or cancel your booking and full fees apply during this time.
- Bookings are continuous until written notice of cancellation is received. Sessions cannot be swapped or changed in lieu of absence/sickness or holiday.

Food and drink

- Children attending funded sessions must be booked in for meals provided by Edwards and Ward OR provided with an adequate, healthy packed lunch and/or tea.
- All children must be provided with a drinks bottle filled with fresh water at each session.
- Dietary requirements or limitations must be confirmed in writing by your child's doctor or dietician. Edwards and Ward will require additional documentation to be signed by parents/carers to confirm dietary requirements for meals provided for your child whilst in Little Learners Nursery.

Medication (short and long term)

- All medication provided for children **must** be prescribed by a doctor or dentist.
- Parents/carers **must** inform Little Learners Nursery Crew if their child requires medication throughout the session and fill out the appropriate permissions.
- Long term medication and associated permissions (such as cream for eczema or inhalers) will be reviewed every six months. Parents/carers are required to provide an inhaler to keep at Little Learners Nursery.
- All medication must be stored in its original packaging with a prescription label attached. Little Learners **will not** administer any medicine that has not been prescribed. A parent/carer may attend mid-session to administer non prescribed medicine if they wish.

Tapestry online learning journals.

- Your child will be set up with an online account for Little Learners to record and track their learning, development and progress during their time at Nursery.
- Parent/Carer 1 will be set up as the primary account user for you to access your child's learning journey. Other users may be added as per parent request.
- If your child attends a different Early Years setting alongside Little Learners, their key person as specified in this contract will be added as an 'additional user' to your child's Tapestry account in order to share their progress and next steps in learning.
- At the end of your child's time at Nursery you can request a printed copy of your child's learning journal, this will be invoiced to you at £5.00.

Other conditions

- Parents are requested to supply their children with enough nappies, wet wipes and creams for each session. Charges will apply when Little Learners Nursery supplies of these items are used.
- During the Summer, children should arrive with all day, water resistant sun protection applied. Children attending a short or full day must be provided with a labelled bottle of sun protection for a member of the Little Learners Nursery Crew to reapply after lunch.