

## Our Sessions & Fees Sep 18

### 1. Funded only contract

Time for Two's & Early Education funding for 3 & 4 years olds 15/30 hours

Sessions	Extras costs per day meals as described
Morning 8.00am – 1.00pm	£3.50 Breakfast / Lunch
Afternoon 1.00pm – 6.00pm	£1.50 Tea
All day 8.00am – 6.00pm	£5.00 Breakfast / Lunch / Tea
School Day 8.30am – 4.00pm	£2.50 Lunch
AM Pre-School session 8.45am–11.45am	
PM Pre-school session 12.00pm - 3.00pm (limited sessions only)	£2.50 Lunch

### 2. Daycare contract with funding (15 or 30 hours)

### 3. 'Daycare' Contract & 'Out of School club' contract

Session	Age	FT	Term time	Meals included
		52 weeks	39 weeks	
<b>Morning</b> 8.00am – 1.00pm	U 2	£29.00	£32.00	breakfast, lunch
	2+	£28.00	£31.00	
	Full time school	£15.00	£15.00	
<b>Afternoon</b> 1.00pm – 6.00pm	U 2	£29.00	£32.00	tea
	2+	£28.00	£31.00	
	Full time school	£15.00	£15.00	
<b>All Day</b> 8.00am – 6.00pm	U 2	£44.00	£48.00	breakfast, lunch, tea
	2+	£43.00	£47.00	
	Full time school	£25.00	£25.00	
<b>All day – full week</b> 8.00am – 6.00pm (Monday -Friday)	U 2	£195.00	£215.00	breakfast, lunch, tea
	2+	£190.00	£210.00	
	Full time school	£115.00	£115.00	
<b>School day</b> 8.30am - 4.00pm	U 2	£38.00	£42.00	lunch
	2+	£37.00	£41.00	
	Full time school	£22.00	£22.00	
<b>School day – full week</b> 8.30am - 4.00pm (Monday -Friday)	U 2	£175.00	£195.00	lunch
	2+	£170.00	£190.00	
	Full time school	£100.00	£100.00	
<b>Early Bird</b> 7.30 am – 8.00 am	All	£2.50	£2.50	N/A
<b>Breakfast Club</b> 7.30am – 8.50am	Full time School	£4.50	£4.50	breakfast
<b>After School Club</b> 3.00/3.15 – 6.00pm	Full time School	£7.00	£7.00	tea

### Other Charges

£1.00	Breakfast	£2.50	Lunches
£1.50	Tea	£10.00	Duplication of invoices or receipts per request
£15.00 + Hourly rate	Late Collection	£15.00	Late payment charge – <u>due on any fees not received one week in advance as set</u>
£75.00 min / 1 week fees (whichever greater)	Deposit required for bookings (non refundable/deducted from final invoice)	£25.00 per child	Registration fee (no charge for siblings registered at the same time)
£6.00	Standard set hourly rate	£3.00	Per session adhoc drop in rate

**All Subject to Terms and conditions**

# Contract Types & Terms and conditions

## Contract Types 1 -3

### **1. Funded only contract**

- This can be taken over 38 weeks as set by Dudley Local Authority.
- Set sessions are available to choose from (see 'our session and fees' page)
- We may consider requests to take this offer over a longer period, called a stretched offer
- 15 hours must be taken over a minimum of 2 days/30 hours must be taken over a minimum of 3 days
- All sessions subject to availability and confirmation of eligibility for funding.
- Once funding has been confirmed and claimed by ourselves, this place cannot be terminated until the end of term. We ask for 4 weeks notice to be given before the end of the term to terminate a funded place. ( manager discretion may apply)
- You must complete the 30 Hour eligibility form
- You must complete the Dudley MBC form for 2, 3, 4, year old funding & EYPP if applicable
- Funding is not available to children who attend full time school or who is of compulsory school age. Funding will automatically cease for compulsory school age children

#### Additional charges will apply for meals taken (meals are not compulsory)

- Meals must be paid for monthly in advance – no refunds given.
- We do not have the capacity to store lunch boxes in fridges.
- We highly recommend for all funded sessions that you purchase the meals as ice packs will only last upto 4 hours.
- We will not prepare individual meals that you send in lunch boxes. i.e. beans on toast, snack pots etc...

### **2. Daycare contract with funding (15 or 30 hours)**

- This can be taken over 39 weeks (term time dates set by Dudley Local Authority) or 52 weeks.
- Set sessions are available for you to choose (see 'Childcare Fees Sep 17' page)
- The 15/30 hours per week funding is only applicable to 38 weeks\*
- We may consider requests to take this offer over a longer period, called a stretched offer
- We close over the Christmas Period
- 15 hours must be taken over a minimum of 2 days/30 hours must be taken over a minimum of 3 days
- All sessions subject to availability and confirmation of eligibility for funding
- Once funding has been confirmed and claimed by ourselves, this place cannot be terminated until the end of term. We ask for 4 weeks notice to be given before the end of the term to terminate a funded place
- You must complete the 30 Hour eligibility form
- You must complete the Dudley MBC form for 2, 3, 4, year old funding & EYPP if applicable
- Funding is not available to children who attend full time school or who is of compulsory school age. Funding will automatically cease for compulsory school age children

#### Invoicing please note :

- The overall session cost is as specified on the 'childcare fees Sep 17' page
- Your invoice will be individualised showing care/meals.
- You cannot deduct the costs if you choose not to take meals.
- Funding will spread equally across sessions or will be applied to the longest day first (maximum 10 hours) if you choose varied sessions.

