**KidsPlay & Learn Pre-School**



 Riverhead Village Hall, Amherst Hill

Riverhead, Sevenoaks, Kent

TN13 2EL

Tel: 07799 023898

 Email: info@kidsplaypreschool.co.uk

**Fees Structure**

At our pre-school/nursery we believe in open communication with all parents/carers and staff. Therefore, this fees structure will assist everyone to understand our charging.

**Opening times:** We operate for 38 weeks per year, closing on bank holidays. We are currently open Monday, Wednesday and Friday from 9am to 3pm. The opening days will be reviewed in September with the aim to open five days per week.

**Pricing:** Fees are payable –half termly in advance and are reviewed annually in the month of September each year. Any changes to current rates will be advised in writing, at least one term in advance. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

Please note that fees do not include any nappies, wipes etc. and these must be provided by parents. A mid-afternoon snack will be provided but parents are responsible for providing their child with packed lunch.

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| Full Day 9 am to 3 pm | £36.00 |
| Morning Session 9 am to 12 pm | £18.00 |
| Afternoon Session 12 pm to 3 pm | £18.00 |
| Hourly rate for additional hours accessed | £6.00 |

**Discounts:** Parents sending two or more children to the nursery will receive a discount of 15% off the oldest child’s fees.

**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 pre-school/nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable 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 a session/day. Should a parent fail to collect their child within 30 minutes of the session/day end, a late collection fee of £4 will be charged, and a further £5 per every half hour thereafter.

**Late payments:** Fees are to be paid within 10 days of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the owner/manager so that 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 in line with our Bad Debt Procedure. Children in receipt of Free Early Education will be able to access their funded hours only.

**Deposit:** We ask for a £45 deposit upon acceptance of your child’s place. If your child is accessing Free Early Education hours only the deposit will be returned within 6 weeks.

**Payment methods:**  Invoices can be settled by cash, credit/debit card or BACS payment. We are also registered for the on-line Government Tax Free Childcare Scheme. Please speak to the owner/manager for our bank details if you wish to pay by BACS.

**Free Early Education and Childcare for two, three and four year olds**

**Free Early Education:** The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm.

More information about the following funding streams and ways of helping you pay for your childcare costs can be found via <https://www.childcarechoices.gov.uk/>

**Two year olds:** Some two year olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria. For more information please speak to the owner/manager. Eligible date ranges are shown in the table below.

**Three and four year olds (The Universal Entitlement):** All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.

**Three and four year olds of working parents (The Extended Entitlement):** Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. For more information please speak to the owner/manager.

A child isentitled for Free Early Education at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

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| --- | --- |
| **A child born on or between** | **Will become eligible for a free place from** |
| 1st January and 31st March | The Start of Term 5 following their second or third birthday (after April Holiday) |
| 1st April and 31st August | The Start of Term 1 following their second or third birthday (after Summer Holiday) |
| 1st September and 31st December | The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday) |

**Our delivery patterns:** Free Early Education can be accessed across all opening hours (9 am to 3 pm) therefore this can be used as a mixture of morning, afternoon and/or full day sessions (session times are outlined above) up to 15 hours per week for Universal and FF2 entitlements.

Children eligible for the Extended entitlement can also access their Free Early Education across all opening hours (9 am to 3 pm) meaning that only a maximum of 18 hours (3 x 6-hour days) per week can be accessed at our setting due to currently only being open on Monday, Wednesday and Friday.

Children accessing sessions outside of their Free Early Education will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child has accessed in that period and what the additional charges are.