

HYTHE BAY CHILDREN'S CENTRE

Fees Structure

At Hythe Bay Children's Centre we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our non-funded fee structure is fully inclusive of all meals, drinks and snacks. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

Fees from September 2020:

BABY ROOM		TODDLERS & PRE-SCHOOL		TERM TIME ONLY	
Session	Cost	Session	Cost	Session	Cost
AM (8-1)	£29.85	AM (8-1)	£26.90	AM (9-12)	£16.15
PM (1-6)	£29.85	PM (1-6)	£26.90	PM (12-3)	£16.15
Short Day (8-4)	£47.75	Short Day (8-4)	£43.05	Full Day (9-3)	£32.30
Long Day (8-6)	£58.60	Long Day (8-6)	£52.75		

Please note the Nursery has a minimum requirement of at least two days per week. Fees are payable in advance in accordance with the rates in force at the time. Fees are reviewed annually in September of each year, or in the event of any changes to the Provider Agreement. Invoices are issued at the beginning of each month. Payment is due within two weeks of the invoice date or weekly in advance.

Illness/Absence: No refund will be given in the event of a child's absence due to illness or any other reason other than the pre-booked holiday detailed below (only applicable to the Main Nursery which is open all year round).

Holidays (Main Nursery only): Each child is entitled to 2 weeks of their booked sessions as holiday at half fees each year (September to August) if attending the Main Nursery. Please ask your Key Person for a Holiday Form which must be submitted with at least two weeks' notice.

Changes to booked Sessions: If you would like to change or cancel your child's sessions, 4 weeks' advance notice is required (not a requirement for children only accessing Free Early Education hours). In the case of making a further change to your child's sessions, the new booking has to be in place for a minimum of 8 weeks to allow for changes in staffing before any other changes can be implemented.

Closures: Should the Nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be credited for the sessions missed. In the case of children only accessing Free Early Education hours, Management Information will be consulted and, depending on guidance received, alternative sessions may be offered. 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 each session. Should a parent fail to collect their child at the end of their session, a late collection fee of £1.00 per minute will be charged.

Late Payments: Fees are to be paid within 2 weeks of the invoice date or weekly in advance. If you are experiencing financial hardship, please speak, in confidence, to the Manager or Administrator 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 and, if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

Deposit: We ask for a non-refundable deposit upon acceptance of the place (which will be deducted from your final invoice). A deposit is NOT required for children who are only accessing their Free Early Education hours.

Payment Methods

- Employment vouchers: We take a variety of childcare vouchers. Please ask the Administrator if you need any reference numbers.
- Tax Free Childcare payments (for more information please go to <https://www.childcarechoices.gov.uk/>)
- Cash either at Little Nursery or at the Main Nursery Office.
- Bank Transfer: Sort code: 40-08-32, Account No 22250977, Account Name: Hythe Bay Children's Centre. Please use your child's name as a reference.
- Unfortunately we are unable to accept payment by card.

FREE EARLY EDUCATION (FEE): The following information details how your child can access their FEE hours at this Nursery. All children become eligible for up to 15 hours Free Early Education (known as the 'Universal Entitlement') the term after they become 3. Working parents may be able to access up to an additional 15 hours Free Early Education (known as the 'Extended Entitlement') subject to eligibility criteria. To find out if you are eligible, or find answers to some of the common questions regarding FEE, please visit the Childcare Choices website: <https://www.childcarechoices.gov.uk/>

FREE FOR TWO FUNDING: Some 2-year-olds can get up to 15 hours of free early education each week for 38 weeks a year or 12 hours each week over 48 weeks of the year. This is a national scheme, currently available to 2-year-olds who are looked after by the local authority or whose parents receive specific benefits. Parents/carers are asked to discuss with the Manager/Administrator if their child qualifies. For more information, please see posters displayed on the Parents' Noticeboard, visit the Childcare Choices website, or contact The Kent Children and Families Information Service 03000 41 23 23.

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

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 st April and 31 st August	Start of term 1, in September, following their 2 nd /3 rd birthday
1 st September and 31 st December	Start of term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of term 5, in April, following their 2 nd /3 rd birthday
<i>N.B. For Two Year Olds only: This is a rolling programme for two year olds and children can be admitted appropriately throughout the term.</i>	

At this Nursery the FEE hours are offered in the following formats.

Main Nursery (open Monday – Friday for up to 48 weeks per year)

No session is to be longer than 10 hours per day or shorter than 3 hours per day. Any sessions taken in addition to the FEE will be charged for.

Universal Entitlement or Free For Two Funding (a maximum of 15 hours):

Over 38 weeks (term time only): The first 15 hours per week are free during term time to a maximum of 570 hours over a minimum of 2 days.

Over 48 weeks ('Stretched Funding'): The first 12 hours per week are free over 48 weeks to a total of 570 hours. However a stretched place of 12 hours over 48 weeks equals 576 hours which exceeds the maximum by 6 hours. If you do decide to take up the 'stretched offer' you will be given the option of

1. Removing your child from the setting, or
2. Paying for the additional 6 hours.

Extended Entitlement (a maximum of 15 hours) 3 & 4 year olds:

Over 38 weeks (term time only): The first 30 hours (15 hours Universal + 15 hours Extended Entitlement maximum) per week are free during term time to a maximum of 1140 hours. Charges apply to additional hours and during holiday periods.

Over 48 weeks ('Stretched Funding'): The first 24 hours per week (15 hours Universal + 15 hours Extended Entitlement maximum) are free over 48 weeks to a maximum of 1140 hours. However a stretched place of 24 hours over 48 weeks equals 1152 hours which exceeds the maximum by 12 hours. If you do decide to take up the 'stretched offer' you will be given the option of

1. Removing your child from the setting, or
2. Paying for the additional 12 hours.

Little Nursery (open Monday - Friday term time only for 38 weeks per year)

Charges apply for any hours taken in addition to the FEE. No session is to be longer than 6 hours per day or shorter than 3 hours per day.

Universal Entitlement and Free For Two Funding (a maximum of 15 hours):

The first 15 hours per week are free during term time to a maximum of 570 hours.

Extended Entitlement (a maximum of 15 hours) 3 & 4 year olds: The first 30 hours (15 hours Universal + 15 hours Extended Entitlement maximum) per week are free during term time to a maximum of 1140 hours.

You will be invoiced in the usual way showing how many FEE hours your child is receiving in that period and what the additional charges are. Please note that the FEE can be split between 2 providers up to a maximum of 30 hours. We charge a small contribution from parents to help towards the cost of administration, meals, trips and extra-curricular activities. This will be a charge of £3 per week per child from September 2019, for children who are in receipt of funded hours.