\*If you have TT only contract – this is for 39 weeks per year in line with Dudley Local Authority Term dates (195 days) however funding is only applicable to 38 weeks per year (190 days) also as set by DudleyLocal Authority), therefore some days, funding will not apply to your session.

### 3. 'Daycare' & 'Out of School Club' contract

This can be taken over 39 (term time dates set by Dudley Local Authority) or 52 weeks

Set sessions are available for you to choose (see Childcare Fees Sep 17)

Fees payable for each session

All sessions subject to availability

We close over the Christmas Period

### Terms and Conditions

#### Payment

Fees payable for each session (all spaces subject to availability) We close over the Christmas period in addition to the bank holidays. We will advise you in advance of these days.

1 weeks (equivalent fees) deposit is required or £75.00 (whichever is greater) will be required to reserve a place. This is non refundable in the event of cancelling a place or will be refunded against any final invoice\*. Registration fee of £25.00 is chargeable #.

\*(not applicable to 'funded only' children on 15 hours entitlement )

# (not applicable to funded only children on 15 or 30 hours entitlement )

Fees must be paid on a monthly basis, in advance. We calculate the amount payable by you each month by multiplying the weekly Fee by the number of weeks we are open during the year and dividing the total number by 12 (11 for Term time only -TTO) calculated from Sep – Aug each year. This will give 12 (11 for TTO) equal monthly payments.

If there are any queries, please speak to our staff before the due date. Payments are required between 28<sup>th</sup> – 5<sup>th</sup> of each month. Payments received after this date will be consider late, late fees will apply

We are happy to negotiate and agree alternate arrangements based on individual circumstances.

Payments can be made as follows:

- Standing order
- Internet banking
- Childcare Vouchers

If paying cash, cash must be given **in an envelope** with your child's name on and state the amount enclosed. This must be checked together with the Nursery Manager or person in charge then the envelope must be sealed.

- Please pay by your due date or late charges will be applied to your account. If charges are applied to your account, your payments will be deducted as follows: - Charges deducted first (i.e. late fees, late collections), then remaining fees.
- Payments are still due in advance, even if your child is off sick.
- Receipts will be logged against our online management software account we hold for you on receiving payment. Please keep your own records of your BACS transfer / Childvouchers as proof of payment. We can issue a statement of account for tax credit purposed if requested.
- No refunds are given for care not taken.
- We have the right to refuse acceptance of any child due to non payment of fees or if eligibility for funding cannot be gained or failure to follow our policies – we also reserve the right to withdraw the place.
- Holiday Playscheme only bookings will not be guaranteed till full payment received.
- Your notice period to end this contract is four weeks from the date it is received in writing. You are liable to full payment even if you decide to leave earlier.
- In the event of closure beyond our control no refunds are given. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- Nursery is closed on all bank holidays and one staff training day per year. Full charges still apply. However you can book as holiday from your entitlement (not applicable to term time only contract)– please follow holiday procedures.

- Reductions available to children in the same family. Only applicable if 1<sup>st</sup> child is on a 'Daycare' contract. 10% off 1 sibling only. Reductions apply to lowest childcare fees.
- Fees are subject to a **rise as notified 4 weeks in advance. If you do not wish to pay the revised fee, you may end this contract by giving us 4 weeks notice in writing.**

### **Occasional childcare Terms and conditions**

- Adhoc bookings may be requested and booked subject to availability.
- Full payment only will guarantee the place.
- A higher rate will be charged for the additional booking due to administration costs involved.
- Adhoc bookings requested 3 consecutive times may be considered a permanent booking and may form part of your contracted days.
- No refunds are given for care not taken after booking.

### **Holidays/School Inset/Bank Holiday/Staff Training day- 52 week contract only**

- Each child is allowed 2 weeks (10 days) holiday per year at 50% of usual fees; (pro rota for part time places)
- For any additional holidays taken, sessions must be paid in full in order to keep the child's place open.
- 50% off the usual fees will be offered to out of school club children if your school has an inset day and you do not require the care. This must be booked in advance as per holiday procedure

### **Holiday & School Inset days - Term Time Only places**

- Children will not be offered a holiday discount entitlement, however a reduction of 50% off the usual fees will be offered to out of school club children if your school has an inset day and you do not require the care. This must be booked in advance as per holiday procedure

### **Holiday Procedure**

- Please complete a Holiday Form for your child. Anyone not completing a Holiday Form prior to their holiday will be considered as absent and charged the full rate.
- All holidays must be booked giving 4 weeks notice to qualify for the holiday rate. Full charge will apply if this is not booked 4 weeks in advance.

### **Other Absence (Charges apply)**

- Any other leave required that is not holiday i.e sickness or other holiday over your entitlement(see above for holiday charge)
- We charge in the case of absence.
- We charge for all bank holidays/staff training day

### **Amendments / change of contract / cancellation policy & procedure**

- ALL amendments to sessions require 4 weeks notice and in writing.
- Swapping days/sessions is not allowed.
- Amendments to contract type for example switching from Full time to Term Time can only be changed at the beginning of each term: Autumn, Spring and Summer, a minimum of 4 weeks notice is required in writing
- Cancellation of contract requires 4 weeks notice in writing. If insufficient notice is given, you will be responsible for the full fees for your child for 4 weeks from the date of receiving written notice.
- Early Steps Dudley will give 4 weeks notice of any amendments to contract / terms and conditions.

**Fees are due in advance, even if your child is off sick. All absences should be reported on 01384 838 291 Absence without contacting Early Steps Dudley will result in the loss of your child's place.**