

## Fees policy

At Stepping Stones Nursery we aim to provide affordable high quality childcare which is integrated with education. We aim to provide a service which meets the needs of the children and families, while ensuring that the service remains financially viable.

Our Fees are reviewed twice a year.

<b>Stepping Stones Day Nursery</b>	<b>Under 1s</b>	<b>Over 1s</b>
<b>Session times.</b>	<b>No meals</b>	<b>Inc meals</b>
7.30am -1pm Inc. breakfast & lunch	35.20	39.20
8am - 1pm Inc. Breakfast & lunch	32.00	36.00
7.30am - 4pm Inc. breakfast & lunch	54.40	58.40
8am - 4pm Inc. Breakfast & lunch	51.20	55.20
8am - 6pm Inc. Breakfast, lunch & tea	64.00	69.75
7.30am - 6pm Inc. all meals	67.20	72.95
Full-time Mon - Fri (7.30am-6pm) £5.90ph Inc. all meals	309.75	338.50
1pm - 6pm Inc. tea	32.00	33.75
1pm - 6pm Free entitlement – term-time only	N/A	£1.75 (Tea)
<p>Meal charges: breakfast 50p, Lunch £3.50, Tea £1.75.            Special dietary meals: Lunch £3.72, Tea £1.86.            Hourly rate: £6.40</p>		
<p>Free entitlement can be claimed between: 8.30am - 12pm and 1pm - 4pm only.</p>		

\*Please note: 0-1yrs olds will have their own meals/milk provided by their parent/carer.

### Booking procedure

On accepting a place at the nursery, the family will be asked for a deposit of £75.00 and a non-refundable set up fee of £25 (£100 in total). The £75 will be deducted from the last month's fees. The whole deposit of £100 is non-refundable if the family choose not to take the reserved place. A place is deemed to be at least two full sessions over two days. There will be a meal retainer cost at the time of booking a place for solely free entitlement/funded places. The cost of this will be £25.00. This retainer fee will be refunded when the child leaves nursery

### Withdrawal of Nursery Place Procedure

If you wish to withdraw your child from the nursery, four weeks' notice is required in writing. The balance of the nursery fees is due immediately.

The Nursery Manager reserves the right to refuse admission to any child, and to terminate this agreement, with or without notice, at their discretion.

Change of sessions will require 4 weeks' notice.

If you choose to leave Nursery but restart within 8 weeks there will be a re-registration fee of £50 plus a further £100 deposit to be paid (or a £25 non-refundable set-up fee if your original deposit has been retained).

### Fees

All fees need to be paid by 1st of the month invoiced, if this date falls on a bank holiday or weekend, payment is required the working day before. Methods of payment can be:

- BACS payments – please ask for bank details
- credit or debit card at main office
- We also accept Tax Free Childcare payments and pre-existing childcare voucher schemes - remittance or notification must be received by the 1st of the month.

If fees are not paid in full by this date, any outstanding fees for that month will automatically have a 10% surcharge added to the invoice without verbal or written warning. We have the right to withdraw a child's nursery place immediately if fees remain unpaid.

### Financial difficulties

If you are having difficulty paying we ask you to contact the Nursery Manager or Finance/Administration Officer immediately to discuss a way forward; all efforts will be made to avoid withdrawing a child's place. Failure to positively contact us will be considered as non-payment. All outstanding debts will be passed on to legal services for recovery.

### Discount

We offer a 10% discount for older siblings (or one of the children if twins) when attending the same session. No more than 10% discount on one child.

### Absence

If your child is absent due to illness you are still required to pay full fees. It is at managers discretion to reimburse fees or offer one off discount for unexpected prolonged absence.

## Holiday

Please inform the Nursery Manager as far in advance as possible of the dates of your holidays when you will not be using your reserved place. This will assist in planning the nursery staffing for holiday periods. Any families taking holidays during nursery time will be charged full fees. If you have a pre-arranged holiday and inform us at least 4 weeks in advance, charges for breakfast, lunch and tea during the holiday period will be waived. The nursery will be closed on Bank Holidays and Public Holidays. In addition, it will be closed over the Christmas period. There will be no charge for these days.

## Extra Sessions

Extra sessions can be requested by filling out a form and have to be confirmed by the Nursery Manager. Once booked, extra sessions will need 4 weeks' notice to cancel. If the correct notice is not given the session must be paid for in full. These sessions will incur an admin charge of £1.00 per extra session form.

## Permanent change of sessions

Permanent changes to sessions must be approved by a member of senior management team. 4 weeks notice must be given. Families are entitled to two changes per academic year, any further changes will incur an admin fee of £5.00.

## Free entitlement funding

Please see our free entitlement policy for more information

Further information regarding Free Entitlement can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

## Arriving and collecting your child.

It is important that children are not dropped off too early for their sessions, if you arrive early please wait with your child until the session begins. Children should be collected on time. Late collection affects staff ratios and could also make the child feel isolated and can lead to upset. Parents who collect late will be charged at the rate of £10.00 for up to 15 minutes and £10 for every 15 minutes thereafter that your child remains in our care. When children are not collected by an authorised adult within one hour after their session has finished, we will follow our Uncollected Child Policy procedure.

This fee policy will be reviewed in April each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families in writing.