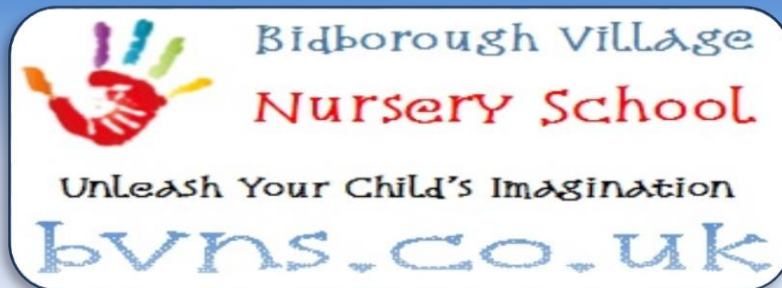


Fee Policy



At our nursery we believe in open communication with all parents/carers and staff and are therefore providing this fees policy in order to ensure that everyone fully understands our charging structure. We therefore strongly recommend you read this.

- **Our fees are fully inclusive of all drinks and snacks.**
- We are open for 38 weeks a year, closing on Bank Holidays.
- Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

Sessions/Fees:

Fees are payable termly or half-termly in advance, in accordance with the rates in force at the time.

Fees are reviewed annually, or in the event of any changes to the Code of Practice and you will be notified of any changes before the start of each term. Any changes to current rates will be advised in writing, at least one term in advance.

Session	Hours	Price
Morning Session	9:00 am – 12:00 pm	£ 17.00
Afternoon Session	12:00 pm – 3:00 pm	£ 17.00
Any additional hour		£ 6.60

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the nursery be unable to open due to bad weather or any other unforeseen circumstance, parents will be offered a session on an alternative day if there is space to do so otherwise parents will be refunded for that session or have it discounted from their next invoice. Should closure need to take place part way through a session a refund will not be given in this instance.

Late pick up: Children must be collected promptly at the end of the session. Should a parent fail to collect their child within half an hour of the end of session, a late collection fee of £10.00 will be charged, and a further £10.00 per every half hour thereafter.

Late payments: Fees are to be paid within 2 weeks of the invoice date and in full before the start of each term. If you are experiencing financial hardship please speak, in confidence, to one of the owners so alternative payment arrangements can be made. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the

amount owed. Children in receipt of the Free Early Education Entitlement will not be able to access additional fee paying hours until any outstanding fees are settled.

Notice Period: 6 weeks written notice is required, otherwise 6 weeks' fees are payable in lieu of notice. Please refer to the Nursery's Terms and Conditions for full details.

Payment methods: Invoices can be settled by cheque, bank transfer or Childcare voucher. Please specify your childcare voucher provider in advance. Please make cheques payable to Spiggly Limited, please write your invoice number on the back of your check.

Free Early Education Places for 2, 3 and 4 Year Olds

Every child aged three and four years old is entitled to receive a maximum of 15 hours of free early education per week, until they commence primary education or reach compulsory school age (the term following their fifth birthday).

Some 2-year-olds can get Free Early Education, the funding is available for up to 570 hours per year from the relevant date shown below. It can be taken as 15 hours per week over 38 weeks (term time only) or 12 hours per week over 48 weeks (as a stretched offer). **2 year old children must meet additional criteria, as the offer is not universal for 2 year olds.** Please ask our staff for further information

The table below shows when your child will become eligible:

Child's birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

Each child will be funded to a maximum of 15 hours each week, over a minimum of 5 hours per day for 38 weeks each year. Currently in Kent these 38 weeks are in line with Kent County Council school term dates.

There will be no invoice for funded hours. You will be invoiced for the additional hours. You will receive notification in advance of your child becoming eligible for the free entitlement.

Children attending non-funded days/session in addition to their Free Entitlement will be charged at our current rates shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.